NOTE: Room and Board charges will be added to a student’s university bill if they are found to be required but have not contracted to live and eat on campus. If a student does not qualify for an exemption to the policy at the beginning of an academic year, the student must fulfill the housing and meal contract for the full academic year even though he or she may meet the criteria during the year.

Freshman should not sign a lease with a private landlord for their sophomore year. This creates a double obligation that may result in the loss of the security deposit paid for off-campus accommodations.

Exemptions from Residence in University Housing: (No need to complete a petition provided the required documentation is on file with the Residence Life Office)

1. **Junior/Senior status** – completed 56 credits or more by the first day of classes fall semester.
2. **Veteran of military service** – proof of a minimum of two years active duty required.
3. **Married and/or with legally dependent children** – copy of marriage certificate and/or children’s birth certificate required.
4. **Resided within a University-owned residence hall for at least four semesters** – if the equivalent was in a residence at another higher education institution, written verification must be presented to the Residence Life Office.
5. **Completion of at least two complete years of full-time course study at another institution of higher education or UW-Superior** – written verification must be provided from another institution.
6. **Twenty years of age or more before the first day of fall semester classes** – students who are not yet 20 years old before classes begin but turn 20 within the academic year are still required to live in University residence halls the entire academic year.
7. **Limited credit student** – students carrying six or fewer credits per semester for the entire academic year may be granted exemption. If more than six credits per semester are attempted during a subsequent semester during the academic year in which the student received the exemption, the student will be required to live in a residence hall.
8. **Commuter student** – any student commuting from the home of his/her parent(s) or legal guardian must have a notorized Commuter Form on file with the Residence Life Office. Only those students whose parent(s) or legal guardian live within 35 miles of the University can commute.
Name: ________________________________  ID#: __________________

Last  First

Contact Phone #:_________________________  E-mail:_________________________

Address: ____________________________________________

Street  City  St  Zip

Directions for completing petition:
Step 1. Please check the option below as the basis of your exemption
Step 2. Write a letter describing your circumstances and reasons you feel living off campus would
remedy that reason
Step 3. Provide medical, financial or other documentation which supports the reasons listed in your
letter for being exempted from the housing and meal policies
Petitions received without both the letter and supporting documentation will not be considered.

Although I do not meet the requirements to choose to live off-campus, I feel I have extreme circumstances that warrant consideration for a special exemption to the above residency requirement:

☐ Financial Reasons (exemption must be verified by the University Financial Aid Office). My parents and I grant complete access to my financial aid files.
  ☐ I have included a letter describing my circumstances
  ☐ I have provided documentation (tax statements, etc) supporting my letter

☐ Medical Circumstances
  ☐ I have included a letter describing my circumstances
  ☐ I have included documentation from my doctor specifically explaining what particular circumstances of living on-campus is detrimental to my well-being and how those circumstances would be rectified by living off-campus.

☐ Other: ___________________________________ (Please list reason)
  ☐ I have included a letter describing my circumstances
  ☐ I have included documentation supporting my application for exemption

Deadline for submission:  Fall Semester: June 15  Spring Semester: December 1

Any petitions received after the due dates listed above will be reviewed only as the Committee is available. Students who meet the above due dates can choose to do a personal appeal in front of the Committee. Those students who miss the above deadlines will not be able to do a personal appeal.

I am aware that knowingly making a false statement, either orally or in writing, to any university employee on a university-related matter is in violation of the UW-System Administrative code and may result in disciplinary action. I also understand that if my petition is denied or I am found to be in violation of the Administrative code, room and board charges will be added to my university account whether or not I have completed a residence hall and meal plan contract.

Student’s signature: ________________________________  Date: ____________

Please return petition, letter and documentation to: Residence Life Office, UW-Superior, Belknap & Catlin, Superior WI 54880