



Grambling State University

Request for Exemption to the University Housing Policy

(For office use only)

Date Received ____/____/____

Initials Date

Approved _____

Denied _____

Students should NOT sign or commit to any off-campus lease agreement without first being exempted from the University Housing Policy by the Residential Life Office.

Entering freshmen who have not previously attended this University must reside in University-operated residence halls until they obtain junior status. Students transferring to this University as freshmen or sophomores (as classified by the Office of Admissions) must reside in University-operated residence until they are classified as juniors (60 or more credit hours). These regulations are applicable to all students insofar as space is available in University residence halls.

NEW STUDENTS

For new students, the deadline to apply for exemption from the University Housing Policy is **July 1 for Fall semester and January 1 for Spring semester**. Please send your exemption form with supporting documents to Office of Residential Life, Box 540, Grambling, LA 71245 or Grambling Hall Room 216. Forms may also be faxed to Residential Life at (318) 274-4004.

RETURNING STUDENTS

For returning students (students who currently live on campus), the deadline to apply for exemption from the University Housing Policy is **July 1 for Fall semester and December 1 for Spring semester**. Please return this completed form along with supporting documentation to the Office of Residential Life, 403 Main Street, GSU Box 540, Grambling, LA 71245 or Grambling Hall Room 216. Forms may also be faxed to Residential Life at (318) 274-4004.

DECISIONS

You will receive an e-mail or letter from Residential Life with the outcome of your request. Students who receive an e-mail or letter stating their exemption from the University Housing Policy is denied will be required to complete a Housing Contract and reside in campus housing. A written appeal to this decision **must** be submitted within 10 business days to the Associate Vice President of Student Affairs, GSU Box 4311, Grambling State University, Grambling, LA 71245 or Room 225 in Grambling Hall.

Check One: Student Entering Fall 20 ____ Student Entering Spring 20 ____ Student Entering Summer 20 ____ Term ____

Have you previously applied/been approved to live off campus? Y N If so, when? _____

GSU ID _____ Date of Birth ____/____/19____

Last Name First Name

Total number of hours earned at Grambling State University _____

Total number of transfer hours _____

Permanent Street Address _____	Local or Campus Street Address _____
Permanent City, State, Zip Code _____	Local City, State, Zip Code _____
Permanent Home Telephone Number _____	Cell Phone Number _____
Grambling E-mail Address _____@gsuemail.edu	Alternate E-mail _____

Check here if you currently have a signed Housing Contract on file for the 2015-2016 academic year and are requesting to be released from that contract.

Note: 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.

Reason for Exemption

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

- I am 24 years of age on or before the first day of classes.
- Residing with parent or sibling within a 60 miles radius of Grambling. **Have a parent's or sibling's signature notarized.** (A copy of the birth certificate will be required for verification. See the back of this form.)
- Determined exempt through marriage or parenthood. **Provide a copy of a marriage license or birth certificate.**
- An extreme financial situation that would prevent the student from attending Grambling due to on-campus living requirement. **Attach a letter explaining circumstances. FAFSA must be filed with Grambling if you select this reason.**
- Medical condition that requires special living accommodations that residential life cannot reasonably provide. **Attach doctor's note.**
- Extenuating circumstances. **Attach detailed letter explaining circumstances.**
- Educational requirements, to include internships, co-ops and student teaching. **Requires Department Head signature.**

Dept. Head: _____ Date: _____

Verification of Parent/Sibling Signature

I understand that my son, daughter or sibling has requested to commute from home while attending Grambling State University. I verify he/she will be commuting from our 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 Grambling State University Campus Housing Policy will be voided and the student's account may be charged housing fees for the entire academic year. I, _____ (Name of Notary Public), a Notary Public, hereby certify that on this date, _____, this person, _____ (Name of Parent/Sibling 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 year above written.

Notary Seal & State/County:

Parent/Sibling Signature Date

Notary Signature Date

I, the student, agree that the information stated above is accurate. I understand that if I falsify information and there is a breach of this document, the appeal to be exempt from the Grambling State 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.

Signature of Student Date

For any questions, please contact Residential Life at (318) 274-2504 or www.gsuhousing@gram.edu.

Office Use Only:

If you are in a signed lease and are granted to be off-campus you will be responsible for any prorated charges that are placed on your account such housing and meal plan.

Signature of Student Date