

Ave Maria University  
Off Campus Exception Request Form – Non-Eligible Students  
2007-2008 Academic Year

Name \_\_\_\_\_  
Box # \_\_\_\_\_ Phone # \_\_\_\_\_ Present Residence Hall \_\_\_\_\_  
Email address: \_\_\_\_\_ Home Phone \_\_\_\_\_  
Home Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Class status: FR SO JR SR # of Credits Completed: \_\_\_\_\_ Birthdate/Age: \_\_\_/\_\_\_/\_\_\_ - \_\_\_

**FOR NON-ELIGIBLE STUDENTS REQUESTING TO MOVE OFF CAMPUS**

The mission of the Residence Life department at Ave Maria University is to provide a moral foundation for the residents that they may freely embrace the truths that are taught in the classroom. The department seeks to establish and encourage an environment where that which is learned in the classroom may be practically applied. Therefore, our residential policy states that: **All full-time students are required to live on campus unless they live at home with their parents or legal guardians in the immediate area.** Please refer to the Housing Contract for more detailed information on the Residential Requirement and cancellation fees.

**Exceptions to this policy are subject to approval by the Residency Exception Committee. THE DECISIONS OF THE COMMITTEE ARE FINAL AND CANNOT BE APPEALED.**

\_\_\_ I am requesting an exception to the Residency Requirement in order to move off campus while remaining a full-time student.

\_\_\_ I am dropping to Part-time status in order to live off campus. I will not be permitted to return to full time status until I am 23 or I return to live in the residence halls.

Please include the following documentation with your request:

1. A letter explaining your reasons for requesting an exception.
2. A letter from your parent or guardian indicating their approval for this request.
3. If requesting a medical exception, a letter from a certified physician explaining your condition/diagnosis.
4. Contact information for your new address, subject to approval by the University

**If the above-required letters are not submitted with your application, your request will not be considered.**

**OFF CAMPUS SAFETY SEMINARS**

I am aware that, if I am granted an exception, I must attend one off campus safety seminar: (TBD)

Failure to attend one of the safety sessions will result in a \$25.00 fine or revocation of your off campus exception.

\_\_\_ If your request for an off campus exception is denied, you must pay your \$300 housing deposit and attend the Housing Fair in order to reserve a place in the Residence Hall. If you do not attend the Housing Fair, you will be subject to a monetary fine

I understand that, **if an off campus exception is granted**; I have until July 1<sup>st</sup> or when all available beds have been occupied, to change my plans and be allowed to reserve a room on campus provided that I follow the on campus reservation procedures. After this date, I will not be guaranteed housing on campus should my off campus housing plans change.

Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Office Use Only

Date of Approval: \_\_\_\_\_

Adapted from F.U.S. housing expectancy

Date of Denial: \_\_\_\_\_



The following is a list a requirements and documentation NECESSARY to submit an appeal to the Ave Maria University Housing Committee. No appeal will be evaluated without theses requirements and documentation completed. **Each appeal must include a detailed letter from the student explaining why they request to be exempt from the University Housing Policy.**

(Note: Students should not sign or commit to any off-campus lease agreement.)

Reason	Requirement	Documentation
Living with Parent or Guardian and commuting	Residing with a parent or legal guardian within a 40 mile radius of Ave Maria University	<ul style="list-style-type: none"> <li>The verification from parent(s) confirming the student is commuting from home</li> <li>Notarized documentation identifying the legal guardian.</li> </ul>
Family Status	Determined exempt through Marriage	Marriage Certificate
Financial Situation	An extreme financial situation that would place an excessive strain on the student's financial situation and prevent the student from attending Ave Maria University due to living on-campus.	<p>** Students must first apply for financial aid BEFORE an exemption will be considered</p> <ul style="list-style-type: none"> <li>Notarized letter from parent (of dependent students only) stating the need for the alternative living</li> <li>Arrangement due to family financial situation, including any relevant facts or documentation concerning this family financial situation that may not be seen in the financial aid data.</li> </ul>
Medical Condition	Medical condition that requires special living accommodations that on-campus housing cannot reasonably provide.	<ul style="list-style-type: none"> <li>Letter from physician stating what the medical condition is and what the residence halls do not provide that is essential for students health.</li> <li>Notarized letter from a parent/guardian stating their position on this matter including any relevant facts or documentation to support this request</li> </ul>
Other	For extenuating circumstances that do not fit within the other categories but where a student believes they should still be considered for an exemption	<ul style="list-style-type: none"> <li>Must provide a detailed letter and any supporting documentation</li> </ul>

Please return this completed, notarized form along with supporting documentation to the Office of Residence Life at Ave Maria University, 5050 University Blvd. Ave Maria FL 34142

Questions: Contact the Office of Residence Life at 239 280 2542 or Fax your questions to 239 280 2543

The deadline to appeal to be exempt from the University Housing Policy is due prior to July 1<sup>st</sup> of the forthcoming Academic Year.