

Students are encouraged to review the entire packet related to exemption request before submitting to the housing office.

Important Reminders...

The deadline for submission of exemption requests for the **academic year is July 15th**. The deadline **for students entering at the beginning of the spring semester is December 1st**.

Exemption requests submitted after the deadline will be subject to a non-refundable \$100.00 late application processing fee. This fee is required for exemption requests submitted after the deadline and **does not** guarantee an exemption will be approved.

The late application processing fee must accompany the application (*check or money order made payable to MSU and include in the memo field 'late application processing fee'*). Applications received after the deadline without the late application processing fee will **not** be processed.

Students who submit exemption requests after the first day of classes will be subject to payment of the late application processing fee. If the exemption request is approved, mandatory fees will be refunded according to the University's refund period in effect at the time the application/processing fee was received.

For the purposes of the exemption request process, the date of receipt shall be the date upon which the properly completed application, all documentation specified in the application packet, and the late application processing fee (if applicable) are received. Partial or incomplete submissions shall not constitute a received application and will not be processed.

Note: Because of issues of file size and information clarity, faxed and emailed requests and/or documentation are **not** accepted.

Completed applications should be mailed or delivered to:

Office of Student Housing
Thompson Hall
150 University Blvd.
Morehead, KY 40351

MOREHEAD STATE UNIVERSITY

ON-CAMPUS RESIDENCY POLICY

Morehead State University strongly believes in the value of the on-campus residential experience for students. Numerous studies have indicated the following regarding students who live on-campus during their first years of college:

- They earn better grades and have a higher GPA's than non-resident counterparts.
- They develop stronger ties to the University and have a greater feeling of community with their peers.
- They report having greater opportunities to interact with faculty and feel more connected to their educational experience.
- They build more meaningful and lasting relationships with peers.
- They are generally more satisfied with their college experience than students who live off-campus.
- They tend to graduate at a higher rate and finish college sooner than non-resident counterparts.

Morehead State University's On-Campus Residency Policy requires all full-time students under the age of 21 who have earned fewer than 60 University recognized college credit hours to live on campus and subscribe to the applicable dining requirement. Students must be 21 by the first day of class to fulfill residency requirement. *(Students enrolled full-time on-line or at an MSU Regional Campus are exempt from this policy.)*

Students may apply for an exemption to this policy provided they meet certain established criteria. *(*Please note, an application for exemption from the on-campus residency requirement does not guarantee nor imply that an exemption will be granted. Students should assume that their request has not been granted until they receive written notification of approval.)*

Students applying for an exemption to the **On-Campus Residency Policy** must submit the exemption form to the Office of Student Housing on the following schedule:

Application Deadlines

Academic Year

July 15

Students Entering Spring Semester

December 1

All exemptions requests must be received **prior to July 15th for the academic year and December 1st for students entering at the beginning of the spring semester.** Exemption requests submitted after the deadline will be subject to a non-refundable \$100.00 late application-processing fee. This fee is required for exemption requests submitted after the semester deadline and **does not** guarantee an exemption will be approved.

Students failing to submit an exemption request form prior to the deadline will be assessed mandatory housing/dining fees. Late applications are subject to payment of the non-refundable late application processing fee and if approved refunds of applicable housing/dining fees will be done so in accordance with the University's refund policy.

Unless otherwise notified, all exemptions are valid for the length of enrollment at Morehead State University provided living situation and exemption criteria do not change. Any change in living arrangements must be immediately reported to the Office of Student Housing. Students with less than 60 hours and under 21 years of age will be required to live in University housing. Failure to submit information in a timely manner related to change in residency status may subject the student to assessment of mandatory housing/dining fees.

Students who have reached the age of 21 or earned 60 college credit hours by the first day of classes for the semester they intend to reside off campus do not need to apply for an exemption. Exemption forms and detailed information may be downloaded from the Office of Student Housing web page at <http://www.moreheadstate.edu/housing>. Students may be exempted from the On-Campus Residency/Dining Policy if they meet the following criteria:

Exemption Criteria

Exemption requests will not be processed without a completed On-Campus Residency Exemption request form and all required documentation as listed below. University officials have the right to request additional information as deemed appropriate when considering exemption requests.

Single Parent

- Completed exemption request form
- Copy of child's/children's birth certificates (adoption paper work)
- Documentation demonstrating majority custody

Married

- Completed exemption request form
- Copy of valid marriage certificate recognized by the Commonwealth of Kentucky

Internship/Clinical Semester*

- Completed exemption request form
- Submission of documentation from student's University advisor regarding the assignment location of the internship/clinical semester
- Copy of MSU class schedule for term requested

**Exemption is valid for internship/clinical semester only. Additionally, students enrolled full-time for which the internship/clinical assignment accounts for less than fifty-percent of enrolled credit hours are not eligible for this exemption. Internship/clinical assignments must be outside of the recognized commuter distance to qualify for an exemption.*

Commuter exemptions are available only to in-state students within 50 miles of Morehead commuting from parent's/guardian's legal permanent residence.

- Completed exemption request form
- Completed Commuter Parent/Guardian Verification Statement
- Copy of Parent/Guardian's drivers license (or similar state issued official identification card) verifying address

Students must notify the Office of Student Housing if their living situation changes after an exemption has been granted. Students with less than 60 hours and under 21 years of age will be required to live in University housing.

Special Circumstances - For consideration the student must demonstrate that the situation is both "unique and unusual" and beyond any reasonable means of the student to control. Examples of situations that would fall under this category include but are not limited to: transfer students who will have necessary credit hours following the transcript evaluation process or an expectant parent with a due date shortly after the semester begins. Examples of situations that **would not qualify** for exemption under this category include but are not limited to: seasonal or other allergies that can be treated by allergy medications or leases entered into prior to an exemption being approved. All requests documenting a specific need related to the Americans with Disabilities Act will be reviewed by the University's ADA Coordinator.

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Office of Student Housing
Thompson Hall
150 University Blvd.
Morehead, KY 40351

**MOREHEAD STATE UNIVERSITY
OFFICE OF STUDENT HOUSING
ON-CAMPUS RESIDENCY EXEMPTION REQUEST FORM**

NAME: _____ MSU ID NUMBER: _____ DATE OF BIRTH: _____

HOME ADDRESS: _____
STREET CITY STATE ZIP CODE

LOCAL ADDRESS: _____
STREET CITY STATE ZIP CODE

COMMUTING ADDRESS: _____
STREET CITY STATE ZIP CODE

HOME PHONE: (_____) _____ LOCAL PHONE: (_____) _____ CELL PHONE: _____

PLEASE SELECT APPROPRIATE EXEMPTION AND ATTACH ALL REQUIRED DOCUMENTATION:

1. **COMMUTER** (available to in-state students within 50 miles of Morehead commuting from parent/guardian's legal permanent residence only) - attach "Parent/Guardian Statement for Commuters" and copy of Parent/Guardian's drivers license
2. **MARRIED** – attach copy of valid marriage certificate recognized by the Commonwealth of Kentucky
3. **SINGLE PARENT** – attach copy of child/children's birth certificates and documentation demonstrating majority custody (if custody is shared)
4. **INTERNSHIP/CLINICAL SEMESTER** (exemption is valid for one semester only) – attach documentation from University advisor specifying assignment location and copy of MSU class schedule for term requested

I hereby certify that all of the information contained herein and in all supporting documentation is true and accurate. I have provided all required documents to support my request and I do hereby apply for exemption. I understand that providing the University with false information will result in assessment for mandatory housing/dining fees and could lead to disciplinary actions including but not limited to probation and/or suspension from the University and/or other actions deemed appropriate by University personnel. I understand that should my initial request be denied I may file one written request for reconsideration with the Office of Student Housing within a maximum of ten business days from the date of my notification letter. I understand that the outcome of all reconsideration requests is final.

(Applicants Signature)

(Parent/Guardian Signature if student under 18)

Subscribed and sworn before me by _____ on this _____ day of _____, 20_____.

Notary Public

Affix Notary Seal Here
(Required)

Notary of the county of _____ in the state of _____ Commission Exp. Date: _____

Note: All waivers must be received prior to July 15th for the academic year and December 1st for students entering at the beginning of the spring semester. Waivers submitted after the deadline will be subject to a non-refundable \$100.00 late application processing fee due at the time of submission. Students who apply and are approved after the first day of classes are eligible for a remittance of mandatory housing/dining fees according to the University's refund policy – no remittance of charges shall occur for applications made after the last day for refunds during the specified term.

Office Use Only:

Initial Review

Date Received: _____

Approved Denied

Code: _____ Date: _____

Notification Date: _____

Not. Method: Letter Other: _____

Late Application Fee: N/A PAID Not Paid

Reconsideration Request

Date Received: _____

Date Reviewed: _____

Decision: _____

Notification Date: _____

Not. Method: Letter Other: _____

**MOREHEAD STATE UNIVERSITY
OFFICE OF STUDENT HOUSING
ON-CAMPUS RESIDENCY EXEMPTION REQUEST – PARENT/GUARDIAN STATEMENT FOR COMMUTERS**

***PLEASE NOTE, THIS COMPLETED FORM MUST ACCOMPANY ON-CAMPUS RESIDENCY EXEMPTION REQUESTS FOR EXEMPTION DUE TO COMMUTING FROM PARENT/GUARDIAN'S LEGAL PERMANENT RESIDENCE. AN APPLICATION DOES NOT GUARANTEE NOR IMPLY AN EXEMPTION WILL BE GRANTED.**

Morehead State University strongly believes in the value of the on-campus residential experience for students. Numerous studies have indicated the following regarding students who live on-campus during their first years of college:

- They earn better grades and have a higher GPA's than non-resident counterparts.
- They develop stronger ties to the University and have a greater feeling of community with their peers.
- They report having greater opportunities to interact with faculty and feel more connected to their educational experience.
- They build more meaningful and lasting relationships with peers.
- They are generally more satisfied with their college experience than students who live off-campus.
- They tend to graduate at a higher rate and finish college sooner than non-resident counterparts.

However, we do recognize that certain considerations need to be made to allow students to commute from the home and primary residence of a parent or legal guardian within a reasonable distance. After completion of the exemption form, please read, sign, and notarize the following:

- I verify that I am the parent/legal guardian for _____.
(Please print student's name)
- My son/daughter will be residing with me on a full-time basis in my **permanent primary** legal residence. I understand that vacation homes, second homes, and/or maintained rental properties do not constitute primary residence for this purpose.
- I certify that all of the information contained on the exemption form and in all supporting documentation is true and accurate.
- I understand that providing the University with false or inaccurate information will result in my son/daughter being assessed for mandatory housing/dining fees for all appropriate semesters and could result in student disciplinary actions for my son/daughter up to and including suspension from the institution.
- If my son/daughter's living situation changes after an approved exemption, I understand that we must immediately notify the Office of Student Housing through written notification of this change and that my son/daughter may then be required to live in the residence halls or pay associated mandatory housing/dining fees.
- I further understand that should this commuting request be denied and my son/daughter chooses to live off-campus, he/she will be assessed mandatory housing/dining fees as appropriate. Similarly, if the exemption is approved and the student is discovered not to be living at home through any method or for any reason, the student will be charged mandatory housing/dining fees for all appropriate semesters and be subject to appropriate disciplinary action.
- Due to frequent false information being provided to the University, periodic audits will take place to monitor that the student is indeed residing at home.

Parent/Legal Guardian (Please Print)

(Signature)

Notary Public

Subscribed and sworn before me by _____ on this _____ day of _____, 20_____.

Notary Public

Affix Notary Seal Here
(Required)

Notary of the county of _____ in the state of _____ Commission Exp. Date: _____