

**General Information**

<b>Student ID:</b>	<b>Last Name:</b>	<b>First Name:</b>
<b>Email:</b>	@earlham.edu	<b>Primary Phone:</b> (     )
<b>Period of Request:</b> <input type="checkbox"/> 2020-21 Academic Year <input type="checkbox"/> Fall 2020 only <input type="checkbox"/> Spring 2021 only		

Please check the reason you wish to be exempt from the on-campus housing residency requirement. If you select multiple reasons, be sure to provide all of the required paperwork/documents for each reason.

**Reason for Exemption**

**Information and Documentation Required**

- |   |  |
|---|--|
| <input type="checkbox"/> Commuting From Home<br><br><input type="checkbox"/> Voluntary/Part-time Student Status<br><br><input type="checkbox"/> Married/Civil Union/Domestic Partnership<br><br><i>Wedding Date (if upcoming):</i> _____<br><br><input type="checkbox"/> Raising Dependent Children<br><br><input type="checkbox"/> U.S. Military Veteran | <input checked="" type="checkbox"/> Complete the “Commuter Housing Exemption Supplemental Information Form”.<br><input checked="" type="checkbox"/> The Office of Residence Life will verify birthdate and/or credit hours with Registrar<br><br><input checked="" type="checkbox"/> For marriages and civil union, include a copy of your marriage/union certificate. If you are not yet married/joined, please include the date of your upcoming wedding on the left and then deliver a copy of your marriage/union certificate within 30 days after your wedding.<br><input checked="" type="checkbox"/> For domestic partnerships, complete the “Domestic Partnership Exemption Supplemental Information Form”.<br><br><input checked="" type="checkbox"/> Provide a copy of legal documentation demonstrating the dependent status for each child/dependent, such as a birth certificate.<br><br><input checked="" type="checkbox"/> Provide a copy of your discharge paperwork from the military (DD-214). |
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**Meal Plan Exemption**

*Be advised that by pursuing a Meal Plan Exemption that your cost of attendance will be reduced and your Financial Aid Package may be impacted; please contact Financial Aid to discuss implications of the exemption request.*

- Yes I would like to be exempt from a Meal Plan as well.
- No, I would like to request a \_\_\_\_\_ meal plan.

By signing below, you acknowledge you have read the information included in this document and the information provided with this request is accurate, to the best of your knowledge.

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Parent/Guardian Signature (if student is under 18)*

\_\_\_\_\_  
*Date*

## *Policy and Deadline*

### *On-Campus Residency Policy*

Within the broad context of Principles and Practices, the Residence Life program is shaped by a view of residence halls and houses as learning environments. The most important learning that occurs outside the classroom takes place between students (Schroeder and Mable, 1994). Because of the positive impact an on-campus residential environment has on the learning process and the College curriculum, Earlham College requires all undergraduate students under the age of twenty-three as of the first day of classes to live in approved on-campus, Earlham College housing facilities.

### *On-Campus Housing Exemption Policy*

Because of the limitations of the College's facilities, any student who is married, joined in a civil union, within a domestic partnership (as defined by the Office of Residence Life), or the parent/legal guardian of a child/dependent or children/dependents may be exempt from the on-campus residency requirement. Recognizing, also, the unique circumstances of each student, any student who has a parent/legal guardian maintaining a permanent residence within thirty miles of Earlham College, is an honorably discharged military veteran, or is participating in an approved Earlham College academic program which requires off-campus residency may be exempt from the on-campus residency requirement. Students with a qualifying disability may submit documentation through the Center for Academic Enrichment to determine what special housing accommodations can be made. If the facilities provided by Residence Life are unable to provide support for the student's medical accommodation, then they may apply for a Commuter Exemption Request. An approved exemption from housing shall last for an academic year. Housing exemption must be re-requested for each academic year.

### *Deadline*

All housing exemption requests for the 2020-21 academic year must be completed and submitted by **Wednesday, July 1, 2020**. Students who submit requests after July 31 that are granted may be assessed a \$250.00 fall room cancellation fee (see the [Fall Semester Room Cancellation Fee Policy](#)). New students who are accepted to Earlham College after the July 31 deadline may submit a completed housing exemption request within two weeks after their confirmation to the College.

## *Reasons for Housing Exemption*

Below are listed the reasons, in alphabetical order, the Office of Residence Life will grant a housing exemption and their associated definitions and parameters. Please read the below carefully. If you have questions, please contact the Office of Residence Life.

### Commuting From Home

- Students who have a parent/guardian with a permanent residence within a 30 mile driving radius of Earlham College may be exempt from the on-campus residency requirements. Furthermore, students who are in their final semester before graduation and have enrolled in less than 12 credits and/or at least 23 years of age prior to the start of classes may be exempt from the on-campus residency requirements.
- The Office of Residence Life, to determine the driving radius, will utilize [www.mapquest.com](http://www.mapquest.com) and <https://maps.google.com>. The best possible route will be used to evaluate the exemption request.

### Married/Civil Union/Domestic Partnership

- Students who are married, joined in a civil union, or within a domestic partnership – or will be married, joined in a civil union, or within a domestic partnership – during the Fall semester may be exempt from the on-campus housing residency requirement.
- Marriage and civil union status must be established with a copy of the student’s marriage/union certificate provided with the Housing Exemption Request Form. If the wedding is upcoming, the student should include the date of the wedding and provide a copy of the marriage/union certificate within thirty days after the wedding. If a certificate copy is not received that timeframe, the student’s exemption may be subject to void and the student liable for housing charges per the on-campus residency policy.
- Domestic partnership is defined as an established, long-term relationship with an exclusive mutual commitment in which the partners share the necessities of life and ongoing responsibilities of welfare. Domestic partnership may be established by providing a domestic partnership statement and at least two supporting documents identified as acceptable by the Office of Residence Life. Please refer to the “Domestic Partnership Exemption Supplemental Information Form” for details.

### Raising Dependent Children

- Students who are raising a child, children, and/or legal dependent(s) may be exempt from the on-campus residency requirements.
- The student must provide documentation of legal guardianship for the dependent(s). For example, a legal dependent who is the child of a student may be demonstrated through a copy of the child’s birth certificate.

### U.S. Military Veteran

- Students who are an honorably discharged, U.S. military veteran may be exempt from the on-campus residency requirements.
- The student must provide a copy of the military discharge paperwork (DD-214).

## *Housing Exemption Procedure*

### General Procedure

1. To begin the Housing Exemption process, a student should submit a completed Housing Exemption Request Form to the Office of Residence Life by the deadline, which includes the requested supplemental documentation based on the criteria of the request.
2. Once the Housing Exemption Request is received, the Office of Residence Life will review this request and approve, deny, or ask for additional information. The student will be communicated with about their exemption request status via their Earlham email. All requests received by July 1 will be processed by July 31. Subsequent requests after the July 1 deadline from new students will be processed as soon as possible.

### Decision Appeal

3. Students wishing to appeal the decision by the Office of Residence Life may submit a written appeal to the Associate Dean of Student Development/Director of Residence Life – Shane Peters – within five (5) business days after the original decision. This appeal should be sent via email to [petersh@earlham.edu](mailto:petersh@earlham.edu) or post to the Office of Residence Life address. In the appeal, the student should clearly and concisely articulate why he/she believes the Housing Exemption Policy and its definitions applies to his/her situation.
4. The Associate Dean of Student Development shall review the appeal and respond, in writing, and his decision shall be final.