

Residency Policy Exemption Request

Housing and
Residence Life

University of Wisconsin
Eau Claire

Exemptions to the UW System residency requirement may be requested by students who are military veterans, married, parents, or eligible to commute from their permanent home. Students who are ineligible for exemption may submit an appeal based on extreme personal or financial hardship.

DEADLINE: This exemption request form, plus any required additional documentation must be submitted by the **first day of classes of the term in which this request is being submitted for**. Housing and Residence Life is obligated to enforce the Board of Regents Policy 24-2, and the terms and conditions of the Housing Contract requiring first and second year students to live in University residence halls. Students who are aged 21+ or whose high school graduation date is two years prior to the first day of classes are not required to live on campus (unless the student has submitted a housing contract and failed to cancel prior to the May 1st deadline.)

Note: Incomplete Residency Policy Exemption Request forms and/or forms submitted by someone other than the student will be automatically denied. Please read all instructions thoroughly and attach all requested documentation.

Note: Please read this form thoroughly to understand how submitting this request may impact your UWEC Housing options for the year in which you are requesting an exemption. (See page 2 for student acknowledgements)

Student Name (First, Middle, Last)	
7-Digit Student UWEC ID #	
Student Permanent Home Address	
Student Permanent Home City	
Student Permanent Home State & Zip	
Student High School Graduation Date (MM/YYYY)	
Student Date of Birth (MM/DD/YYYY)	
Student Status at time of request	Incoming First Year <input type="checkbox"/> Current Student <input type="checkbox"/> Transfer <input type="checkbox"/>
Exemption Request Starting	Academic Year: _____ Fall 20 _____ <input type="checkbox"/> Spring 20 _____ <input type="checkbox"/>
If transferring, prior institution and dates of attendance:	

Select the reason that you are requesting an exemption

REASON (Check One)	REQUIRED DOCUMENTATION
<input type="checkbox"/> I live with a parent or legal guardian and will commute daily from that residence which is within 40-miles from UW-Eau Claire	Commuter section of this form completed. Both student and parent/guardian signature required.
<input type="checkbox"/> I am a veteran or have had 2 years of active military duty	Copy of DD214 discharge papers
<input type="checkbox"/> It will be 2 years since my high school graduation when I am seeking exemption	Indicate year above. (Will be verified with UWEC Admissions Office)
<input type="checkbox"/> I am married	Copy of marriage license (certificates not accepted)
<input type="checkbox"/> I am a parent, and my child lives with me	Copy of child's birth certificate
<input type="checkbox"/> I am appealing the residency requirement based on EXTREME personal hardship	Typed, detailed explanation in Microsoft Word document regarding how your circumstances would limit you from living on campus including relevant supporting documentation. In the case of financial hardship, a meeting with the financial aid office to assess your financial situation is required prior to requesting exemption.
<input type="checkbox"/> I am appealing the residency requirement based on EXTREME financial hardship	

My signature confirms understanding of, and agreement to the following statements:

- I am aware of the policies that require first and second year students to live in University residence halls, and that as a UW-Eau Claire student, I am required to comply with these policies.
- I am aware that Housing and Residence Life staff may consult with relevant campus departments and local and state agencies to verify information I have submitted.
- I am aware that knowingly making a false statement, orally or in writing, to a University employee on a university-related matter is a violation of the UW System Administrative Code and may result in disciplinary action.
- I acknowledge that in the event my Residency Exemption request is approved, it makes me ineligible to participate in UWEC Housing and Residence Life room selection processes for the year in which this request is being submitted for.**
- I acknowledge that if I have already entered a contract with UWEC Housing and Residence Life prior to submitting this request and my request is approved, the approval of this request does NOT automatically release me of my on-campus contract obligations. I understand I have until May 1st to cancel my UWEC housing contract.**

Student Signature:

Date:

COMMUTER SECTION

Parent/Legal Guardian completes this section for students requesting to commute from their residence

To be eligible to commute, students must reside with a parent or legal guardian at their permanent home address within 40 miles of UW-Eau Claire (105 Garfield Avenue, Eau Claire, WI 54701). As part of the review process, Housing and Residence Life will verify the address submitted. Student may be asked to submit additional documentation to verify the address.

Parent/Legal Guardian Information

My signature below confirms my understanding and agreement to the following:

- This student will be commuting daily from my permanent residence to UW-Eau Claire for their coursework.
- If the student is found to not be living with me at my residence, they will be held financially responsible for on-campus housing charges.

Parent/Legal Guardian Signature:

Parent/Legal Guardian Name
(Printed):

Date:

I am this student's (check one)

Parent

Legal Guardian

Address of Permanent Residence:

Submit completed form and documentation to Housing and Residence Life by emailing ExemptionRequest@uwec.edu.

*Students will be informed of the decision via their University UWEC email account. Forms are reviewed **monthly**. Requests for expedited review will not be accepted.*