



# Office of Campus Life

## Residency Exemption Application

### Residency (Residence Hall) Requirement and Other Obligations: Due by June 1<sup>st</sup> each year

- Residency Requirement (as stated in Student Handbook): West Virginia Wesleyan College (WVWC) is a residential institution and features residence hall education focusing on student learning and personal development as part of its distinct academic mission. Therefore, students are required to live on campus unless an exception is approved by the Office of Campus Life. Residence Hall Agreements are for the entire academic year (August through May).
- Applications for an exception to the residence requirement for continuing students must be submitted to the Office of Campus Life. Leases or other living arrangements should not be confirmed until exceptions are verified in writing from the Office of Campus Life. Letters of exception will be distributed via campus mailboxes.

### Reason for Exemption (Please check the exemption being requested)

- Non-Traditional Age** – Student reaching age 23 prior to the beginning of the fall semester.
- Married** – Student must submit a copy of his/her marriage license.
- Fifth Year Seniors**- Verification by the Registrars Office is required.
- Graduate Student** –Verification by the Registrars Office is required. This does not apply to the first four years of the five year MBA Program.
- Living At Home**- Students are required to live on campus unless they are living at home (or with an acceptable family member; aunt, uncle, grandparent, legal guardian) within a 40 mile radius from campus. If a student wishes to apply for commuter status, a *Commuter Verification Form* must be completed in its entirety and in the presence of a Notary Public. Forms are available in the Office of Campus Life.
- Medical Release**- Student and Physician must complete the *Medical Request Forms*. These forms are available in the Office of Campus Life.
- Single Parent**-Student must submit a copy of child's birth certificate.

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### Student Information (Please Print)

Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_ Campus Box: \_\_\_\_\_ Date: \_\_\_\_\_

Permanent Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Primary Phone Number: \_\_\_\_\_

Secondary Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

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### Office Use

Supporting paperwork completed and submitted: Yes  No

Application Was: Approved  Denied

Comments:

(OCL) Staff Completing Form: \_\_\_\_\_ Date: \_\_\_\_\_

Signature