2013-2014 REQUEST FOR EXCEPTION OF
FIRST-TIME, FULL-TIME FRESHMAN ON-CAMPUS HOUSING REQUIREMENT

Deadline: Jul 1 for fall semester and Dec 1 for spring semester

Submitting a request for exception of the on-campus housing requirement does not guarantee that the exception will be approved.
Allow two weeks for committee review and notification by letter to the address provided.

In accordance with the strategic plan to make student success our top priority, UALR will strengthen the sense of community within the student body and require first-time, entering full-time freshmen to live on campus. Exceptions will be made for students as needed. Although the following is not an exhaustive list, examples may include:

- Students 21 years of age and older;
- Married students;
- Students who are parents or legal guardians of their dependent living in the home;
- Veterans of active military duty;
- Participants in programs not on the main campus (Benton Center, online programs, etc.);
- Transfer students who have attended college since graduating from high school (except summer); or
- Individuals who have documented mitigating circumstances.

STUDENT INFORMATION AND CERTIFICATION

To request a housing exception, complete this exception form, attach the required documentation and submit all to the UALR Office of Student Housing.

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<tr>
<th>NAME (LAST, FIRST, MI)</th>
<th>UALR STUDENT ID NUMBER</th>
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<tr>
<td>PERMANENT HOME STREET ADDRESS</td>
<td>CITY, STATE, ZIP</td>
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<td>EMAIL ADDRESS</td>
<td>PHONE NUMBER</td>
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By signing and submitting this form, I acknowledge that I understand the on-campus housing requirement and attest that the statements and any information which I provide in support of my exception request are true and accurate.

Student Signature ___________________________ Date ___________________________

Parent Signature (required if student is under the age of 18) ___________________________ Date ___________________________

Identify the reason for your appeal & provide appropriate documentation (see back for examples):

☐ I am married
☐ I am a parent or legal guardian of a dependent living in my home
☐ I am a veteran of active military duty
☐ I am enrolled in a program not on the main campus (Benton Center, online programs, etc)
☐ I have attended college since graduating from high school (except summer school)
☐ I have other documented mitigating circumstances: ___________________________
Examples of acceptable documentation include, but are not limited to:

I am married
  - Attach a copy of your marriage license.

I am a parent or legal guardian of a dependent living in my home
  - Attach your dependent’s birth certificate or court documentation of your legal guardianship.

I am a veteran of active military duty
  - Attach a copy of your DD214 to verify you served on active duty for purposes other than training.

I am enrolled in a program of study not on the main campus (Benton Center, Online program, etc)
  - Attach a copy of your class schedule or a letter from your UALR academic adviser.

I have attended college since graduating from high school (except summer school)
  - Submit an official copy of your college transcript(s) to the UALR Office of Admissions and Financial Aid.

I have mitigating circumstances:
  - Medical: This request for exception must include a letter from the student detailing the circumstances and housing alternative. A letter from the physician or health care provider is required to substantiate the medical circumstance explaining how the condition would prohibit adequate functioning in a group living environment or how the medical condition would prohibit inclusion in such an environment. Documentation to verify the student has registered with UALR’s Disability Resource Center may be used in lieu of a letter from the physician or health care provider.
  - Financial Hardship: UALR defines financial hardship as extenuating circumstances that present a financial burden for the family (death of primary provider, loss of employment, medical expenses exceeding insurance coverage, etc.). Supporting documentation must be submitted with the UALR Financial Hardship Form.
  - Other: A written explanation from the student detailing extraordinary circumstances. Applicable documentation must be provided.

Completed request for exception must be submitted prior to the first semester of enrollment. Deadlines will be enforced:

Fall – Jul 1
Spring – Dec 1

Return the completed form and supporting documentation to:

UALR OFFICE OF STUDENT HOUSING
2801 SOUTH UNIVERSITY AVENUE
LITTLE ROCK, AR 72204-1099
(O) 501.661.1743 (F) 501.661.1757