TEXAS A&M UNIVERSITY KINGSVILLE

UNIVERSITY HOUSING & RESIDENCE LIFE
700 UNIVERSITY BLVD / MSC 108
KINGSVILLE, TX 78363-8202
361 593 3419 OFFICE
Email completed form to: residencelife@tamuk.edu

REQUIRED RESIDENCE POLICY

You will find the form necessary to request an Exception to the University's Required Residence Policy or the Academic Year Agreement attached to this information.

1. Complete **all** portions of the form carefully and completely, as the information that you provide will be used to determine whether you are eligible for an exception to the policy.

    - You must be able to document that some highly compelling reason exists for the university to grant this exception from the academic year agreement.

    - The reasons must be above and beyond claims of financial problems, dislike for residence hall living, or for personal convenience.

    - Please note, the Residence Life Office is charged with the responsibility of enforcing the Required Residence Policy. Information presented by the student or others on his/her behalf for the purpose of obtaining a housing exception will be followed up on and verified. Any student misrepresenting himself or herself as eligible to live off campus will be subject to disciplinary action under the student conduct code and be billed for room charges. **If any of the information that you submit to us on this exemption form changes you must notify us in writing within 5 days of this change so we can update your records.**

2. The attached form must also be completed in full and signed.

3. If residing with a parent and commuting more than 50 mile radius from Kingsville, a letter from parent must be attached to the request form explaining the circumstances.

4. If not residing with a parent, a letter from parent must be attached to the request form explaining the circumstances.

5. For students who will not or have not applied for University Housing, requests for a housing exception should be submitted prior to August 15th, for the Fall semester or prior to January 15th, for the Spring semester.

6. For students who have applied for University Housing, requests for a housing exception should be submitted prior to July 1st, for the Fall semester or prior to December 1st for the Spring Semester. **Requests received after the deadline and approved by the Executive Director, the student will be incurred cancellation charges of up to $650.**

7. Students are reminded that simply turning in a request does not mean an exception is automatically given. Until written notification from the Residence Life Office is received, students who request exceptions to the policy should not make arrangements to live off-campus.

REQUIRED RESIDENCE POLICY
TEXAS A&M UNIVERSITY-KINGSVILLE

The university requires all students with less than 30 completed semester credit hours (dual enrollment hours are not to be considered because they were not received while living on campus) or under 20 years of age to reside in the university residence halls. Students under the required residence policy, however, will be automatically exempted if they live with a parent or legal guardian within a 50 mile radius of Kingsville which will be verified by the Department of Housing and Residence Life. All other students wishing to reside off campus who live outside the 50 mile radius must complete a Housing Exception Request Form which is available at the Department of University Housing & Residence Life or online at: www.tamuk.edu/housing. Submission of an exemption form does not guarantee approval, so students are advised not to make other housing arrangements until approval is received. Registered students required to live on campus who do not receive approval for exemptions will be billed for on-campus housing.

SATISFYING THE REQUIRED RESIDENCE POLICY REQUIREMENTS

All new students under the Required Residence Policy will automatically be assigned to and billed for housing charges. Students must satisfy the Required Residence Policy requirements by doing one of the following:

1. Apply for a specific hall and meal plan by completing a housing application/agreement and placing a $150.00 Room Reservation/Damage Deposit. The student will be assigned according to his/her preference on a space availability basis. Residence Life will send a letter or email informing the student of the specific hall he/she has been assigned. Housing charges will be adjusted to reflect the cost of the hall and meal plan selected.

2. Students who feel they qualify for an exemption from the policy that requires them to live in the halls must submit a **Housing Exception Request Form** to the Residence Life Office. Residence Life will send the student written notification of the results of their request. If the student is granted an exception, the housing charges will be removed. (Refer to the following section "*Filing a Request to be Exempted from the Residence Policy"*).

FILING A REQUEST TO BE EXEMPTED FROM THE RESIDENCE POLICY OR THE ACADEMIC YEAR AGREEMENT

Exceptions may be granted to those students who meet the following criteria:

- Students will be automatically exempted if they live with a parent or legal guardian within a 50 mile radius of Kingsville which will be verified by the Department of Housing and Residence Life.
- If you plan to live at home and are within the 50 mile radius of Kingsville and take ONLY on-line classes you would be automatically exempted.
- If you plan to live at home BUT live outside the 50 mile radius of Kingsville and take ONLY on-line classes you will need to submit an Exception Form. After confirming this you will exempted.
- Are married (submit a form and marriage certificate)
- Are a parent (must submit copy of birth certificate or proof of pregnancy)
- Medical hardship (submit letter from treating physician
- If you are able to document that some highly compelling reason exists for the University to grant an exception above and beyond general claims of financial problems, dislike for residence hall living, or for personal convenience, you must submit an exception form.

The Exception Form and additional information about the required residence policy can be found on our website at: at http://www.tamuk.edu/housing/undergrad.html

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HOUSING EXCEPTION REQUEST FORM
Residence Life Affidavit

REQUESTING EXCEPTION FOR: ☐ Fall 2021 ☐ Spring 2022

NAME: _____ K# _____

PERMANENT ADDRESS: _____
Rt. / Box / Street City State Zip Code

EMAIL ADDRESS: _____

DATE OF BIRTH: _____ **MARITAL STATUS:** _____ **PHONE #** _____

A. ACADEMIC INFO: Credit hours earned: ____ Classification: FR/SO/JR/SR/GR Major: _____
(Incoming Freshman: Dual Enrollment Hours are not to be considered as they were not acquired while living on campus.)

B. HOUSING INFO: ☐ New / have NOT applied for housing ☐ Applied / Assigned to Hall:_____ Rm#_____ but not checked-in

☐ I am a returning housing student that has lived on campus for one Academic Year.
How many semesters have you lived on campus? _____

☐ Currently checked-in to Hall:_____ Rm#_____

C. FINANCIAL SUPPORT: Include any Financial Aid such as grants, loans, or scholarships. If you do not receive any financial aid or scholarships place zeros or "n/a" for not applicable. If you have not yet been awarded, indicate as "award unknown."

TYPE OF FINANCIAL SUPPORT	FALL SEMESTER:	SPRING SEMESTER:
PELL Grant	$	$
	$	$
	$	$
	$	$

D. REASON FOR REQUEST: Provide a detailed explanation and any supporting documentation. Simply turning in a request does not mean an exception is granted. **An approved request may result in a cancellation fee of up to $650.**

☐ live with parent	Complete all sections: Need a separate letter from parents if commuting more than 40 miles.
☐ live with relative	Complete all sections: Need a separate letter from adult relative where will be residing.
☐ other	Complete all sections: Provide a detailed explanation of circumstances and supporting documentation.

_____

_____

CONTINUE WITH FORM ON REVERSE SIDE OF PAGE

OFFICE USE ONLY: ☐ Approved by Exec. Director Initial: Date:	☐ Denied by Exec. Director	☐ Refund $100 forfeit $50 before July 1st	☐ Forfeit $150 charge $400 after July 1st	☐ Forfeit $150 charge $500 after Aug. 1st	☐ No charge ☐ $50 charge before July 1st

HOUSING EXCEPTION REQUEST FORM – PAGE 2

E. Tell us in detail about the primary person (aunt, older brother / sister, head of household) that you are requesting to live with, i.e., age, occupation, relationship to you; and the specific reasons for living with this person.

F. What are the living expenses that you are anticipating and how will you pay for those costs?

G. Who else beside the primary person will be living at this address?

Name	Age	Relationship to You	Occupation
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

H. CERTIFICATION OF RESIDENCE:

I, (student) _____ am requesting to live with _____

who is my (relationship to student) _____ at the following phone #_____ and address:

_____

Rt. / Street Name City State Zip Code

We confirm that the above information is accurate and true. We understand that falsification of a university document is a violation of the Code of Student Conduct, and may result in disciplinary action up to and including suspension from the university.

_____ _____

Signature of Student **Date**

_____ _____

Signature of Responsible Adult **Date**

By initializing this box you are signifying you are aware of our cancellation policy that **An approved request may result in a cancellation fee of up to $650.**

_____

Initials

****** Turning in a request does not mean an exception is automatically given. Until written notification from the Residence Life Office is received, students who request exceptions to the policy should not make arrangements to live off-campus**. ****