



Request for Waiver of Living on Campus

University Housing | P.O. Box 2774 | State University, AR 72467
870-972-2042 (office) | 870-972-2561 (fax) | Housing@AState.edu

All single, first year students are required to live on campus in our designated first year communities. Living on campus will contribute to the overall success of students through specialized programming designed to complement the First Year Experience Program.

Students may submit this waiver to be released from the live on requirement for the 2023-2024 Academic Year. All documents must be submitted to the University Housing Office by 5:00PM on Monday, August 14, 2023. You may submit your waiver in person or by fax, email, or mail. **The committee meets every Thursday.** The application should be submitted to University Housing no later than noon the Wednesday before the committee meeting, for the application to be reviewed that week.

Release from the live on requirement must be approved by committee review. Students whose request is not approved will be assessed room and board charges. Students who knowingly provide false information will be subject to disciplinary sanctions including, but not limited to, assessment of room and board charges for the appropriate semester(s).

***** Do not sign a contract for off campus housing until you receive approval for Waiver of Living on Campus from the University Housing Department.*****

Name: _____

A-State ID: _____ Phone: _____

Email Address: _____

Home Address: _____

Parent/Guardian Name(s): _____

The following must be included with this application:

- A typed formal letter of intent to live off campus (Must be notarized. Arkansas State University has a notary located in the Financial Aid and Scholarships Office on campus, or you may find a notary at your local bank.)
- Supporting documentation (based on reason for waiver request)
- Additional documents that you feel supports your application

Reason requesting waiver (please check all that apply):

- I am at least 21 years old prior to the residential community opening day as specified in the University Academic Calendar for the term for which this waiver is requested
- I commute from the permanent legal residence of my parent/guardian
 - Residence must be within a 25-mile radius from campus
 - Must provide documentation with address that is listed on file
 - **Do not** submit proof of purchase of property of lease/rental agreement as this does not provide proof of relocation.

- **Only** requests to live with a sibling (sibling must be 21 years of age), grandparent, or legal guardian will be considered. (Send a copy of driver's license)

Note: If a student is requesting to live with a parent who is permanently relocating to the Jonesboro area (or within the 25-mile radius of Arkansas State University)

- A letter of verification from the parent giving the **name, address, and telephone number** where the student will be living. The parental letter **must be notarized** before submitting to the University Housing office.
- Proof of permanent relocation must be submitted. At least two (2) of the following items must be submitted showing the Jonesboro area address: (1) Vehicle registration or (2) Voter registration (3) Proof of employment in the Jonesboro area
- I have a financial hardship
 - Must submit documentation of financial hardship
- I have a medical hardship
 - Must submit documentation of medical hardship/condition

You will be notified through your A-State email of the committee's decision within fourteen (14) business days from the date University Housing receives your request.

Committee Use Only

Granted _____ Denied _____ Appeal _____ Date of Meeting: _____