

## **NEBRASKA WESLEYAN UNIVERSITY REQUEST FOR EXEMPTION TO THE NWU RESIDENCY POLICY**

The Nebraska Wesleyan University Residency Policy is as follows:

As a residential campus, it is the residency policy of Nebraska Wesleyan University that undergraduate students reside in approved on-campus living units for three years or six semesters. All first-year students must live in University-administered residential facilities. Students in their third through six semesters who are members of sororities or fraternities may reside in Greek houses as meeting the criteria for approved residential facilities.

Students may request an exemption to this policy if they live with parents/guardians (as defined by Section 30-220917 of the Nebraska Probate Code) within 30 miles of the Nebraska Wesleyan campus; have reached their 21<sup>st</sup> birthday prior to the start of the fall semester; live with a spouse; have a dependent child; are enrolled for fewer than 12 credit hours per semester as a part-time student; health issues, or other extreme conditions.

If a student's living arrangements are in violation of the residency policy, the student will be in violation of the Code of Student Conduct and will be subject to disciplinary action. Violation of this policy does not excuse financial obligation to the University.

Approved by the NWU Board of Governors  
March 2001 (Revised, December, 2002)

This policy has been established by the Nebraska Wesleyan University Board of Governors to support students' academic success and persistence. The residential experience is an essential part of Nebraska Wesleyan's undergraduate program; exemptions **are granted only in rare cases**. Students who request an exemption must be aware that failure to follow the policy or the process for requesting an exemption will have consequences.

**It is your responsibility to read this entire packet, and to seek clarification if needed.** Nebraska Wesleyan will expect you to have read and to understand the policy, the exemption process, and your responsibilities as they relate to both.

## **Who is the exemption process for?**

Students of Nebraska Wesleyan University are required to live on-campus during the first 6 semesters (3 years) of their collegiate career. However, Residential Education does realize that some students may have unique circumstances which may qualify them for an exemption. The exemption request process is intended to provide an avenue for those students who have not completed their 6 semesters, but fall under one or more of the categories listed below:

- Are married or in a documented domestic partnership
- Have a dependent child or children
- Have turned 21 prior to the first day of the fall semester
- Will live with their parent/s or a legal guardian within 30 miles of campus as measured by Mapquest. *Please note that a legal guardian is a person appointed by the appropriate legal jurisdiction to act on behalf of the student in place of parents. Legal documentation will be requested for verification.*

## **Who is the exemption process not intended for?**

The exemption process is generally not intended for students who:

- Dislike their room, roommate, residence hall or on-campus living in general
- Have mobility, visual, hearing or mental/emotional disabilities
- Have medical conditionals such as asthma or allergies
- Have dietary concerns or are on special diets
- Want to live with a sibling, other relative or family friend
- Parents bought a house or condo and want the student to live in it
- Already signed a lease for an off-campus house, apartment, condo, etc.
- Have problems or concerns that need to be addressed but have not sought out staff assistance
- Are looking to simply save money

There are many avenues besides moving off-campus for students to address the above concerns, including talking with the Residential Education staff, the Coordinator for Students with Disabilities, Financial Aid staff, etc. Students are expected to explore all possible avenues before requesting an exemption to the University housing requirement.

## NEBRASKA WESLEYAN UNIVERSITY HOUSING EXEMPTION APPLICATION

As a residential, liberal arts institution, Nebraska Wesleyan University has a three-year (or six semester) residency requirement. NWU administers a process to allow exemptions to the NWU Residency Policy. These decisions are made in a way that is objective, fair and balanced with the University's core value of personal attention to students. The decision made by the committee is final. There are no appeals. Late applications will not be considered (please refer to the next page for deadline information).

Students wishing to request an exemption to the NWU Residency Policy must carefully complete the information in this document, attach appropriate documentation and any additional required information and return it to the Residential Education Office. It is strongly encouraged that the student named on the application is the one that completes the form (not a parent, friend or other interested party).

Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

I am currently a(n):

- Incoming First Year Student
- Incoming Transfer Student
- Current Student/Commuter, reapplying for my exemption
- Current Student (Current Room Assignment: \_\_\_\_\_ ID: \_\_\_\_\_)

Permanent Address (please include zip code): \_\_\_\_\_

\_\_\_\_\_

I am applying for an exemption for the \_\_\_\_\_ academic year to begin on \_\_\_\_\_.

If granted an exemption, my place of residence for this time period will be:

- At my permanent address with my parent(s)/legal guardian
- Other (address): \_\_\_\_\_

*For Current & Transfer Students Only:*

Credit Hours Earned: \_\_\_\_\_ Credit Hours Currently Enrolled: \_\_\_\_\_

Major: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_

**Please note: all communication in regards to your housing exemption application will be sent via email unless other arrangements have been made with the Director of Residential Education.**

(please turn over)

Please mark the exemption you are requesting for the time period in which you are requesting it, and attach the appropriate documentation:

\_\_\_\_\_ I will live **with my parent/guardian** (NWU uses the definition of guardian as that included in Section 30-220917 of the Nebraska Probate code), within 30 miles of the Nebraska Wesleyan campus. *You must attach a signed and notarized commuter student form, available in the Residential Education Office.*

\_\_\_\_\_ I have reached my 21<sup>st</sup> birthday **prior** to the first day of classes of the fall semester of the academic year in which I am requesting an exemption. *Your birthday will be verified by the Office of the Registrar.*

\_\_\_\_\_ I am married or in a documented domestic partnership.

\_\_\_\_\_ I have a dependent child or children.

\_\_\_\_\_ I am requesting a special exemption due to health issues. *You must also fill-out and return additional paperwork. Please see the Residential Education office for this paperwork.* Students that have a medical condition that has arisen to the level of disability will receive reasonable accommodations for living on-campus at NWU. An exemption is rarely given for this reason.

\_\_\_\_\_ I am requesting a special exemption due to an extreme condition requiring extraordinary action. *Please attach an explanation, appropriate documentation & a completed Off Campus Living Budget.*

If you are a new student, return your application to the Residential Education Office in Centennial Hall by **August 1**. If you are a returning student, you must return your application by **March 1** for consideration for the following academic year. **Processing will take several weeks.** You are encouraged to sign up for a residential facility room if a decision on your application has not been made by the spring housing selection dates. **Exemption approval does not automatically cancel your room reservation.** To cancel your room, you must contact Residential Education at (402) 465-2161, or stop by the Residential Education Office on the first floor of Centennial Hall. **You may cancel your room assignment without financial penalty by June 1 if an exemption is approved.**

Please understand that if you are granted an exemption to the NWU residency policy, you must reside in the location for which you are approved. Residential Education monitors the residential status of all full time students. Please contact the Residential Education Office with any questions relating to the NWU residency policy and the process to request an exemption.

*I certify that the information that I have provided in this document, and any supporting materials attached to it, are true. I have read all of the information in this document, and I understand the residency policy and my personal responsibility to follow the policy, including all references to the exemption process.*

Name \_\_\_\_\_ Date \_\_\_\_\_

**Please return this application and all supporting documents to the Residential Education Office, located on the first floor of Centennial Hall. If mailing your application, please mail it to:**

**Residential Education  
Nebraska Wesleyan University  
5000 St. Paul Ave.  
Lincoln, NE 68504**