



Residential Education and Housing Freshmen Residency Requirement
Exemption Request Form 2012-2013

Name: Last Name First Name MI USFSP U ID Number:

Student Email Address: Term(s) applied for exemption: Summer 2012 Fall 2012 Spring 2013

Permanent Address: Mail location at which student will receive US mail

Contact Telephone Number: Student's Cellular Telephone Number:

Put an X in the space provided (), that corresponds with the reason you are requesting to be exempt from the USFSP Freshmen Residency Requirement.

A () Residency: I reside in the principle residence of my parent or legal guardian within approximately a 30-mile commutable radius of the campus as determined by zip code and/or miles during my first year of enrollment. I certify that the student above will be living in my principle residence for the First Year of enrollment at the address below.

Address Parent/Guardian Signature Date

- B () Age: I will be at least 21 years of age by the first day of class.
C () Marriage: I will be married by the first day of class (documentation required).
D () Dependents: I have a dependent family (children or parents) under my care (documentation required).
E () I am requesting exemption for a compelling individual circumstance for which I am including additional information and/or documentation for your case by case consideration.

When the University Student Housing Contract is signed and the academic year has begun, an exemption will not be granted, nor will the Contract be cancelled for this purpose. Exemption requests submitted after the semester deadline will be subject to a \$100.00 late processing fee. This fee is required for exemption requests submitted after the semester deadline and does not guarantee an exemption will be approved. First year students are required to submit and be approved for an exemption or submit a University Student Housing Contract.

Failure to comply with the first-year Live-On Residency Requirement and/or providing false or misleading information in connection with a request for exemption may result in room charges being assessed to a students account and the student may also be referred to the Office of Student Rights and Responsibilities with a maximum possible sanction of cancellation of enrollment and revocation of student status at the University of South Florida St. Petersburg.

Student Signature Date

To ensure priority considerations, exemption requests must be submitted no later than:
Summer Term of First enrollment- May 4
Fall Term of first enrollment - June 22
Spring Term of first enrollment - November 2

Submit Requests by mail to: Department of Residential Education and Housing
500 2nd Street South
Saint Petersburg, FL 33701

Submit Requests by fax to: (727) 873-5002
Submit Requests by email to: usfsphousing@gmail.com

For information regarding requests for exemption, please contact the Department of Residential Education and Housing at (727) 873-5101 or visit the website at http://www.stpete.usf.edu/housing.

FOR OFFICE USE ONLY: Date Received by DREH Staff: Initial Decision: Approved/Denied Date: Initials: Letter Sent Date: Appeal? Yes No Committee Decision: Upheld/Reversed Date: Letter Sent Date:

USFSP Freshmen Residency Requirement Guidelines

Student Engagement and learning occurs through curricular and co-curricular experiences. The University Student Housing community is one of the most important places for students to encounter and experience social and cultural development, civic engagement, citizenship and leadership. Learning outside of the classroom also occurs through student organization/activity participation, in campus facilities, and through involvement in university sponsored recreational and educational events. Students living in University Student Housing enhance the quality of their education in an environment where student engagement occurs daily and access to the vibrant campus community exists. The University of South Florida St. Petersburg (USFSP) faculty and staff believe in the value of the on-campus residential experience for students. Therefore USFSP requires **all freshmen living outside a 30 mile radius to live in University Student Housing.**

Residency Requirement

First year undergraduate students enrolled as full-time students are required to live in University Student Housing at the University of South Florida St. Petersburg. Student may request an exemptions if

- (a) the student resides in the principal residence of a parent or legal guardian within approximately 30-mile commutable radius of the campus as determined by zip code and/or miles
- (b) the student will reach the age of 21 prior to the first day of class of their first term of enrollment
- (c) the student is married
- (d) the student has dependent family (children or parents) under the student's care living at the student's permanent residence

In addition, requests for exemption may be considered on the basis of compelling individual circumstances which will be considered on a case by case basis.

To ensure priority considerations, exemption requests must be submitted no later than:

Summer Term of First enrollment– May 4

Fall Term of first enrollment - June 22

Spring Term of first enrollment – November 2

Exemption Criteria Documentation

Exemption requests will not be processed without a completed Residency Exemption Request Form and any additional required documentation. For verification the student is the parent or legal guardian of a dependent child who lives with the student at his or her permanent residence we will need a copy of child's birth certificate and/or adoption documents and documentation demonstrating majority custody of child/children For verification the student is married the first day of class we will need a copy of valid marriage certificate/license.

Failure to comply with the first-year Live-On Residency Requirement and/or providing false or misleading information in connection with a request for exemption may result in room charges being assessed to a student's account and the student may also be referred to the Office of Student Rights and Responsibilities with a maximum possible sanction of cancellation of enrollment and revocation of student status at the University of South Florida St. Petersburg.

If the student signs the University Student Housing Contract an exemption will not be granted, nor will the Contract be cancelled for this purpose. Exemption requests submitted after the semester deadline will be subject to a **\$100.00 late processing fee**. This fee is required for exemption requests submitted after the semester deadline and does not guarantee an exemption will be approved. Students failing to submit an exemption request prior to the deadline may be assessed mandatory housing fees. If a first year student is removed from on-campus housing due to disciplinary action, the student may also be suspended from the University. As all first year students (excluding those with approved exemptions) must live on campus and housing is allocated accordingly, any first year student whose conduct results in their being forced to leave housing due to violations of the contract or USFSP Student Code of Conduct, shall be responsible for the ENTIRE housing fee. No refund or credit will be given to the student if removed from housing for cause.

Students must notify the Department of Residential Education and Housing if their living situation changes if an exemption is granted.

Procedures for Reviewing Requests for exemption from Freshman Residency Requirement.

- I. Requests for exemption to the Freshman Residency Requirement will be considered and may be granted in the cases stated above or for compelling individual circumstances.
- II. All correspondence regarding exemption requests should be addressed to the Department of Residential Education and Housing, 500 2nd Street S., St. Petersburg, FL 33701; Fax: (727)873-5002; Phone: (727) 873-5101; Email: usfsphousing@gmail.com
- III. Residential Education and Housing staff and/or designee will review written requests for exemption within a timely manner. Additional information may be required for some applicants. Applicants will be notified of decisions regarding requests for exemption via USFSP email.
- IV. Individuals may appeal, in writing, the denial of the request for exemption to an appeals committee.
 - a. Written appeals must be submitted to the Department of Residential Education and Housing no later than ten (10) working days after notice has been sent that a request for exemption has been denied.
 - b. Appeals will be reviewed by the Appeals Committee within ten (10) business days.
 - c. The Department of Residential Education and Housing may consult with other units of the University, including, but not limited to, the Student Health Center, the Disability Services Office, and the Office of Student Financial Aid when appropriate.
 - d. Decisions of the Appeals Committee will be communicated, in writing, within a reasonable time from the date that the Appeal is reviewed by the committee.
 - e. Decisions of the appeals committee will be final.