

<i>For office use only</i>
Date Received/Postmark: _____
Received by: _____
Academic Year: _____

General Exception to University Housing Policy

All single students under 21 years of age who have completed fewer than 27 hours of transferable credit after high school graduation and live farther than 100 miles from campus are required to live in university housing. All such students must have on file a completed Student Housing Contract and deposit or an approved Request for Exception to the University Housing Policy form before enrolling in classes at Missouri State-West Plains.

This form is for students who have not yet moved into a residence hall.

Please print clearly using blue or black ink

Name (Last-First-Middle)

Birthday (MM/DD/YY)

BearPass# (M#####)

Permanent Address (Street-City-State-Zip)

Permanent Phone

Email Address – Please print clearly

Cell Phone

Reason for Exception Request (select one) – Attach all appropriate documentation:

Educational requirement – Attach written verification from department head for cooperative education, student teaching or study away program that will require living outside a 60-mile radius of Missouri State University-West Plains.

Enrolled in 6 credit hours or less each semester

Married or custodial parent – Attach copy of marriage certificate or child’s birth certificate

Medical – For a medical condition that requires special living accommodations that the residence halls cannot reasonably provide, submit this form to Residence Life, then contact the disability services office for review of medical exceptions.

Financial – Attach written comparison of off-campus versus on-campus living expenses (comparing to the least expensive on-campus housing available to you). You must apply for financial aid and receive an award letter before an exception will be considered. You must document an extreme financial situation that would prevent you from attending Missouri State University-West Plains if you were required to live on campus.

Other – Please attach a typed letter of explanation and any other supporting documentation.

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Status of request for exception to the University housing policy

	By	Date
Approved	_____	_____
Denied	_____	_____
CSL Approved	_____	_____
CSL Denied	_____	_____

Information from disability services _____

Student notified on _____

Contract Cancellation (if applicable)

-See below for Deposit Refund Policy-

Cancel any housing contract I may have on file at the time my exception is granted. Please refund my deposit according to the terms and conditions of that contract.

Keep Active any housing contract I may have on file until I send written notification canceling the contract once my exception is granted.

If no selection is made, the contract will remain active and binding until written cancellation is received. The date of contract cancellation is used to determine if the security deposit will be refunded (according to the terms of the contract).

When an exception is approved by residence life, we will cancel the contract only if the student has marked **Cancel** above. The effective date is the date the exception form was received by this office. A student who has marked **Keep Active** will have 10 working days after an exception is approved in which to cancel the contract in writing for the effective date to be the date exception is approved. After 10 working days, the effective cancellation date will be when the written cancellation request is received.

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Has contract?	Yes	No	Canceled?	Yes	No
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I certify that the information I have provided is accurate, and I understand that falsified information regarding any approved exception could result in being charged immediately for housing fees for the academic year.

Student’s Signature

Date