

Return form to:

**WT WEST TEXAS A&M UNIVERSITY**  
**Office of Residential Living**  
 WTAMU Box 60878  
 Canyon, Texas 79016  
 t 806 651 3000 e housing@wtamu.edu

## UNIVERSITY RESIDENCY REQUIREMENT EXEMPTION REQUEST

**For Office Use Only:** Approved \_\_\_\_\_ Denied \_\_\_\_\_

Resident for Selected Term Date \_\_\_\_\_ Initials \_\_\_\_\_ Code \_\_\_\_\_

Entered in Log Comments \_\_\_\_\_

**NOTE: Students should not sign contracts for off-campus housing until they receive formal approval for an exemption.**  
 WTAMU's Housing Agreement is valid for one full academic year (*fall and spring*); a student who is currently under a housing agreement, and submits this form after the day of move-in of the **Fall** semester, will be denied an exemption.

Exceptions to the housing requirement will be made for students who provide the indicated documentation along with this form and are found eligible. To be considered for this exemption, the student must complete and submit the required documentation to the Office of Residential Living **no later than August 1**. If admitted to the University after this deadline, exemption requests will be accepted **up to the first class day**. After these deadlines, **no** exemptions will be approved. **Incomplete requests lacking all of the required documentation and/or information will not be reviewed.** For more details on the housing and meal plan requirements, visit: [wtamu.edu/housing-requirement](http://wtamu.edu/housing-requirement).

**Please Print or Type: Semester / Year that I am applying for: Fall 20\_\_\_\_\_ / Spring 20\_\_\_\_\_**

**Required:**  Completed Cancellation Form – to be processed **IF** this exemption is approved (*form located on back*)

Student Name: \_\_\_\_\_ Buff ID: \_\_\_\_\_

WT Email\*: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

\*Response to requests will be made to **WT Student Email Address**.

I acknowledge that submission of this form **DOES NOT** guarantee approval of my request. I understand that this is a sworn statement to the State of Texas and affirm that all the information herein and attached is correct and factual to the best of my knowledge. I also understand that if this exemption request is not granted or is revoked, **I will be responsible for charges to my University account for a room and/or meals.** Any form of misrepresentation on this form may constitute "Falsification of Records" which is a violation of University rules and is punishable through the University's conduct system.

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

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

Check Reason	Exemption Type	Required Documentation To Be Submitted With This Form
	<p><b>Financial Reasons</b> – Student has experienced a significant change in financial resources <b>AND</b> exhausted all of their financial resources.</p> <ul style="list-style-type: none"> <li>• <b>Financial savings</b> is <u>not</u> a valid reason for this exemption type.</li> </ul> <p><b>Please note:</b> Due to FAFSA processing time, we do not begin reviewing this exemption type until after May 1 (for Fall).</p>	<p>1) Student has completed and submitted the Free Application for Federal Student Aid (FAFSA) to the WTAMU Financial Aid Office (<i>please note it can take a few weeks before the University receives the FAFSA information</i>);*</p> <p>2) Letter outlining significant financial change, as well as any documentation that may support this exemption request.</p> <p>*Loans offered through the FAFSA are a form of financial aid and will be considered when determining exemption eligibility.</p>
	<p><b>Marriage/Dependent Child</b> – Student who is <b>currently</b> married <u>or</u> has dependent children under their care.</p>	<p>A copy of the student's marriage certificate <u>or</u> a copy of the dependent child's birth certificate.</p>
	<p><b>Part-Time Status or Online-Only Classes*</b> – Student registers for and maintains less than 12 credit hours per semester or will only be taking online classes (<i>both based on enrollment as of the twelfth class day</i>).</p> <p>* This exception is automatic and typically does not require completion of this form, unless it is the middle of an academic year and the student has extenuating circumstances that warrants a contract cancellation; this includes <b>Study Abroad, Internships, and Student Teaching</b> (outside the local area). Keep in mind approvals are not guaranteed.</p>	<p>Student will submit a copy of their class schedule for the semester, plus one of the following for the appropriate reason:</p> <ol style="list-style-type: none"> <li>1) Official letter from the Office of Study Abroad <u>or</u></li> <li>2) Official letter of a Student Teaching or Internship appointment and location, which is outside the local area (50-miles or more) <u>or</u></li> <li>3) Other documentation, as instructed by Residential Living, based on student's extenuating circumstance.</li> </ol> <p><b>Please note:</b> This exemption is only valid for ONE academic semester. Students currently under a housing contract will not be released for this (or any) reason.</p>
	<p><b>Other Housing</b> – While the above exemptions are the only recognized types by the University, we understand unique circumstances occur. Approval of "other" situations are typically not approved, but we will carefully consider your request.</p>	<p>Provide a letter outlining your unique circumstances and include as much documentation as possible that supports your request to live off campus; we will not consider an exemption without supporting documentation.</p>
	<p><b>Medical*</b> – Student has a documented medical disability that drastically affects the student's ability to live on-campus and requires accommodations which the University <b>cannot</b> provide.</p> <p>*Includes on-campus requests for special accommodations.</p> <p><b>Please note:</b> WTAMU can provide on-campus housing that meets most medical needs; requests for residing off campus due to <b>allergies/asthma</b> or <b>anxiety</b> are typically not approved.</p>	<p>This exemption type is handled by the <b>Office of Student Accessibility Services</b>. Please contact their office to complete the appropriate forms and provide sufficient documentation in support of your request.</p> <ul style="list-style-type: none"> <li>• <b>Student Accessibility Services</b>                      Student Success Center – Classroom Center #106                      Phone: 806-651-2335                      Email: <a href="mailto:sas@wtamu.edu">sas@wtamu.edu</a></li> </ul>

**Please note that exemption processing takes a minimum of three (3) weeks, assuming adequate information is submitted.**

## Common Reasons Exemption Requests are NOT Approved

**Already Signed a Lease** – Students who sign leases without having received an “approved” email from the WTAMU Office of Residential Living will still be responsible for fulfilling the on-campus housing requirement. Students who do not will be charged “housing pending” charges, equivalent to the cost of living in an on-campus residence hall, until they submit a housing contract for the academic year. **You are advised to not sign a lease** unless you have received an email from our office indicating that you are exempt from the housing requirement.

**Allergies and/or Asthma** – Many students come to campus with allergies, asthma, or some other type of chronic health problem. Some students develop allergies after they arrive due to the new environment. Although many students have allergies, it is rarely the basis for an exemption as it does not prevent them from living and academically achieving in the residence halls. In severe cases of allergies and asthma, the University can usually offer some type of accommodations that can help, such as year-round air conditioning, a single room, an air purifier (*purchased by the student*), etc., in addition to whatever medications or strategies are prescribed by their physician. While we do not attempt to ensure that all allergic symptoms are eliminated, we will do what we can to provide accommodations that help alleviate the symptoms in severe cases. Students who need an accommodation due to allergies, asthma, or any type of chronic health problem should contact the Office of Student Disability Services.

**Anxiety** – The transition into college can be a stressful one, but our residence hall staff is trained to assist our students through such transitions and do so in a supportive environment. It is not uncommon for college students to face some level of anxiety; there are many resources on campus – Student Counseling Services & Medical Services – that are available to assist our students through their college transition. Unless it can be documented that the student’s anxiety is unique and severe enough to warrant an exemption, such requests are typically not approved.

**Bad Experience with Roommates or Floor-mates** – The staff of Residential Living wants students to have a rich and rewarding residence hall experience. Sometimes, however, roommates are not compatible – even roommates who originally chose to live together. In these cases, we recommend that both roommates work with the hall staff to try to work out their problems or make a room change. An online room change process occurs within a couple of weeks after the start of each semester for any resident who would like to make a room change. Living in an undesirable situation can often be avoided by working with the professional residence hall staff to resolve the issue or make an immediate room change.

**Finances** – If a student chooses to attend WTAMU, there is an assumption that he/she has the financial resources to pay for it. If a change in your financial situation has occurred since signing the residence hall contract, please work with the Office of Financial Aid to see what aid options may be available. Although having both a lease and a residence hall contract could cause a financial difficulty, it is not grounds for an exemption.

**Food/Dining** – Campus Dining Services (CDS) offers a wide variety of dining options and types of food, including low-fat and vegetarian options. CDS can almost always accommodate students who are on special diets and have food allergies (including gluten and dairy). Contact CDS at (806) 651-2707 for more information.

**Lack of Privacy** – Most students are used to having more privacy at home than they have in the residence halls and this can require a major adjustment. If it is extremely disturbing to the student or if the student is an individual with a disability and needs more privacy for medical reasons, the Office of Student Disability Services can determine if a reasonable accommodation is necessary.

**Want to Live with a Non-Parent Relative (*sibling, cousin, aunt, grandparent, etc.*) or Commute from Outside the Approved Commuting Distance** – Students may live full-time and commute from home only under two conditions: **1)** they will reside full-time with a parent or legal guardian (someone who has applied for and been granted legal guardianship by the court) **and 2)** that parent/legal guardian lives within a 50-mile driving radius of WTAMU’s main campus. If either of those two conditions are not met, an exemption will not be granted.