



For Housing Office		
Use Only		
	Initials	Date
Approved	_____	_____
Denied	_____	_____

Request for Exemption to the University Housing Policy 2012-2013 Academic Year

Check here if you currently have a signed Housing Contract on file for the 2012-13 academic year and are requesting to be released from that contract.

Submitting a request for exemption does not automatically cancel a previously signed contract nor does it release the student of the financial obligations as described in the contract.

Drury University recognizes the value of residential living to the total educational process and therefore requires all full-time day undergraduate students to live on campus unless they are approved to live off campus based on criteria below. Students aged 21 and over will receive priority to be exempt from the housing policy, but are not guaranteed approval. Students who do not receive e-mail notification of permission to live off campus prior to the beginning of the semester will be expected to fill out a housing contract and live on campus during the 2012-2013 academic year.

Check one Returning student New student entering fall 2012 New student entering spring 2013

Drury ID number _____ Date of birth _____ / _____ / 19 _____

Last name _____ First name _____

Permanent and local addresses

Permanent street address _____

City _____ State _____ Zip code _____

Permanent home phone (_____) _____ Drury e-mail _____

Local or campus street address _____

City _____ State _____ Zip code _____

Cell phone (_____) _____ Alternate e-mail _____

Reason for Request
All supportive documentation must be attached before your request for exemption from the housing policy will be considered.

- Residing with parent or legal guardian within a one hour drive of Drury (typically about 60 miles away). Have a parent's signature notarized if student is under 21 (see verification on back).
- Student will be 21 or older when the academic year begins.
- Determined exempt through marriage or parenthood. If this is your first exemption and you are under 21, provide a copy of a marriage license or birth certificate to verify this information.
- An extreme financial situation that would prevent the student from attending Drury due to on-campus living requirement. Attach a letter explaining circumstances. FAFSA for the coming year must be filed with Financial Aid.
- Medical condition that requires special living accommodations that student housing cannot reasonably provide. If this is your first exemption, attach doctor's note describing the condition and necessary accommodations.
- Extenuating circumstances. Attach detailed letter explaining circumstances.



DRURY
UNIVERSITY

Drury University Request for Exemption (continued)

Verification of residence. **Only required if student will be under 21 and remaining with parent or legal guardian.**

I understand that my son or daughter has requested to commute from home while attending Drury University. I verify he/she will be commuting from home (primary residence of family). I further understand that if I falsify information and there is a breach of this document, the appeal to be exempt from the Drury University campus housing policy will be voided and the student's account may be charged housing and meal plan fees for the entire academic year.

Notary seal and state/county:

I, _____ (name of Notary Public), a Notary Public, hereby certify that _____ (name of parent signing), personally appeared before me and being first duly sworn by me, acknowledged that he/she signed as a free act and deed and declared that the statements herein contained are true, to the best of his/her knowledge and belief. IN WITNESS WHEREOF, I have hereunto set my hand and seal the day and above written.

Parent signature _____ Date _____

Notary signature _____ Date _____

Student signature

I, the student, agree that the information stated on this form is accurate. I understand that if I falsify information and there is a breach of this document the appeal to be exempt from the Drury University campus housing policy and reside off campus will be voided and my student account may be charged room and board fees for the entire academic year.

Student signature _____ Date _____

Students should NOT sign or commit to any off-campus lease agreement without first being exempted from the university housing policy by the Housing Office. Students who do not receive an e-mail approval of exemption from the university housing policy will be required to complete a housing contract and reside in campus housing.

New students

For new students, the deadline to apply for exemption from the housing policy is July 31. The deadline for Spring admission is December 1. Please send your exemption form with supporting documents and a \$100 tuition deposit to the Drury Office of Admission, 900 North Benton Avenue, Springfield, Missouri 65802. Tuition deposit is refundable only until May 1 and December 1 for spring admission.

Returning students

For returning students, we recommend you apply for exemption prior to the posted housing sign-up deadline so you can still apply for prime campus housing should you be denied. The official deadline for returning students is March 16, 2012. If you have not turned in a housing exemption form or a housing contract by March 16, you will not be able to register for summer or fall 2012 classes. Please return this completed form along with supporting documentation to the Drury Housing Office, 900 North Benton Avenue, Findlay Student Center Room 120, Springfield, Missouri 65802. Forms may also be faxed to the Housing Office at (417) 873-6997.

Returning athletes must review their exemption plans with their coach.

Sport _____

Coach's initials _____