

Residency Waiver Request Form



Name _____ ID # _____ Date _____

Email _____ Current Phone _____ Birthdate _____

Hall and Room _____ UC Box # _____
(if currently living on campus)

Status (check one): Returning Student New Student

Requesting Exemption Starting Which Term: 2018-19 Fall Winter Spring

Please check one:

I. Reasons for AUTOMATIC waivers (Committee Chair approval required)

- 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 with an address within 20 miles of Pacific University). The Residence Options Committee uses Google Maps to calculate the mileage between the immediate family member's address and Pacific University, 2043 College Way, Forest Grove, Oregon. The shortest distance displayed is used. **REQUIRES:** Legal proof of residence (e.g. a copy of the immediate family member's Oregon driver's license) and **MUST BE ATTACHED** to the request upon submission. *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)

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

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 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

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Living in a residence hall is an important factor in the process of both social and academic growth. 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. The Residency Options Committee only grants exceptions in extreme cases. Exceptions to this requirement are listed on the front 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 front of this sheet. If you do not qualify for any "Automatic Waivers," check "Other Extenuating Circumstances". For "Other Extenuating Circumstances," a typed statement supporting your request 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 (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 front 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 to students who are *at least 20 years of age* as of the official Fall move-in date and are currently under housing contract:

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, if you elect to do a contract buyout.

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

The Residency Options Committee reviews applications the first Tuesday of every month. Applicants must be a deposited Pacific University Student. The form needs to be received no later than noon the day before the Committee meets. The Committee decision will be emailed within 5 business days of the decision. If the waiver 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 may have two choices: 1) Appeal the decision to the Associate Vice President of Student Affairs or 2) Buyout the housing contract, if the applicant meets eligibility requirements.

Return the completed form to the Department of Housing

By Email: housing@pacificu.edu

In Person: Student Life Office, Clark Hall, Monday - Friday, 9am to 5pm