



**The University of South Florida
Division of Student Affairs
Department of Housing & Residential Education
First Year Live-On Requirement Exemption Request Form**

Name: _____
Last First MI

University ID Number: _____

Address _____

Email: _____

Permanent Phone: _____

City _____ State _____ Zip _____

Cell Phone: _____

Term(s) Applied for Exemption: Fall 2009 Spring 2010

I am requesting exemption from the University of South Florida housing requirement for first year students (see reverse for further information on exemption process). The specific qualifying factor is:

_____ A. AGE: I will be 21 years of age prior to the first day of classes of the first term of enrollment.

_____ B. MARRIED: I am married (documentation required).

_____ C. DEPENDENTS: I have dependent family under my care (documentation required).

Student Signature: _____

Date: _____

_____ D. RESIDENCY: I will reside in the principle residence of my parent(s) or legal guardian(s) within Hillsborough, Pasco, or Pinellas County during my first year of enrollment.

Student Signature: _____

Date: _____

I certify that the student above will be living in my principle residence for the first full year of enrollment at the address below.

ADDRESS REQUIRED:

Parent/Guardian Signature: _____

Date: _____

_____ E. Compelling Individual Circumstances. Requests for exemption to the First Year Live-On Requirement on the basis of compelling individual circumstances will be considered on a case by case basis. (Please provide a narrative and any additional documentation necessary to support your position)

Student Signature: _____

Date: _____

Failure to comply with the First Year Live-On Requirement and/or providing false or misleading information in connection with a request for exemption may result in room charges being assessed to the students account, a referral to the Office of Student Rights and Responsibilities, and/or cancellation of enrollment at the University of South Florida.

To ensure priority consideration, exemption requests must be submitted no later than:

- Summer Term of first enrollment - May 1
- Fall Term of first enrollment - May 1
- Spring Term of first enrollment - November 1

Submit Request by mail to: Housing & Residential Education
First Year Live-On Requirement
4202 E. Fowler Avenue, RAR 229
Tampa, FL 33620-7700

Submit Request by fax to: (813) 974-9185

Submit Request by email to: exemption@housing.usf.edu

For information regarding requests for exemptions, please contact the Department of Housing & Residential Education Assignments Office at (813) 974-0001, exemption@housing.usf.edu, or (813) 974-9185 (fax) or visit the website at www.housing.usf.edu.

For Office Use Only

Date Received: _____

Initial Decision: Approved/Denied Date: _____ Initials: _____ Letter Sent Date: _____

Appeal? Yes _____ No _____ Committee Decision: Upheld/Reversed Date: _____ Letter Sent Date: _____

First Year Live On Campus Requirement Guidelines

The University of South Florida is committed to providing all of its students with a comprehensive educational experience. There are numerous educational and social benefits for first year students living in the residence halls that may not be realized by those living off campus. With this understanding, USF requires all first year students to live on campus effective Fall Semester, 2009.

First Year Live on Campus Requirement

First Year undergraduate students enrolled as full-time students, as defined in the University of South Florida Undergraduate Bulletin, will be required to live in on-campus housing beginning with the entering class of Fall 2009. Students first enrolling in the summer, beginning in 2010, are required to live in the residence halls during the summer, fall and spring terms. Students first enrolling in the fall are required to live in the residence halls during the Fall and Spring Semesters. Students first enrolling in the spring, beginning in 2010, are required to live in the residence halls during the Spring Semester.

Exemptions from the First Year Live On Campus Requirement

Students may be exempt from the requirement to live in the residence halls if:

- The student will reach the age of 21 prior to the first day of classes of their first term of enrollment,
 - The student is married,
 - The student has dependent family (children or parents) under the student's care,
 - The student resides in the principal residence of a parent or legal guardian within the counties of: Hillsborough, Pasco, or Pinellas.
- Students desiring this exemption must apply and provide parent or legal guardian endorsement.

In addition, requests for exemption to the first year live on campus requirement on the basis of compelling individual circumstances will be considered.

Requests for priority consideration of exemption must be submitted according to the following schedule:

- Summer Term of first enrollment – May 1
- Fall Term of first enrollment – May 1
- Spring Term of first enrollment – November 1

For additional information regarding requests for exemption, contact the Assignments Office of the Department of Housing & Residential Education, by email at exemption@housing.usf.edu or by phone at 813-974-0001.

Failure to comply with the First Year Live-On Requirement and/or providing false or misleading information in connection with a request for exemption may result in room charges being assessed to the students account, a referral to the Office of Student Rights and Responsibilities, and/or cancellation of enrollment at the University of South Florida.

If a first year student is removed from on-campus housing due to disciplinary action, the student may also be suspended from the University. As all first year students (excluding Hillsborough, Pasco, and Pinellas Counties) must live in on campus housing and housing is allocated accordingly, any first year student whose conduct results in their being forced to leave on campus housing due to violations of the contract or the USF Code of Conduct, shall be responsible for the ENTIRE housing fee. No refund or credit will be given to the student if removed from housing for cause.

Procedures for Reviewing Requests for Exemption from Live On Campus Requirement

- I.** Requests for exemption to the first year live on campus requirement will be considered and may be granted in the cases stated above or for compelling individual circumstances.
- II.** All correspondence regarding exemption requests should be addressed to: Housing Assignments Office, First Year Live-On Requirement, 4202 E. Fowler Avenue, RAR229, Tampa, FL 33620-7700; FAX: 813/974-9185; Phone: 813/974-0001; Email: exemption@housing.usf.edu.
- III.** The Assistant Director of Housing & Residential Education for Assignments and Marketing or his/her designee will review written requests for exemption within a timely manner. Additional information may be required of some applicants. Applicants will be notified of decisions regarding requests for exemption in a timely manner.
- IV.** Individual students may appeal, in writing, the denial of the request for exemption to an appeals committee.
 - a. Written appeals must be submitted to the Housing Assignments Office not later than ten (10) working days after notice has been sent that a request for exemption has been denied.
 - b. Appeals will be reviewed by the Appeals Committee within ten (10) business days. The committee consists of representatives appointed from Academic Affairs, Student Affairs, Housing and the resident student population.
 - c. The Appeals Committee may consult with other units of the University, including, but not limited to, the Student Health Center, the Disability Services Office, and the Office of Student Financial Aid when appropriate.
 - d. Decisions of the appeals committee will be communicated, in writing, within a reasonable time from the date that the appeal is reviewed by the committee.
 - e. Decisions of the appeals committee will be final.