



Housing Exemption/Termination Request Form

The Ohio University housing requirement states that students must reside on campus for two years and carry an associated meal plan unless they meet one or more of the exemption criteria outlined below. Housing contracts are binding for the full academic year, or the remainder thereof, and students are required to fulfill this obligation. Students wishing to request exemption from the housing requirement must provide appropriate documentation to support their request. Requests are not final until they are reviewed and a determination (approved, denied, or more information requested) is made by Housing and Residence Life. If more information is needed, the student will be notified to their Ohio email. Students should allow 14 to 21 days for initial review and processing.

Please Note: College credits earned by the student while attending high school (i.e. advanced placement, senior to sophomore, senate bill 140, etc.) that advance a student academically to a higher class year will not be considered toward housing exemption eligibility.

If you are filing for a commuter exemption, you will need to update your local address with the Registrar's office. If your official local address has changed from the original address listed on your admissions application your commuter status may not be approved.

Packet must be completed and submitted **45 days prior to the start of the semester** to avoid accruing charges according to the refund schedule. Those who submit after 45 days prior to the start of the semester must submit no later than the first Monday of the semester and will be subject to the refund schedule.

Housing Exemption/Termination Process Steps

- Obtain the necessary forms from <https://www.ohio.edu/housing/exemption>, or by visiting the Housing and Residence Life office in 215 Living Learning Center.
- Complete the forms and all supporting documentation and submit them to Housing and Residence Life.
- The completed form will be reviewed by Housing and Residence Life for completeness and a determination of whether or not the request will be granted. The student will be notified in writing of the decision. Requests with insufficient or incomplete documentation will be considered pending. The student will be notified of the need to provide additional information via their Ohio University email account. If additional documentation is not received within 14 days, the request will become inactive.
- If the ruling is not in the student's favor, the student may, within three business days of receiving written notice, request a review of the decision by the Housing and Dining Appeal Board by completing a "Request for Appeal" form and submitting it to Housing and Residence Life.
- The student will be notified of the day/time that the appeal board will meet, and the student will be provided a brief period of time to restate their request and/or provide additional information.
- The student will be notified of the appeal board's decision in writing within one week.
- If the appeal is denied, the student may elect to petition for a review by the Vice President for Student Affairs. This is not a guaranteed appeal. The Vice President may or may not elect to review a decision.



Housing Exemption/Termination Request Form

Student Demographic Information:

First Name: _____ Last Name: _____
Date of Birth: _____ High School Graduation Date: _____
Class Rank: First Year Second Year Third Year Fourth Year
Total Semesters attending an institution after High School Graduation: _____

Student Contact Information:

Permanent Home Address: _____
City: _____ State: _____ Zip: _____
Phone Number: _____ Email Address: _____

Residential Information:

Proposed New Address*: _____
City: _____ State: _____ Zip: _____
Term of Proposed Lease*: _____ Current Hall & Room #: _____
Potential Roommates: _____

Desired Effective Term/Year:

Exemption packet must be submitted no later than the first Monday of the semester. Student is subject to the refund schedule. If submitting a request after the deadline, you must provide proof of hardship/change occurring after the deadline.

Fall _____ Spring _____ Summer _____ Academic Year _____

This section to be completed by student staff only:

Supplemental Items Reviewed Application Complete **Current Meal Plan:** _____
 Medical Requested Application Reviewed for Completion by _____ (staff initials)

This section to be completed by operations staff only:

External Edu Verified High School Grad Verified Any Holds: No Yes, Type: _____
Admit Term: _____ Admit Type: _____ Age: _____
Previous Assignment Hall: _____ Previous Assignment Room Type: _____
Previous Assignment Terms: _____ Manual Self-Selected
Housing Contract on file? No Yes, Contract Date: _____



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Exemption Request Type:

All Exemption/Termination requests require a personal statement and supplemental documentation

Part-time student (*enrolled in 11 or less credits during the term, or 5 or less during summer*)

- Does not qualify for Mid-Year Exemption

Veteran of the Armed Services

- Must also include DD-214

Married or Single Parent

- Must also include marriage license, or
- Must also include child birth certificate

Financial Hardship

- Must also include the [Housing Exemption Financial Aid Information Form](#)

Medical/Dietary

- Must also include the [Housing Exemption Healthcare Provider Report](#) and the [Housing Exemption Confidential Information Release](#)

Commuting (Student must reside with a parent or guardian within 50 miles of Athens Campus)

- Students should only complete this form for a mid-term cancellation
- Students requesting a commuter exemption for an upcoming semester should fill out the commuter application on their [Housing Self-Service](#)

Other

Request to Cancel Spring Semester

Signature & Certification:

Signature: _____

PID: _____

Date: _____

I certify that my reason for making this request are true and understand that falsification of any material submitted in support of this exemption request is a violation of the Student Code of Conduct.

Return Completed Forms & Documents to:

Housing and Residence Life
215 Living Learning Center
111 South Green Drive
Athens, OH 45701
Fax: 740.593.4089 | Email: housing@ohio.edu

Refund Schedule

Amount of refund is based on the following percentages of the term room and board payment

- Prior to checking in residence hall = 100% (minus deposit)
- 1st week of the semester = 80% refund
- 2nd week of the semester = 60% refund
- 3rd week of the semester = 40% refund
- 4th week of the semester = 20% refund
- 5th week of the semester or after = NO REFUND