

# Commuter Exception to University Housing Policy

*For office use only*

Date Received/Postmark: \_\_\_\_\_  
Received by: \_\_\_\_\_  
Academic Year: \_\_\_\_\_

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 _____

Verification of Signature

**I plan to commute from a parent/legal guardian's address** – I certify that I will be residing with a parent/legal guardian within the seven-county service area of Missouri State University-West Plains. To verify this arrangement, my parent/legal guardian has signed below before a notary public or a residence life staff member. (Proof of legal guardianship may be requested).

Parent's signature, signed in the presence of a notary public **or** a residence life staff member:

\_\_\_\_\_

Residence life staff signature (if applicable):

\_\_\_\_\_

I (notary public's name) \_\_\_\_\_, do hereby certify that on this date: \_\_\_\_\_ this person (parent) \_\_\_\_\_ personally appeared before me and, being first duly sworn by me, acknowledged that he/she signed as a free act and deed and declared that the statements herein contained are true, to the best of his/her knowledge and belief.

**In witness thereof**, I have hereunto set my hand and seal the date and year above written.

Notary public's signature: \_\_\_\_\_ Seal: \_\_\_\_\_

**I plan to commute from a grandparent's address** and I have attached a notarized letter from my grandparent verifying my grandparent's address and this living arrangement. My parent has also signed above, either before a notary public or a residence life staff member.

I certify that I will be residing with my grandparent within the seven-county service area of Missouri State University-West Plains.

Requests to live with someone other than a parent/legal guardian or grandparent must be based on financial need. Use the appropriate exception form.

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Missing information: _____	Approved by: _____ on _____
Student notified on: _____	Has contract?    Yes    No    Canceled?    Yes    No

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.

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