

Residential Living Housing Exemption Request

Exemption Requested for _____ (circle one: Fall / Spring / Academic Year)

Student's Legal Name (Print): _____

Student's ID Number (A#): _____ SRSU Email: _____

Phone: (____) _____ Date: _____

Deadlines: The exemption request form and all supporting documents must be submitted by July 31st (for the following Fall term) or November 30th (for the following Spring term) to be fully considered and for a chance to avoid any financial responsibility. You can submit the form to reslife@sulross.edu, along with all required documents.

(Please see the Housing Refund Schedule in the SRSU Residential Living Handbook.)

Instruction: Check all reasons listed that apply to your request, plus submit all supporting documents. Please read thoroughly before signing.

☐ **Student lives locally, within a 100-mile radius of Sul Ross State University, with (check one):**

☐ **Parent OR Grandparent.** Documented proof of current local residence from BOTH the student AND the parent must be provided. Documentation should include copy of driver's license or state ID (with local address listed) **AND** a utility bill or other official mail (e.g. voter registration card etc.). The addresses for BOTH the student and the parent/grandparent must be identical. Living arrangements with other relatives, boyfriends/girlfriends, fiancés, friends, etc. will not be considered.

☐ **Legal guardian.** Legal documentation of guardianship must be provided in addition to proof of residence (see above).

☐ **Employer provides room & board.** Employment must be contingent on living on-site. A letter from employer on official letterhead, including the address of residence, must be included. A semesterly update from the employer will be required.

Employer's Name & Position: _____ Phone (____) _____

☐ **Veteran with 24 months of active duty.** Official documentation of military status must be provided.

☐ **Married or single parent.** Student must provide official documentation of legal marriage recognized in the State of Texas. An official copy of child's birth certificate must be provided for single parents who are requesting exemption.

☐ **21 years old by first day of class.** Student must provide a valid driver's license or official legal documentation with date of birth listed.

☐ **Medical reason.** Student should provide an official letter from a medical doctor (MD) licensed to practice in the United States to Counseling & Accessibility Services. Once Counseling & Accessibility Services issue a letter then submit a Housing Exemption Request Form to Residential Living for review and consideration.

☐ **Part-Time Student.** Student should attach an academic schedule.

☐ **Other:** _____

This form is a request, **not** an automatic guarantee of an exemption. The University reserves the right to deny any off-campus appeals. Failure to comply with Residential Living requirements may result in disciplinary action, which may include a complete charge for room and meal plan.

The Director of Residential Living will contact you with a decision via your Sul Ross email. Financial reasons, financial aid status, housing cost, convenience, pre-arranged rental agreements, etc. will not be considered as valid reasons for an exemption.

If you wish to appeal a decision regarding a housing exemption, please contact Dean of Students, Dr. Suzanne Harris, at (432) 837-8037 or via email at suzanne.harris@sulross.edu. All appeals regarding housing exemption denials **must be submitted no later than 5 days after a decision is provided** by the Office of Residential Living.

Student Signature _____

Office of Residential Living Use Only

Director of Residential Living Signature

Date

Approved

Denied

Reason for Denial: _____