

REQUEST FOR EXEMPTION FROM UNIVERSITY AFFILIATED HOUSING

Please read this form thoroughly before submitting request. The housing requirement has been implemented for the following purposes: a) support student academic success; b) enhance student development; and c) assist students in making a smooth transition to university life. An exemption request is only considered when a student has not signed up for housing, but is seeking to be exempt from the University Housing Requirement. If you have already submitted a completed housing application and would like to be released from your housing agreement, you need to fill out a "Contract Release Request".

HOUSING REQUIREMENT: All incoming full-time undergraduate students who are first time in college or a transfer student who is transferring less than 24 credits from a previous institution are required to live in university affiliated housing for their freshman and sophomore year (or their first four semesters of enrollment at Clarion). On campus housing is considered to be the Hilltop Suites, Suites on Main or Reinhard Villages.

Requests will be reviewed by the appropriate personnel and a decision will be communicated in writing within 10 days of receipt of request. Please note – ALL DECISIONS ARE FINAL.

This form must be completed each year and an exemption is not guaranteed from year to year.

Select your exemption request reason: (Further documentation may be requested for verification)

- First time in college students or transfers who are living with a parent or guardian at their permanent address within a 30 mile radius of the Clarion University address of 840 Wood Street, Clarion, PA 16214.
- A full-time transfer student with more than 24 credits from a previous institution.
- Married students.
- Students over the age of 21.
- Part time students – Registered for less than 12 credits.
- Parent of a dependent child.
- Military veterans who have been honorably discharged and can verify their status with an official DD214 form.
- If a Freshmen at the end of their second semester (must meet all three of these):
 - Has earned a 3.9 GPA or higher their first semester with a schedule of at least 15 earned credits
 - Is in good standing with the university (no debt to the university/ no discipline action)
 - Is active elsewhere on campus (belongs to one or more student organizations; participated in one or more HIPS)

Last Name	First Name	MI	ID Number	
Date of Birth	Cell Phone #	Clarion Email Address		
Permanent Mailing Address	City	State	Zip	Home Phone #

Exemption Request for (please circle all that apply): Academic Year Fall / Spring _____
Year

Signature: _____ Date: _____

FOR OFFICE USE ONLY:	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> Pending
Reviewer's Comments:	_____		
Overall GPA _____	Reviewer's Initials _____		

Students requesting an exemption to the housing requirement must complete this form and submit it to the Office of Residence Life Services, Clarion University of Pennsylvania, 840 Wood Street – 218 Becht Hall, Clarion, PA 16214. **Updated September 2016**