Office of Campus Life
Residency Exemption Application

Residency (Residence Hall) Requirement and Other Obligations: Due by June 1st each year

- Residency Requirement (as stated in Student Handbook): West Virginia Wesleyan College (WVWC) is a residential institution and features residence hall education focusing on student learning and personal development as part of its distinct academic mission. Therefore, students are **required** to live on campus unless an exception is approved by the Office of Campus Life. Residence Hall Agreements are for the entire academic year (August through May).

- Applications for an exception to the residence requirement for continuing students must be submitted to the Office of Campus Life. Leases or other living arrangements should not be confirmed until exceptions are verified in writing from the Office of Campus Life. Letters of exception will be distributed via campus mailboxes.

Reason for Exemption (Please check the exemption being requested)

☐ **Non-Traditional Age** – Student reaching age 23 prior to the beginning of the fall semester.

☐ **Married** – Student must submit a copy of his/her marriage license.

☐ **Fifth Year Seniors**- Verification by the Registrars Office is required.

☐ **Graduate Student** –Verification by the Registrars Office is required. This does not apply to the first four years of the five year MBA Program.

☐ **Living At Home**- Students are required to live on campus unless they are living at home or with an acceptable family member; parent, grandparent, legal guardian (no exceptions), or graduated from or was home schooled in Barbour, Lewis, Randolph or Upshur Counties, Other requests may be made but are subject to review.

☐ **Medical Release**- Student and Physician must complete the *Special Needs-Based Housing Request Form.*. These forms are available in the Office of Campus Life.

☐ **Single Parent**-Student must submit a copy of child's birth certificate.

Student Information (Please Print)

Name: _____ Student ID #:_____ Campus Box:_____ Date:_____

Permanent Address:

_____ Primary Phone Number:_____

_____ Secondary Phone Number:_____

_____ Email:_____

Office Use

Supporting paperwork completed and submitted: Yes ☐ No ☐   Application Was: Approved ☐ Denied ☐
Comments:

(OCL) Staff Completing Form:_____Date:_____
                    Signature