

# EARLHAM

## Department of Residence Life Housing Exemption Request

Earlham College faculty and the Committee on Campus Life have affirmed the intrinsic value of a vibrant residential campus academically, developmentally and socially. This is in keeping with *Principles and Practices'* statement on community. Ease of access to computing labs, the libraries, faculty, and the liveliness of social networks give students continual opportunities for success. Overall, we know that Earlham students benefit significantly from a culturally rich residential experience.

Students are expected to live on campus throughout their time at Earlham. In some limited cases, it may be more academically beneficial for students to reside off-campus with a parent/guardian, live locally in order to care for a dependent family member or other unique circumstance. Exemptions for other reasons, such as preference or finances, are rarely granted. If you wish to live off-campus and your circumstances meet the exemption categories, please complete the attached two-page Housing Exemption Request form, and attach all applicable supporting documentation. Complete requests (form, documentation and required signatures) must be received to the Office of Residence Life by the deadline.

Please keep a copy of your request for your own records. Submit your original request form, including all applicable signatures, to Residence Life for consideration. Photocopies of supporting documentation (driver's licenses, utility bills, marriage/civil union certificates, etc.) are acceptable but must be included with the exemption form as a complete packet.

Requests for standard housing exemptions are for the academic year; exemptions for the Spring semester will only be accepted for extraordinary reasons, i.e., medical/disability condition , etc., and the Office of Residence Life may request any appropriate documentation or notification from the Center for Academic Enrichment supporting an accommodation for exemption.

**Requests for 2013-2014 Housing Exemptions are Due 5 pm Eastern Time, Monday, June 3, 2013.**

Packets received past the deadline or which do not have supporting documentation will not be considered. Remember that submission is a request for release from your housing contract only. You are not released from your housing contract and/or obligation to secure campus housing until you receive written approval from the Office of Residence Life. Entering into any off- campus housing lease or similar financial obligation will not be considered as grounds for the exemption.

Please complete all fields indicated below. Incomplete forms will delay processing of your request.

Name: \_\_\_\_\_

Email: \_\_\_\_\_@earlham.edu

Permanent Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ ZIP: \_\_\_\_\_

Country: \_\_\_\_\_ Cell Number ( ) \_\_\_\_\_

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I hereby request an exemption from College housing due to the following circumstance(s):

I will commute daily from the permanent home of my parents/legal guardian. A “permanent residence” is defined as a dwelling that has been owned, maintained and inhabited for a minimum of 12 months by the parent or legal guardian. NOTE: address must be the same as what is listed on the student admissions application. If the family has changed residences since the admission application, verification of ownership/residency must be provided.

You must submit the following additional documentation:

- I. Proof of residence at permanent address (i.e., copy of utility bill, lease, etc.) in the name of parent/legal guardian.
- II. Copies of a parent/legal guardian and student driver’s license or state-issued identification card, showing matching address.
- III. Mapquest/Googlemap indicating that the residence is within 30 miles of Earlham College (with 801 National Road West, as the destination address).

I am or will be 23 years of age or older on or before the first day of classes of the fall term, according to the College academic calendar.

Student to submit the following additional documentation:

- I. Copy of official identification (ie, birth certificate, driver’s license, or passport displaying student’s DOB).

I am legally married or in a same-sex/gender or transgender domestic partnership

Legally married partners may be either other-sex or same-sex, depending on locality of the legal marriage license filing. Domestic partnership is defined as an established, same-sex long-term relationship with an exclusive mutual commitment in which the partners share the necessities of life and ongoing responsibility for one another's welfare.

Student to submit the following additional documentation:

- I. Copy of official marriage license, if legally married.
- II. Same Sex/Gender or Transgender Domestic Partnership statement AND at least two of the following documents:
  - a. Evidence of joint mortgage/lease showing six months of co-habitation prior to deadline;
  - b. Insurance policy naming one another as beneficiary;
  - c. Durable Power of Attorney (must be notarized);
  - d. Evidence of joint custody of a dependent child/children;
  - e. Evidence of joint ownership of substantial property.

I am a parent or legal guardian caring for a dependent child

Student to submit the following additional documentation:

- I. Birth certificate or documentation of legal guardianship for dependent child(ren)

I am an honorably discharged veteran

Student to submit the following additional documentation:

- I. Proof of military discharge/copy of DD-214

***READ AND SIGN THE APPROPRIATE SECTION BELOW BEFORE SUBMITTING YOUR REQUEST Only sign the applicable acknowledgement:***

I. For exemption requests based on commuter status from the home of a local parent/legal guardian:

Student Acknowledges:

I am submitting my request for commuter status based on my preference to live with my parent(s)/legal guardian at their permanent address within 30 miles of Earlham College. If I am found to be living at any residence other than the one approved herein I will be considered to be in violation of College policy, and as such will be subject to disciplinary action, and that, additionally, I will be assessed the full room and board charge.

Student Print Name:

Student Sign: \_\_\_\_\_ Date:

II. For exemptions based on age, class standing, marriage, dependents, or veteran status:

Student Acknowledges:

I verify that I understand that Earlham College is a residential campus and that the information contained in my housing exemption request is correct and truthful. I understand that my housing exemption request should not be considered granted until I receive written confirmation from the Office of Residential Life. I understand that presenting false information is a violation of Earlham's Student Code of Conduct, and that such a violation will result in disciplinary action. I understand that should I be found to be in violation of the terms or spirit of this agreement that I will be assessed full room and board charges.

Student Print Name:

Student Sign: \_\_\_\_\_ Date:

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For Office Use Only:

Rec: \_\_\_\_\_

Documentation Type \_\_\_\_\_

Approved: \_\_\_\_\_

Student Notified/Agreement Cancellation Date: \_\_\_\_\_