



Department of Housing

# Residency Waiver Request

Living in a residence hall is an important factor in the process of both social and academic growth. Residence halls foster a living-learning environment where students can develop interpersonal skills and intercultural understanding among students with diverse backgrounds. Pacific University considers residence hall community living as one of the most valuable learning experiences of a student's educational career, therefore, Pacific requires students under 20 years of age as of the official Fall move-in date to live in a University residence hall. Exceptions to this requirement are listed on the backside of this sheet under "Reasons for Automatic Waivers."

## **Option I / Residency Waiver Request** – *applies to students who are under 20 years of age as of the official Fall move-in date:*

Complete the Residency Waiver Request form on the backside of this sheet. You must check one of the waiver reasons listed. If you do not qualify for any "Automatic Waivers," check "Other Extenuating Circumstances" in order to be considered for release from your contract. For "Other Extenuating Circumstances," a typewritten statement supporting your request to be waived from the residency requirement must be attached and include the following:

1. Your specific needs that cannot be (have not been) met in a residence hall. Keep in mind that on-campus residential living presents a lifestyle change and financial obstacles for all students and their families. It is up to you to prove the uniqueness of your situation.
2. Steps you have taken to try to meet your needs or resolve the situation. Have you discussed your situation with Housing and Residence Life staff? Have you tried or considered other options within the residence halls (i.e. moving to a different room, mediating roommate disputes, etc.)?
3. Your alternative plans for residency and how these plans will meet your needs and/or alleviate your current situation.

Your contractual obligation (academic year housing contract) will be waived only in the case of exceptional financial need, hardship, or extenuating circumstances.

The Department of Housing reserves the right to uphold or waive all housing contracts. If you are released from your housing contract by the Residency Options Committee for reasons listed under automatic or possible waivers as noted on the backside of this sheet, a refund will be effective from the Saturday closest to your checkout date. Refunds will not be retroactive.

## **Option II / Contract Buyout** – *applies only to students who are at least 20 years of age as of the official Fall move-in date:*

1. You may elect to go through the residency petition process (**Option I** above) to see if your petition will be approved and contractual obligation waived. If your petition is denied, you may either appeal the decision or choose **Option II**.
2. You may elect to bypass the residency petition process (**Option I** above) and choose **Option II**. Contact the Department of Housing directly at [housing@pacificu.edu](mailto:housing@pacificu.edu), if you elect to do a contract buyout.

**Breach of Contract Fee** – Students moving off-campus without committee approval or contract buyout are still responsible for payment of both room and board fees through the end of the academic year.

## **Return the completed form and any necessary supporting documents to the Department of Housing by one of these methods:**

Hand deliver: Student Life Office, Clark Hall, Monday - Friday, 9am - 5pm

Email: [housing@pacificu.edu](mailto:housing@pacificu.edu)

Fax: 503.352.2936

Mail: Pacific University Housing, 2043 College Way, Forest, OR 97116

Email the Housing office at [housing@pacificu.edu](mailto:housing@pacificu.edu) if you have further questions. Refer to reverse side of this sheet for more specific information and request form.

***Turn over to complete the Residency Waiver Request Form***

Updated 08/2015

# Residency Waiver Request



Name: \_\_\_\_\_ ID #: \_\_\_\_\_ Date: \_\_\_\_\_  
 Email: \_\_\_\_\_ Current Phone: \_\_\_\_\_ Birthdate: \_\_\_\_\_  
 High School Graduation Date: \_\_\_\_\_ Hall: \_\_\_\_\_ Room: \_\_\_\_\_ UC #: \_\_\_\_\_  
(if currently living on campus)  
 Status (check one): \_\_\_\_\_ Returning Student \_\_\_\_\_ New Student  
 Requesting Exemption For\* (write in all that apply): Fall \_\_\_\_\_ Winter \_\_\_\_\_ Spring \_\_\_\_\_  
year year year

Pacific University considers residence hall community living as one of the most valuable learning experiences of a student's educational career. Therefore the Residency Options Committee only grants exceptions to waiving the residency requirement or breaking the binding Housing Contract in extreme cases. Please check whichever category applies.

**I. Reasons for AUTOMATIC waivers (Committee Chair approval required. Applicable room and board fees will be prorated to the Saturday closest to the move-out date.)**

- I am married or domestically partnered, or will be on \_\_\_\_\_. *Requires a copy of the marriage or domestic partnership license.*
- I have a dependent child. *Requires a copy of the child's birth certificate.*
- I plan to live with an immediate family member (must be a sibling, parent or legal guardian.) *Requires legal proof of residence, which must be within 20 miles of the University, ie. a copy of the IMMEDIATE FAMILY MEMBER'S driver's license, etc. Please note: This is not an option during the Housing Contract period*

Family Member's Name: \_\_\_\_\_ Relationship to You: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**II. Reason for POSSIBLE waiver (Committee approval required. If approved, applicable room and board fees will be prorated to the Saturday closest to the move-out date.)**

- Other extenuating circumstances illustrating hardship, exceptional financial need, etc. ***Please note: issues such as noise in the halls, etc. that can be accommodated through other means are not considered extenuating circumstances.*** *Requires a typewritten supportive document, as detailed on the back page.*

*The Residency Options Committee reviews received applications once a month. Applicants must be a deposited Pacific University Student. The Committee decision will be emailed to the applicant's Pacific account within 5 business days of the date the committee convenes. If the applicant's request is granted, a new Residency Waiver Request form must be submitted each academic year until eligibility requirements to live off campus is met. If denied, the applicant has two choices: 1) Appeal the decision to the Assistant Vice President of Student Affairs or 2) Buyout the housing contract if the applicant meets eligibility requirements (see details on other side).*

**To Be Completed by the Student Requesting Waiver:**

Under penalty of falsification of Pacific University records, I believe the information provided is correct to the best of my knowledge. I understand that if this exemption is approved, I relinquish all university housing rights and seniority beginning the semester noted above. I understand that moving into a residence with a legal guardian may affect my financial aid package. I will consult with a Financial Aid Officer for specific information.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Residency Options Committee Use Only:**

APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Residency Options Committee Chair