

REQUEST FOR EXEMPTION FROM UNIVERSITY LIVING REGULATION
Fall 2022 – Spring 2023

COLORADO STATE UNIVERSITY LIVING REGULATIONS require that all newly admitted first-year students (Admissions Type “New”) and transfer students with fewer than 15 post-high school credits, who are single, under 21 years of age, and not living with their parents in the Fort Collins area, live in the University residence halls for the first two consecutive terms of their attendance. Credits taken concurrent with high school and/or credits attained through Advanced Placement (AP) do not apply towards living experience.

Experience has demonstrated that adjustment to academic and social life is greater for first-year students living in residence halls. To balance that, the University works with state policies that emphasize the value of on-campus living. The University value is being placed on transition and retention.

First-year students wishing to reside off-campus with their parents or for reasons other than those listed above may request a special exemption according to the following guidelines.

We are unable to approve requests based on financial situation. If you would like to discuss financial aid options that may be available to help pay the cost of living in the residence halls, please contact the Office of Financial Aid.

Guidelines for Requesting an Exemption for New Incoming Students:

- Any first-year student, and transfer students with fewer than 15 post-high school credits, wishing to reside off-campus (with their parents or for any other reason) ***must*** request a special exemption. (Submission of a request does not guarantee approval but does guarantee review by the Director of University Housing.)
- Complete the top portion of the “Request for Exemption” form explaining the reason for your request.
- Attach documentation that supports or verifies the reason for your request as indicated.
- Mail your request to: Department of Housing & Dining Services, University Housing, 8032 Campus Delivery, Fort Collins, Colorado 80523-8032, prior to the beginning of the semester you will enroll at Colorado State University. We recommend submitting your request at least one month prior to enrollment.
- A decision will be emailed to the address listed on your request form. An exemption is not considered granted until you have received your approved request from the University Housing office, Department of Housing & Dining Services.
- If an exemption is granted and you have previously submitted a housing deposit, you may be eligible for a refund by notifying the Assignments Office. Refund eligibility and amount will be determined by the date of your deposit refund request. For more details, please contact the University Housing office, (970) 491-4719.
- **Appeal Process:** If your request for an exemption from the university living regulation is not approved, you may wish to appeal the decision. Students wishing to appeal a denial of the

exemption request may do so by filing notice of such appeal with the Appeals Hearing Officer. The decision of the Appeals Hearing Officer is final. There is no further appeal of exemption decisions beyond this level.

Guidelines for Requesting an Exemption for Currently Enrolled Students:

- Any currently enrolled first-year student, and transfer students with fewer than 15 post-high school credits, wishing to request to move out of the residence halls (with their parents or for any other reason) **must** request a special exemption. (Submission of a request does not guarantee approval but does guarantee review by the Director of University Housing.)
- Complete the top portion of the attached form explaining the reason for your request.
- Attach any documentation that supports or verifies the reason for your request.
- Mail or bring your request to the Department of Housing & Dining Services, University Housing, 113 Palmer Center, 8032 Campus Delivery. **We need to receive your request one week prior to your "Requested Vacate Date."**
- A decision will be emailed to the address listed on your request form. **You may not check out of your hall until you receive a copy of your approved request.**
- Any student who leaves the residence halls during the academic year without completing the housing contract will incur a contract breakage fee. The original housing deposit (unless the deposit was waived) will be refunded to the student account.
- **Appeal Process:** If your request to move from the residence hall system is denied, you may wish to appeal the decision. Students wishing to appeal a denial of the move request may do so by filing notice of such appeal with the Appeals Hearing Officer. The decision of the Appeals Hearing Officer is final. There is no further appeal of request to move decisions beyond this level.

Documentation Requirements: Fall 2022 – Spring 2023

If a student is requesting to live with a parent in the Fort Collins area:

- A letter of verification from the parent giving the **name, address, and telephone number** where the student will be living. The parental letter **must be notarized** before submitting to the University Housing Office.
- The “Fort Collins area” is considered to be within approximately a 30 mile radius which includes the zip codes listed at the end of this form.

If a student is requesting to live with a parent who is **permanently** relocating to the Fort Collins area:

- A letter of verification from the parent giving the **name, address, and telephone number** where the student will be living. The parental letter **must be notarized** before submitting to the University Housing office.
- The “Fort Collins area” is considered to be within approximately a 30 mile radius which includes the zip codes listed at the end of this form.
- Proof of permanent relocation must be submitted. At least two (2) of the following items must be submitted showing the Fort Collins area address:
 1. Vehicle registration
 2. Voter registration
 3. Proof of employment in the Fort Collins area
 4. Any other document that would verify permanent address

Do not submit proof of purchase of property of lease/rental agreement as this does not provide proof of relocation.

- University records must show the parental address as being in the Fort Collins area.

If a student is requesting to live with a relative in the Fort Collins area:

- **Only** requests to live with a sibling (sibling must be 21 years of age), grandparent, or legal guardian will be considered.
- A letter of verification from the parent giving the **name, address, and telephone number** where the student will be living. The parental letter **must be notarized** before submitting to the University Housing office.
- A letter of verification from the relative giving the **name, address, and telephone number** where the student will be living. The relative letter **must be notarized** before submitting to the University Housing office.
- If the request is to live with a sibling at least 21 years of age, documentation verifying the age of the sibling must be submitted (copy of birth certificate.)

If a student is requesting an exemption due to medical reasons :

- The student must submit a ***notarized*** personal letter detailing their medical request.
- The student must contact Student Disability Center (970-491-6385) detailing the request for the student to be exempted from the residence halls. The student will need to speak, meet or otherwise have contact with the SDC Director for an assessment of the need for the exemption. In addition to a personal statement from the student, documentation may be necessary in support of the request. The SDC Director will submit the assessment of the need to the Director of University Housing who will make the final exemption decision.

If a student is requesting an exemption based on independent living:

- The student must submit a ***notarized*** personal letter detailing their independent living request.
- Documentation verifying independent living for at least one year prior to enrollment at Colorado State University must be submitted. This documentation should include but is not limited to rent/lease statements, utility bills, verification of military service, etc.
- A copy of the most recent parental Federal Income Tax showing the student was not claimed as a dependent.

If a student is requesting an exemption based on marital status/civil union:

- The student must provide a copy of the marriage certificate/civil union license recorded with the county clerk's office.

"Fort Collins Area" Approved Zip Codes:

80501	80522	80534	80543	80610	80633
80502	80523	80535	80544	80612	80634
80503	80524	80536	80545	80615	80638
80504	80525	80537	80546	80620	80639
80511	80526	80538	80547	80622	80645
80512	80527	80539	80549	80623	80646
80513	80528	80540	80550	80624	80648
80515	80532	80541	80551	80631	80650
80521	80533	80542	80553	80632	80651



Housing & Dining Services
University Housing
8032 Campus Delivery
Fort Collins, CO 80523-8032

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CSUID #: _____ Gender: _____ Age: _____

Birthdate: _____

Email Address: _____
(please print legibly)

Name: _____
(last) (first) (mi)

Current Address: _____
(room/hall or number/street) (city) (state) (zip)

Newly Admitted -- I will enter CSU: Fall Semester 20____ Spring Semester 20____

Currently Enrolled -- I entered CSU: Fall Semester 20____ Spring Semester 20____

Reason for request: _____

Applicant's Signature: _____ Date: _____

Attach a separate sheet with parental and/or other documentation

A decision will be e-mailed to the e-mail address listed above. An exemption is not considered granted until you have received your approved request from the University Housing office, Department of Housing & Dining Services.

For Office Use Only:

DECISION: _____ Approved _____ Denied _____ University Apt. Eligible

Comments: _____

Signature (Housing & Dining Services)

(Date)