

Exemption Request Process

Who is the process for?

A



Students required by Board of Regents to live on campus without a signed contract and wish to be exempt from this requirement because of extenuating circumstances.

OR

B

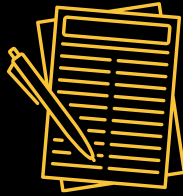


Students with a signed contract who wish to be released from this contract because of extenuating circumstances that have happened since the date of signed contract.

“ THE POLICY

Those freshman and sophomore students (56 credits or less) who are not veterans, married or living with parents or legal guardian (within a 35-mile driving distance from campus) shall be required to live in a university-operated residence hall when such accommodations are available. ”

Do NOT sign a lease for off-campus housing. There is no guarantee that a contract release will be granted.



The Process

1



View the application for university housing exemption. If you have questions about the process, please contact the the Residence Life Office at reslife@uwsuper.edu.

2



Submit your application and appropriate documentation via email to the Residence Life Office at reslife@uwsuper.edu.

*If your request includes medical or disability related reasons, you will need to register online with Disability Support Services at uwsuper.edu/dr and engage your provider in submitting supporting documentation. Disability Support Services staff will meet with you as well as Residence Life staff to determine if appropriate accommodations can be made to support on-campus living.

Housing Staff consults with Disability Services to determine if students needs can be met living on campus based on ADA standards (Americans with Disability Act).

3



Receive official outcome of your request via your UW-Superior email.

How long does the process take?

Timeline varies depending on the time of the year.

Can I fill out a release form?

If there is significant change in your situation or you wish to provide further information or documentation you may submit an application request form and appropriate documentation.

University Housing has the obligation to enforce both the Board of Regents' Policy and the terms of the Housing & Dining Contract. The threshold is high to be exempt from the Board of Regents' Policy or released from the Terms of the Housing & Dining Contract. Below outlines some common situations and reasons for denial.

Unhappiness with residence hall life: Residence hall living is a new experience for most students and requires a certain amount of adjustment. If the resident has made a fair adjustment to the hall environment and is still unhappy, a hall change, room/floor change, or a roommate change is generally an effective remedy. If a specific area continues to be a major problem, the residence hall staff is available to work with the resident on an individual basis to find a solution. This involves active participation by the resident.

Accumulating 56 earned credits before the fall semester begins: The local interpretation of the Board of Regents' Housing Policy states that students who have not completed 56 credits by the first day of fall semester classes, who are not married, not veterans, and do not live with their parents or legal guardian, are required to contract for on-campus housing. Thus, earning 56 credits during the contract term would not be reason for release.

Turning age 20 during the academic year: Students entering into a contract beginning with the fall semester must qualify by the first day of fall semester classes. Likewise, those students entering into a contract beginning with the spring semester must qualify by the first day of spring semester classes.

Commuting/living with a relative: The choice to commute from the home of a **parent or legal guardian** can be made, but a release form does need to be signed and notarized. Policy does not allow for living with siblings, grandparents, other relatives, or any other person besides the parent/legal guardian at their **PRIMARY** home address. Permission to live with a relative must be based on extraordinary and/or compelling circumstances with documentation of such and not for the financial gain or convenience of the student and/or relative.

Medical and health conditions where on-campus housing can provide an accessible living environment: Even with medical documentation, most medical conditions DO NOT automatically release one from the contract. The medical professional needs to document the medical condition and outline specific needs. We will work with individual students to make residence hall rooms environmentally and health friendly. Reviewing what steps you have taken to manage or remove the barrier will be considered. The alternative living option you are proposing will be considered during the decision-making process. Students are expected to engage in an interactive process to discuss barriers that they are experiencing in the living environment. Once those barriers are identified, together the student and **staff member** will discuss access solutions. The campus community can usually create an accessible living environment. Students will only be released when the campus cannot create an accessible living environment.

Disability where on-campus can provide an accessible living environment: When reviewing requests for exemption that are based on disability, students are expected to engage in an interactive process to discuss the barriers that they are experiencing in the living environment. Once those barriers are identified, together the student and **staff member** will discuss access solutions. The campus community can usually create an accessible living environment. Students will only be released when the campus cannot create an accessible living environment. UW-Superior strives for an inclusive living environment. If you anticipate or experience any disability-related barriers related to living on campus, please speak with the Residence Life Office so we can discuss ways to ensure full access. If you determine that additional disability-related accommodations are necessary, please contact the Disability Support Services Office at Swenson 1024A, 715-394-8188, <https://www.uwsuper.edu/dr>.

Financial difficulty: Lack of funds alone is not a basis for an exemption. Financial aid is available to those who qualify based on need. There should be a significant change in your financial situation that is not rectifiable. Finances for the academic year should be considered prior to activating the contract and/or enrollment to the University. Late notice or inadequate notice from the Financial Aid Office is not grounds for a release. University Housing relies on the expertise of the Financial Aid Office to determine if a student has a sufficient financial aid package to attend UW-Superior.