

## Residential Living Housing Exemption Request

**Semester Exemption Requested for \_\_\_\_\_ (Semester/Academic Year)**

Student's Legal Name (Print): \_\_\_\_\_

Student's ID Number (A#): \_\_\_\_\_ SRSU Email: \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Date: \_\_\_\_\_

Check all reasons listed that apply to your request. Please read thoroughly before signing. Forms and all supporting documentation must be submitted prior to the first class day for a chance to avoid any financial responsibility. **Any forms submitted later than one week before the 1<sup>st</sup> official day of class will not be considered.** (Please see the [Housing Refund Schedule](#) in the SRSU Residential Living Handbook.)

**Student lives locally, within a 100-mile radius of Sul Ross State University, with (check one):**

**Parent OR Grandparent.** Documented proof of current local residence from BOTH the student AND the parent must be provided. Documentation should include copy of driver's license or state ID (with local address listed) **and** a utility bill or other official mail (e.g. voter registration card etc.). The addresses for BOTH the student and the parent/grandparent must be identical. Living arrangements with other relatives, boyfriends/girlfriends, fiancés, friends, etc. will not be considered.

**Legal guardian.** Legal documentation of guardianship must be provided in addition to proof of residence (see above).

**Employer provides room & board** (Employment must be contingent on living on-site. Documentation must be provided on official letterhead and include address of residence).

Employer's Name: \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_

**Veteran with 24 months of active duty.** Official documentation of military status must be provided.

**Married or single parent.** Student must provide official documentation of legal marriage recognized in the State of Texas. An official copy of child's birth certificate must be provided for single parents who are requesting exemption.

**21 years old by first day of class.** Student must provide valid driver's license or official legal documentation with date of birth listed.

**Have lived 4 (entire) long semesters (2 spring and 2 fall terms) in University-campus Housing**

**Medical reason.** Student should provide an official letter from a medical doctor (MD) licensed to practice in the United States to Counseling & Accessibility Services and submit a Housing Exemption Request Form to Residential Living for review and consideration.

**Part-Time Student.** Student should attach an academic schedule.

**Other:** \_\_\_\_\_

Please attach all necessary documentation.

**Student Signature** \_\_\_\_\_

All supporting materials must be provided at time of form submission. This form is a request, **not** an automatic guarantee of an exemption. The Director of Residential Living will contact you with a decision via your Sul Ross email. Financial reasons, financial aid status, housing cost, convenience, pre-arranged rental agreements, etc. will not be considered as valid reasons for an exemption. If you wish to appeal a decision regarding a housing exemption, please contact Dean of Students, Mrs. Brandy Snyder, at 432-837-8037 or via email at [bsnyder@sulross.edu](mailto:bsnyder@sulross.edu)

Office Use Only-Do not write below this line

\_\_\_\_\_  
**Director of Residential Living Signature**      **Date**

Approved      Denied

Reason for Denial: \_\_\_\_\_