Please check only one choice below. Sign and complete the form and **have it notarized**. Return it with any supporting documentation. Please note that additional information may be required before a decision can be made regarding the exemption application.

University Policy Regarding Student Housing & Dining Services

(A.) The University of Tulsa requires that all traditional first and second year students, international students and transfer students who have not completed two years of residency at another university (post high school) and are enrolled for nine or more credit hours abide by the community enhancing residency requirement. The requirement excludes summer sessions and is applicable until attainment of four (4) academic semesters, post high school, in on-campus residence halls for Freshmen, and the choice of Residence Halls or University Apartments for Sophomores, or the receipt of an exemption from Housing & Dining Services. Sophomores may choose to live in University Apartments with a meal plan.

(B.) Exemption requests to this policy must be submitted in writing to the Housing & Dining Services Office. Students not specifically granted an exemption prior to the first day of classes for the applicable semester would be considered in violation if not living/dining on campus.

1. **Exemptions may be granted to students who meet one of the following criteria:**
   - ☐ a) **Commuter Student:** Students who live at the principle residence of their parent(s) or legal guardian(s) located within a twenty (20) radius of The University of Tulsa campus. Complete reverse with required signatures. **[NOTE: commuter exemptions are NOT granted to reside with any other relative or family friend.]**
   - ☐ b) **Fraternity Resident:** Students who are active members of and live in a University recognized fraternity (sorority houses are University housing), and maintain the established standards set forth by the University. [NOTE: Student must reside in the fraternity house for the entire academic year noted above or return to residence halls. Greek organizations must provide the Housing Office with a roster of current resident members each semester.

     Fraternity President: _____ _____ _____ _____

     Print name Signature Fraternity Room number

     c.) **Other:** Students can demonstrate other acceptable extenuating circumstances (refer to specific situation as listed below).
     - ☐ A medical condition prohibits student from residing in the residence halls. Detailed medical documentation to verify the situation must be provided.
     - ☐ A severe financial hardship prohibits student from residing in the residence halls. Substantial documentation (e.g. income tax forms, bank statements, layoff notice, unemployment benefit summary, financial aid forms, welfare benefit summary, etc.) must be provided to verify this hardship exists. [NOTE: If student is considered a financially dependent student, parental financial information must be provided.]

2. **Permanent exemptions may be granted to students who:**
   - ☐ a) Are **twenty-one (21) years of age or older,** having reached age 21 no later than the date of the first day of classes for the applicable semester. Birth date: _____
   - ☐ b) Are **married.** Student must provide a copy of a court-certified marriage certificate (not license). [NOTE: A church-issued copy is not acceptable.]
   - ☐ c) Are **single parents with primary childrearing responsibilities.** A copy of official birth certificate(s) for child (children) must be provided.
   - ☐ d) Have **completed residency in (another) college** or The University of Tulsa on-campus housing for four semesters post high school, (excluding summers) or the equivalent. For transfer students, a letter or financial statement from previous college or university verifying residency is required. This exemption cannot be reviewed until this verification is received.
   - ☐ e) Can demonstrate **other acceptable extenuating circumstances.** (Attach detail statement on separate sheet.) Student is responsible for providing complete documentation to verify the situation. Exemptions are not granted to reside in an off-campus apartment even if a lease has already been signed.

(C.) Upon receipt of this notarized form the exemption application will be reviewed. A written approval or denial will be forwarded to the student. If a student's request for an exemption is denied, she/he will have fourteen (14) days in which to submit a written appeal to Housing & Dining Services.
(D.) Non-exempted first and second year students not residing on campus will be considered in violation of this policy and may have their records placed on "ineligible hold" with the University, thus, preventing future registration.
(E.) Presentation of falsified information will be considered a violation of the Student Code of Conduct resulting in appropriate disciplinary action.
(F) Students determined to be in violation may no longer be eligible for exemption based on the criteria listed above and will be required to fulfill the on-campus requirement or pay the fees that otherwise would have been paid during the period of the violation.
(G) Any change in residence during the first two years of enrollment must be communicated to the Housing Office in order to determine if the change will qualify for an exemption to University Housing Policy.

I have read the University Policy Regarding Student Housing/Dining on the reverse side and understand that a violation of the policy could affect my ability to register for future classes and could have financial implications.

_____

SIGNATURE OF STUDENT DATE (m/d/y)

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

Notary Public:_____

My commission expires: _____

Revised 03/7/07 MHF

The University of Tulsa
Housing Residency Exemption/Commuter Form

Housing & Dining Services, 2821 East 8th St, Tulsa, OK 74104
Phone: 918-631 2516 Fax: 918 631 2170

Please PRINT student information clearly:

Name: _____
LAST FIRST MIDDLE INITIAL

Student Number: _____Or SSN if student # not yet available:_____

Permanent
Mailing Address: _____
HOUSE/APT NUMBER –STREET-P.O. BOX

_____
CITY STATE POSTAL/ZIP CODE

Student Phone Land Line _____ Cell _____

Parent Phone Home_____Work_____Cell_____

Parent E-Mail Address _____

This application is for: Academic year 20_____ Year of High School Graduation 20_____

FOR COMMUTER EXEMPTION PURPOSES ONLY:

The above named student is my son/daughter/legal ward appointed by a court, who will reside in my principle residence (listed above) while attending The University of Tulsa. As an occupant of my principle residence s/he will commute daily to classes at The University of Tulsa from this address. I/We declare that the information provided in this application and any supporting statements are true and correct to the best of our knowledge, and we understand that falsification of this official record may jeopardize the enrollment eligibility of the above named student.

_____
PRINT PARENT OR LEGAL GUARDIAN NAME

_____
SIGNATURE OF PARENT OR LEGAL GUARDIAN DATE (m/d/y)

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

Notary Public: _____
My commission expires: _____

An exemption is granted for the entire time during which you are commuting from your parent's principle residence. If granted an exemption, you will not need to complete an additional application for the next academic year (if the housing policy is still applicable to you) unless you move from your parent's principle residence.
In the event you do plan to move from your parent's principle residence, you must notify the Housing & Dining Services Office in writing immediately and well in advance of the move. Appropriate information and forms will be forwarded to insure your new circumstances are in compliance with policy. Failure to do so places you in violation of university policy.

THIS FORM MUST BE NOTARIZED. PLEASE ALSO READ AND FOLLOW INSTRUCTIONS ON THE REVERSE SIDE.

Note: This is only an application for an exemption. You will receive a written or electronic response from the Housing & Dining Services Office as to the status of your request. Falsification of information presented with or signatures provided on this form will result in the invalidation of the commuter exemption and possible disciplinary action and de-enrollment.

FOR OFFICE USE ONLY

Home_____ Fraternity_____ HRE: from_____ to_____ Approved_____

Other (specify)_____ FR _____