

# APPLICATION FOR EXEMPTION FROM UNIVERSITY HOUSING REQUIREMENT

Institutional and national research suggests that students who live on campus are significantly more inclined to remain in college and achieve higher GPAs in comparison to students living off campus. In support of the Strategic Plan of Texas Tech University and the Graduate on Time Program, all students are required to live in university owned residence halls. Compliance with the university housing policy is a condition of enrollment, as set forth in the *Student Handbook*, the *Undergraduate Catalog* and OP 30.25 (updated 6/07). A limited number of exceptions to this policy may be granted by University Student Housing. Students attempting to live off campus who have not been granted an exemption by University Student Housing will be required to move into a residence hall. Registration for classes may be delayed pending verification of a student's living arrangements.

Please return all documentation to:

Housing Compliance Office, University Student Housing, Texas Tech University, Box 41141, Lubbock TX 79409-1141

Phone: 806-742-2661, Fax: 806-742-2696, Email: [housing.isdm.exemptions@ttu.edu](mailto:housing.isdm.exemptions@ttu.edu)

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**Exemption Application Deadlines:** Fall – August 1; Spring – November 1; Summer 1 or Summer 2 – May 1

Because of unforeseen changes in a student's circumstances due to illness or other personal reasons, some petitions are considered after the above dates. Unless it is clearly established that illness or personal reasons, which were not known prior to the above dates, have arisen to necessitate a student's living off campus, students should not expect to be relieved of their housing requirement.

Freshmen students may not cancel a housing reservation until they have received written approval of their exemption application. Authorization for off-campus housing does not relieve the student of contractual obligations which may have been assumed with University Student Housing. All cancellation requests are subject to charges as determined by the date of the cancellation request, not the exemption request. Please refer to the Residence Hall Contract for specific information on deadlines and penalties.

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**All appropriate documentation must be provided prior to review.**

**Please indicate the initial term for exemption:**     **Fall 2009**     **Spring 2010**     **Summer 2010**

**Please select one from the list below:**

Commuter

- I reside and will continue to reside in the established primary residence of my parents/or legal guardian.  
◆*Submit a Sworn Statement of Commuting Status*◆

Non-traditional Student

- I am married. ◆*Attach copy of marriage license*◆  
 I will be 21 years of age or older on or before the first day of classes of my first semester at TTU.  
◆*Attach a copy of drivers' license, passport or birth certificate*◆  
 I have served in the active military. ◆*Attach a copy of DD214*◆  
 I have a dependent child(ren) who resides with me. ◆*Attach copy of tax return or birth certificate to certify dependency*◆

Academic Progress

- I have successfully completed at least 30 of academic credit. I understand that Credit by Exam (CLEP, ACT, SAT, Advanced Placement) and hours received from concurrent high school credit will not be considered for this request.  
◆*An Academic Progress form is required if all of your hours are not on record with the Office of the Registrar*◆  
 I have been awarded a university scholarship/sponsorship managed by a university department or college, which minimally includes the equivalent of the current academic year's room, board, tuition, fees, and textbooks (as estimated by the Financial Aid Office).  
◆*Attach letter from awarding department confirming their approval of proposed arrangements and verification of full-scholarship/sponsorship status*◆

Extreme Hardship

- I will present sufficient evidence of an extreme financial hardship condition based on similar guidelines as for Financial Aid.  
◆*Submit a Financial Hardship form and a copy of the Federal Financial Aid Application (FAFSA)*◆  
 I will present sufficient and satisfactory evidence of an extreme medical condition, for which on campus accommodations cannot be made.  
◆*Submit a Medical Hardship form and a letter from your treating physician on letterhead*◆

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I verify that the information provided here is true and correct, and I understand that false or misleading information provided by me shall be grounds for taking disciplinary action against me in accordance with the Code of Student Conduct. I also understand that all information provided is subject to verification and that additional information may be required by University Student Housing.

**I have read and understand the information provided on this form.**

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Student Name (Please Print) \_\_\_\_\_ Date of Birth \_\_\_\_\_ Student ID Number( RNumber) \_\_\_\_\_

Permanent Home Address – Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Student Signature \_\_\_\_\_ Telephone Number/Email Address \_\_\_\_\_ Date \_\_\_\_\_

FOR OFFICE USE ONLY:

DECISION \_\_\_\_\_ REASON \_\_\_\_\_ LIVING WITH: \_\_\_\_\_ INITIALS \_\_\_\_\_ DATE \_\_\_\_\_