

FALL
 SPRING
 SUMMER

OFF CAMPUS HOUSING REQUEST FORM
(Permanent Application)

Last Name First Middle

CWID# _____ Date of Birth _____

Parent(s) Home Address _____

Street Address City State Zip

Parent(s) Phone # (home) _____ (work) _____

High School Graduated from _____

City/County-Parish/State

First Semester Attended ULM _____ Major _____ Cumulative GPA _____

Student's **new** local address if approved:

Street City State

Local Phone # _____ Cell# _____

Living with _____ Relation _____

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

IMPORTANT: PLEASE READ BELOW

Attach a signed statement giving your reasons for requesting an exemption to the On-Campus Residence Requirement.
The undersigned certifies that all information submitted is true and correct. The undersigned fully understands that false or misleading information will subject the student whose signature appears below to dismissal from University of Louisiana Monroe.

Signature of Student _____

Date _____

Basis for Exemption Request (Check One)

- ☐ Parents' domicile (living with parents)
- ☐ Living with grandparent, married brother or sister
- ☐ Military Veteran (24 months active duty)
- ☐ Living in property owned by student or immediate family
- ☐ Earned at least 95 credit hours
- ☐ Married, divorced, or has a child
- ☐ Significant medical condition (See Statement on back)
- ☐ Out of High School 4 years or more
- ☐ Other (See Director)

**A LETTER STATING REASON TO LIVE OFF CAMPUS
MUST ACCOMPANY THIS APPLICATION**

Comments:

PROPER DOCUMENTATION MUST BE PRESENTED AS INSTRUCTED BY THE OFFICE OF STUDENT SERVICES.

Students are responsible for contacting the Office of Residential Life/Housing and the Office of Student Services in regard to the status of their application.

Student Signature _____ Date _____

POLICY STATEMENT REGARDING ALLERGIES:

Allergies are not generally considered to be a severe medical condition. The ULM Residential Life personnel will assist students by providing compatible roommate/suitemate situations and special janitorial/maintenance assistance to assure a reasonably controlled environment. The students also may take the same special control measures in the residence hall as they would take in an off-campus residence. Based on these facts, we do not grant off-campus permission for allergies. The Housing Appeals Committee has previously ruled that students should first notify the Housing Office of their condition. Residential Life will then set up a maintenance program to provide a reasonable environment.

HARDSHIP POLICY:

1. Financial Hardship is defined as extenuating circumstances that would present a financial burden on a family (ex. death of primary provider, loss of employment, etc). Living off campus because it is less expensive is not considered a financial hardship.
2. Submit documentation of your financial hardship.

The student seeking financial hardship exemption should submit the following documents:

1. Application to live Off-Campus
2. Copy of parent's income tax return for the last tax year.
3. Statement from an ULM Financial Aid Officer showing the student's aid status. (Student Aid Report may be substituted)
4. A notarized letter from the parents giving any significant hardship factors of a financial nature.

DO NOT WRITE BELOW THIS LINE

Date App. Rec'd _____ / _____ **Date Applicant Notified of Decision** _____ / _____

_____ Permanent exemption: do not need to reapply.

_____ Approved through _____ Semester. *(Note expiration date. Must reapply for future exemption.)*

_____ Approved to live with _____ only.

_____ Disapproved.

Student may appeal in writing to the Housing Appeal Committee within 3 business days. An appointment will be scheduled when the Housing Appeal Committee is in session.

Off Campus Housing Officer

COMMENTS:
