



# Housing Exemption/Termination Request Form

The Ohio University housing requirement states that students must reside on campus for two years and carry an associated meal plan unless they meet one or more of the exemption criteria outlined below. Housing contracts are binding for the full academic year, or the remainder thereof, and students are required to fulfill this obligation. Students wishing to request exemption from the housing requirement must provide appropriate documentation to support their request. Requests are not final until they are reviewed and a determination (approved, denied, or more information requested) is made by Housing and Residence Life. If more information is needed, the student will be notified via their Ohio email. Students should allow 14 to 21 days for initial review and processing.

College credits earned by the student while attending high school (i.e. advanced placement, senior to sophomore, senate bill 140, etc.) that advance a student academically to a higher class year will not be considered toward housing exemption eligibility.

If filing for a commuter exemption, the student will need to update their local address with the Registrar's office. If the official local address has changed from the original address listed on the student's admissions application their commuter status may not be approved.

Packet must be completed and submitted **45 days prior to the start of the semester** to avoid accruing charges according to the refund schedule. Those who submit after 45 days prior to the start of the semester must submit no later than the first Monday of the semester and will be subject to the refund schedule.

Please Note: This is not an accommodation process. For information on how to request accommodations due to a disability, please contact Student Accessibility Services. Contact information and forms can be found here: [www.ohio.edu/university-college/student-accessibility-services](http://www.ohio.edu/university-college/student-accessibility-services).

## Housing Exemption/Termination Process Steps

- Obtain the necessary forms from <https://www.ohio.edu/housing/exemption>, or by visiting the Housing and Residence Life office in 215 Living Learning Center.
- Complete the forms and all supporting documentation and submit them to Housing and Residence Life.
- The completed form will be reviewed by Housing and Residence Life for completeness and a determination of whether or not the request will be granted. The student will be notified in writing of the decision. Requests with insufficient or incomplete documentation will be considered pending. The student will be notified of the need to provide additional information via their Ohio University email account. If additional documentation is not received within 14 days, the request will become inactive.
- If the ruling is not in the student's favor, the student may, within three business days of receiving written notice, request a review of the decision by the Housing and Dining Appeal Board by completing a "Request for Appeal" form and submitting it to Housing and Residence Life.
- The student will be notified of the day/time that the appeal board will meet, and the student will be provided a brief period of time to restate their request and/or provide additional information.
- The student will be notified of the appeal board's decision in writing within one week.
- If the appeal is denied, the student may elect to petition for a review by the Vice President for Student Affairs. This is not a guaranteed appeal. The Vice President may or may not elect to review a decision.



# Housing Exemption/Termination Request Form

## Student Demographic Information:

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ High School Graduation Date: \_\_\_\_\_  
Class Rank:     First Year     Second Year     Third Year     Fourth Year  
Total Semesters attending an institution after High School Graduation: \_\_\_\_\_

## Student Contact Information:

Permanent Home Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

## Residential Information:

Current Hall & Room #: \_\_\_\_\_  
Proposed New Address\*: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Term of Proposed Lease\*: \_\_\_\_\_  
Potential Roommates: \_\_\_\_\_

## Desired Effective Term/Year:

Exemption packet must be submitted no later than the first Monday of the semester. Student is subject to the refund schedule. If submitting a request after the deadline, you must provide proof of hardship/change occurring after the deadline.

Fall \_\_\_\_\_  Spring \_\_\_\_\_  Summer \_\_\_\_\_  Academic Year \_\_\_\_\_

### This section to be completed by student staff only:

Supplemental Items Reviewed     Application Complete    **Current Meal Plan:** \_\_\_\_\_  
 Medical Requested     Application Reviewed for Completion by \_\_\_\_\_ (staff initials)

### This section to be completed by operations staff only:

External Edu Verified     High School Grad Verified    Any Holds:  No  Yes, Type: \_\_\_\_\_  
Admit Term: \_\_\_\_\_ Admit Type: \_\_\_\_\_ Age: \_\_\_\_\_  
Previous Assignment Hall: \_\_\_\_\_ Previous Assignment Room Type: \_\_\_\_\_  
Previous Assignment Terms: \_\_\_\_\_  Manual     Self-Selected  
Housing Contract on file?  No  Yes, Contract Date: \_\_\_\_\_



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## Exemption Request Type:

All Exemption/Termination requests require a personal statement and supplemental documentation

Part-time student (*enrolled in 11 or less credits during the term, or 5 or less during summer*)

- Does not qualify for Mid-Year Exemption

Veteran of the Armed Services

- Must also include DD-214

Married or Single Parent

- Must also include marriage license, or
- Must also include child birth certificate

Financial Hardship

- Must also include the [Housing Exemption Financial Aid Information Form](#)

Medical/Dietary

- Must also include the [Housing Exemption Healthcare Provider Report](#) and the [Housing Exemption Confidential Information Release](#)

Commuting (Student must reside with a parent or guardian within 50 miles of Athens Campus)

- Students should only complete this form for a mid-term cancellation
- Students requesting a commuter exemption for an upcoming semester should fill out the commuter application on their [Housing Self-Service](#)

Other

Request to Cancel Spring Semester

## Signature & Certification:

Signature: \_\_\_\_\_

PID: \_\_\_\_\_

Date: \_\_\_\_\_

*I certify that my reason for making this request are true and understand that falsification of any material submitted in support of this exemption request is a violation of the Student Code of Conduct.*

### Return Completed Forms & Documents to:

Housing and Residence Life  
215 Living Learning Center  
111 South Green Drive  
Athens, OH 45701

Fax: 740.593.4089 | Email: [housing@ohio.edu](mailto:housing@ohio.edu)

### Refund Schedule

Amount of refund is based on the following percentages of the term room and board payment

- Prior to checking in residence hall = 100% (minus deposit)
- 1<sup>st</sup> week of the semester = 80% refund
- 2<sup>nd</sup> week of the semester = 60% refund
- 3<sup>rd</sup> week of the semester = 40% refund
- 4<sup>th</sup> week of the semester = 20% refund
- 5<sup>th</sup> week of the semester or after = NO REFUND