



University of Massachusetts Amherst Housing Exemption Application for Freshmen

Name: _____

SPIRE ID (8-digit): _____

I am applying for a housing exemption beginning in _____.
(Fall, Spring) (Year)

This exemption application is for those students who are required by Trustee Policy to live on campus. Freshmen with fewer than 27 credits are required to live in the residence halls. However, you may be automatically exempted from the residency requirement if you belong to one of the following categories.

Automatic Exemptions (& corresponding documentation):

- ◆ **Veterans;** students who have served in the U.S. armed forces (*a DD214 should be submitted*)
- ◆ **Commuters;** students living with a parent/guardian within a 40-mile radius of school (*a commuter card must be completed and returned to our office*)
- ◆ **Parents/Guardians;** students with dependent children (*a birth certificate or equivalent documentation should be submitted*)
- ◆ **Married Students;** students who are legally married (*a marriage license or equivalent documentation should be submitted*)

If you do not fulfill any of these categories above and you feel you have compelling circumstances that warrant an exemption, please complete this Exemption Application.

The application is the beginning of the process. Please fill out all parts of this application.

- ◆ **Part I:** Personal Information
- ◆ **Part II:** Residency Information
- ◆ **Part III:** Personal Statement
- ◆ **Part IV:** Your Documentation
- ◆ **Part V:** Your Signature

Once you have completed your application, deliver it to the Housing Assignment Office, 235 Whitmore Administration Building. Once delivered, your exemption will be reviewed and your exemption status will be determined.

This committee meets once each month throughout the entire year. After your exemption has been reviewed, a letter with your exemption status along with appeal information will be mailed to you.

Important items to consider:

- ◆ Refunds are not retroactive; they will be prorated from the time of application for the exemption and will be subject to a cancellation fee. Refunds will not be allowed after the 5th week of the semester.
- ◆ Incomplete applications will be reviewed and a notice detailing missing information will be returned to you.
- ◆ By applying for an exemption, you agree that if approved, your housing will be cancelled, and you will be considered an off-campus student. Off-campus students are only eligible for housing once all required and on-time applicants are assigned to housing. If you have questions, please contact the HAO for more information.
- ◆ Upon approval your contract/assignment **will be cancelled** following the timeline below:
 - For the current semester, you will have 48 hours to vacate your current room assignment and your assignment will be cancelled upon your check-out (a cancellation fee may apply and the rent refund schedule will apply).
 - For the upcoming semester, your assignment for that semester will be cancelled on the day your exemption is approved (a cancellation fee may apply).
 - For the upcoming semester, during the winter-session or summer break your assignment is cancelled on the day your exemption is approved (a cancellation fee may apply).
- ◆ If the Committee does not approve your initial application, you may submit a new exemption application. You are expected to provide either new or clarifying information.

DEADLINE: Forms received by 5:00pm on the Thursday preceding the third Friday of each month will be reviewed in the monthly committee meeting.

For Office Use Only: Date Received: _____

Your Reasons for Applying

Please check all that apply

- Academic:** A letter of support from your Academic Advisor and/or your Academic Dean should be provided
- Health:** Adequate documentation by your attending Medical Doctor (M.D.) should be provided, on letterhead; this should be a letter from your own physician and/or an evaluation report from a University Health Services physician. Documentation should include a medical diagnosis.
- Engagement:** If you intend to be married during the upcoming semester, you should provide documentation verifying the date of the ceremony from the official performing the marriage.
- Religious:** A letter evaluating your particular situation from your religious leader or Student Association Advisor should accompany your application.
- Financial** Evidence of severe financial hardship that cannot be alleviated by the Financial Aid Office should be provided.
- Other:** If one of the above categories does not apply, explain why the Residence Halls cannot meet your needs and provide relevant documentation.

Part I: Your Personal Information

Name: _____

SPIRE ID: _____

Date of Birth: _____

UMass E-Mail: _____

Cell Phone Number: _____

After this semester, how many credits will you have? _____

Current Address: _____

Permanent Address: _____

Permanent Phone Number: _____

Part II: Your Residence Hall History

How many semesters have you lived in a residence hall (at UMass or another institution)? _____

If any of the semesters above were at an institution other than the University of Massachusetts Amherst, please list the institution and the number of semesters below:

Institution:

Number of Semesters:

Part III: Your Personal Statement

Your **detailed** personal statement is essential to this application. You must explain why the residence halls are not able to meet your needs and any efforts you have made to resolve your concerns. This personal statement should be typed and approximately one page in length. Please attach the personal statement to this application form.

Part IV: Your Documentation

Where possible, each reason checked on your application should be documented in written form. Documentation may include a note from a medical professional, proof of an impending wedding, documentation from a religious official, documentation from the Financial Aid Office, etc. Any supporting documentation provided will serve to strengthen your exemption application.

Part V: Your Signature

Due Date: Your completed application is due in the Housing Assignment Office, 235 Whitmore, by 5:00pm on the Thursday preceding the third Friday of each month.

Your signature below indicates that you have read this application completely, discussed your plans to move off-campus with your parent/guardian, understand the exemption procedures, and agree to its terms.

Your Signature

Today's Date