



MONTANA STATE UNIVERSITY
Office of Residence Life

REQUEST FOR EXEMPTION FROM FIRST YEAR LIVE IN REQUIREMENT

Institutional and national research suggests that students who live on campus are significantly more inclined to remain in college, graduate in 4 years and achieve higher GPAs in comparison to students living off campus. In support of the mission of Montana State University, **all students taking six or more credit hours, with less than 30 credit hours accomplished in a residence hall setting, are required to live in university owned residence halls.** A limited number of exceptions to this policy may be granted by the Residence Life Office.

If you think you qualify for an exemption based on the criteria below, submit this request **WITH SUPPORTING DOCUMENTATION** to:

Residence Life
P. O. Box 172080
Bozeman, MT 59717-2080

or
Residence Life
fax: 406-994-1918
email scanned documents: housing@montana.edu

Exemption requests must be submitted prior to the semester desired. The exemption form will be reviewed and the response will be sent to the email address listed below. Please note that being able to live less expensively off campus does not necessarily qualify you for an exemption.

Name: _____ Birth Date: _____ Student ID (LAST 4 DIGITS ONLY): _____

Email Address: _____ Phone #: _____

Requests for Exemption must be filed prior to the semester desired:

Exemption Requested for: Academic Year 201____ - 201____ Fall Semester 201____ Spring Semester 201____

Exemption Criteria:

- Marriage:** *Must be supported by a marriage certificate.*
- Physical custody of a dependent child:** *Must provide copy of child's birth certificate.*
- Completed one full academic year at a college or university while living in a residence hall:** An academic year is calculated as 2 semesters or 3 quarters. *Include documentation of residence hall living (housing bill, letter from the university, etc.).*
- 5 or fewer credits:** Will be taking five or fewer credit hours. *Subject to verification.*
- Financial hardship:** Such as death, accident or severe illness of primary family wage earner, recent substantial change in the family or student financial status beyond the control of the student, or unusual circumstances well supported by documentation. *Include letter from student, financial hardship worksheet and documentation of recent financial change. If traditional freshman, must also include a notarized letter of support from parent/legal guardian.*
- Medical/disability related condition:** A medical or disability condition that precludes you from living in the residence halls. Will require evaluation by the Office of Disability Services. You may be required to provide medical documentation that supports your request to the Office of Disability Services. *Must provide Request for Exemption from First Year Live In Requirement form and a letter that explains briefly the basis of the request to the Residence Life Office. The Office of Disability Services can be contacted at 406-994-2824.*
- Living with family member:** Living with an immediate family member (parent, grandparent, sibling, or legal guardian) at their principal, established local residence within a commutable radius. *Must supply 1) copy of a power/heating bill or lease for proof of address, and 2) a notarized letter from parent/legal guardian. Letter should contain the name, relationship to the student and address of the immediate family member with whom the student will be living.*
- Current active military or veteran's status:** *Student must verify by submitting a copy of the DD Form 214. If DD Form 214 is unavailable, a copy of your Leave and Earnings Statement (LES) or other documentation that shows active military status can be submitted.*
- Unusual circumstances:** Circumstances have arisen that are not within the scope of the above listed criteria that make living in the halls a hardship. *Include all pertinent documentation and a letter from the student. If traditional freshman, must also include a notarized letter of support from parent/legal guardian.*

I understand that if this request is denied, I will be required to move into a residence hall and will be billed the full semester(s) housing charges. Additionally, **I understand that if I knowingly furnish false information regarding my housing status I will be referred to the Dean of Students Office under section 621.00, part B "Acts of Dishonesty", of the Student Conduct Code.**

Signature _____ Date _____

RESIDENCE LIFE AUTHORIZATION

Deny Approve CREAC Committee or representative: _____ Date _____