RESIDENCY REQUIREMENT AND WAIVER REQUEST INFORMATION

The State Board of Regents requires all freshmen students to live in Emporia State University residence halls, with the understanding exemptions may be made in the event of specific circumstances. This residency requirement serves important educational and developmental purposes. The community living experience provides a valuable part of the total higher education program, and, therefore, assists students with their adaptation to University life. The on-campus experience provides a unique climate for academic and personal growth opportunities, which are an integral and intentional component of the University education.

Residency Requirement: Students who meet one of the following categories MUST live in the residence halls:

Domestic Students AND International Students:
1. A student who graduated from high school December 2014 through May 2015, or later.
2. A student who is NOT 19 years of age before the first day of fall classes at Emporia State.

International Students:
3. A Visiting or Exchange student (attending the university for one or two semesters) who is younger than 21 years of age on the first day of classes (fall and spring semester).
4. A student on an exchange program that requires on-campus residency.

Emporia State University recognizes that some off-campus settings, especially those provided by family members, approximate the advantages of on-campus residency. In addition, some students may have other living requirements which the University cannot accommodate on campus.

RESIDENCY REQUIREMENT WAIVER CATEGORIES: (Select the reason for request.)

☐ 1.) FAMILY RESIDENCY: The student is living in the Emporia community (no farther than 30 miles from the city of Emporia) with a member of their immediate family or legal guardian. Immediate family is defined as: father, mother, sister, brother, aunt, uncle, or grandparent. **Note:** Failure to maintain the residency may result in loss of waiver and potential disciplinary actions.
   **Documentation required:**
   1.) Completed Waiver Request Form
   2.) A letter from the student providing reasoning for the waiver request
   3.) A notarized letter of support from parents or legal guardians indicating that the address provided on the form will be the student’s residence for the entire academic year
   4.) A notarized letter of support from the family member the student will be residing with, if other than parent or legal guardian

☐ 2.) MARRIED STUDENT: The student is married on or before the first day of class of fall semester.
   **Documentation required:**
   1.) Completed Waiver Request Form
   2.) Copy of marriage license or equivalent civil records

☐ 3.) SINGLE PARENT STUDENT: The student is the legal, custodial parent of a dependent child.
   **Documentation required:**
   1.) Completed Waiver Request Form
   2.) A letter from the student providing reasoning for the waiver request
   3.) Copy of child’s birth certificate bearing mark of certifying authority (i.e. hospital or county records office)

☐ 4.) OTHER CIRCUMSTANCES: In the event that a student’s situation is not addressed in the three Housing Waiver Categories above, please attach the necessary documentation. The request will be reviewed by the Director of Residential Life or designee.
   **Documentation required:**
   1.) Completed Waiver Request Form
   2.) A letter from the student providing reasoning for the waiver request

Periodic checks of approved waivers may be made. Any student found to have purposefully filed inaccurate information or is living under circumstances that have changed since the initial approval of a waiver may be required to move into on-campus facilities and/or be subject to University sanctions.
RESIDENCY REQUIREMENT WAIVER REQUEST

Complete the form below and attach all required documentation for a housing waiver request. Once gathered, submit all materials for the waiver request to the Department of Residential Life. The Residency Requirement Waiver Request will only be reviewed upon receipt of all necessary documentation.

The Department of Residential Life will make the final determination on whether the request is approved or denied and notify the student. Notification will come, in the form of an email, to the email address provided below. Until the student has received notification of an approved waiver, the student is expected to live on campus.

For students who have a residency requirement: Enrollment, final registration, official records, and other University services may be suspended until a Housing and Dining application/contract or an approved waiver is on file with the Department of Residential Life.

A Housing and Dining contract is executed upon initial occupancy or the move-in date listed on the contract, if different. A student may be subject to cancellation fees after move-in. Review the Housing and Dining contract for information regarding contract termination and cancellation fees.

Name: _____________________________________ ______________________ 
ESU ID#: ____________________________

Last First MI

Date of Birth: ___________________ Month/Year Received H.S. Diploma/GED: _______________________

Permanent Address: ___________________________________________
Street Address City, State, Zip Code

Address at which you will reside if granted a waiver:

_________________________________________
Street Address City, State, Zip Code

Home Phone: (______) ___________________________ Cell Phone: (______) __________________________

Email: _______________________________________________________

*Attach documentation explaining, in detail, the need to be exempt from the University residency requirement.

The information provided in association with this residency requirement waiver request is accurate, and this request will not be processed until this form and all related materials are received. I also understand that Emporia State University reserves the right to rescind any approved waiver of the student housing policy if (a) circumstances described in the waiver request or accompanying materials are changed without approval, or (b) false information is provided and later discovered.

Student Signature________________________________________________ Date____________________

Parent/Guardian Signature________________________________________ Date____________________
(If student is under the age of 18)

Mail to: Department of Residential Life, Campus Box 4009, Emporia State University, 1 Kellogg Circle, Emporia, KS 66801
Contact us with questions: Phone: 620-341-5264 • Email: reslife@emporia.edu

Office Use Only □ Approved □ Denied Staff Initials: ___________________________ Date: ___________________________
□ Notification sent Notes: ________________________________________________________________