REQUEST FOR EXEMPTION FROM UNIVERSITY LIVING REGULATION

COLORADO STATE UNIVERSITY LIVING REGULATIONS require that all newly admitted first-year students (Admissions Type “New”) without previous college experience, 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 Student Financial Services.

Guidelines for Requesting an Exemption for New Incoming Students:

- Any first-year student 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 Residence Life.)

- 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, Residence Life, 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 e-mailed to the address listed on your request form. An exemption is not considered granted until you have received your approved request from the Office of Residence Life, Department of Housing & Dining Services.

- If an exemption is granted and you have previously submitted a housing deposit, you may obtain a partial refund by notifying the Assignments Office. Before July 1 (January 1 for Spring Semester), the refund will be $100, after that date, the refund will be $50 (until the halls open, at which time there is no refund on your deposit.)

- 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 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 Residence Life.)

- 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, Office of Residence Life, 111 Palmer Center, 8032 Campus Delivery. We need to receive your request one week prior to your “Requested Vacate Date.”

- A decision will be e-mailed 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 completed Room Selection and leaves the residence halls during the academic year will be charged a $350 contract breakage fee. The $150 housing deposit (unless the deposit was waived) will be refunded to the student account.

- Any first-year student who leaves the residence halls during the academic year will incur a $150 contract breakage fee which will be offset by the $150 housing deposit being 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:**

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 Residence Life 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 Residence Life 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 Residence Life 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 Residence Life 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 work with Resources for Disabled Students (970-491-6385) detailing the request for the student to be exempted from the residence halls. Additional documentation/consultation with Resources for Disabled Students may be required.

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.

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**“Fort Collins Area” Approved Zip Codes:**

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REQUEST FOR EXEMPTION FROM UNIVERSITY LIVING REGULATION

CSUID #: _____________________________  Male _____  Female _____  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 Office of Residence Life, Department of Housing and Dining Services.

For Office Use Only:

DECISION:  ___________ Approved  ___________ Denied
Comments: __________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

______________________________________________        _______________________  
Signature (Housing & Dining Services)                                                              (Date)