

Residence Life

Request for exemption from first year live in requirement.

All students taking six or more credit hours, with less than 30 credit hours completed in a residence hall setting, are required to live in university owned residence halls.

A limited number of exceptions to this policy may be granted by the Residence Life Office. If you think you qualify for an exemption based on the criteria below, submit this request with supporting documentation to:

Residence Life: 750 E. Cornell St., Dillon, MT, 59725 or fax: 406-683-7570. E-mail scanned documents to residence@umwestern.edu.

Exemption requests must be submitted prior to the semester desired. The exemption form will be reviewed and the response will be sent to the address listed below. Please note that being able to live less expensively off campus does not necessarily qualify you for an exemption.

Name _____ Birth Date _____ Student ID (last 5 digits only) _____

Current Address _____

City _____ State _____ Zip Code _____

Permanent Address _____

City _____ State _____ Zip Code _____

E-mail Address _____ Phone No. _____

Requests for exemption must be filed prior to the semester desired:

Exemption requested for Academic Year 20__-20__ Fall Semester 20__ Spring Semester 20__

EXEMPTION CRITERIA:

- Married: Must be supported by a marriage certificate.
- Physical custody of a dependent child: Must provide copy of child's birth certificate.
- Completed one full academic year at a college or university while living in a residence hall: An academic year is calculated as 2 semesters or 3 quarters. Include documentation of residence hall living (housing bill, letter from the university, etc.).
- 6 or fewer credits: Will be taking five or fewer credit hours. Subject to verification.
- Financial hardship: Such as death, accident or severe illness of primary family wage earner, recent substantial change in the family or student financial status beyond the control of the student, or unusual circumstances well supported by documentation. Include letter from student, financial hardship work sheet and documentation of recent financial change. If traditional freshman, must also include a notarized letter of support from parent/legal guardian.
- Medical/disability related condition: A medical or disability condition that precludes you from living in the residence halls. Will require you to provide medical documentation that supports your request to the Residence Life Office stating the specific reason(s) why living off campus is more accommodating to your medical situation than living on campus.
- Living with family member: Living with an immediate family member (parent, grandparent, sibling, or legal guardian) at their principal, established local residence within a commutable radius. Must supply 1) copy of a power/heating bill or lease for proof of address, and 2) a notarized letter from parent/legal guardian. Letter should contain the name, relationship to the student and address of the immediate family member with whom the student will be living.
- Current active military or veteran's status: Student must verify by submitting a copy of their DD214.
- Extenuating circumstances: Circumstances have arisen that are not within the scope of the above listed criteria that make living in the halls a hardship. Include all pertinent documentation and a letter from the student. If traditional freshman, must also include a notarized letter of support from parent/legal guardian.

I understand that if this request is denied, I will be required to move into a residence hall and will be billed the full semester(s) housing charges. Additionally, I understand that if I knowingly furnish false information regarding my housing status I will be referred to the director of residence life for disciplinary action by the University of Montana Western.

Signature _____ Date _____

RESIDENCE LIFE AUTHORIZATION:

Deny Approve Residence life representative _____ Date _____