

**SAN DIEGO STATE UNIVERSITY
OFFICE OF HOUSING ADMINISTRATION**

LIVE ON REQUIREMENT EXEMPTION REQUEST FORM

Please type or print legibly

Name _____ Red ID _____

Address _____

Home Phone _____ Cell Phone _____

Email _____

Please indicate your exemption status below. For more information, please refer to the second page of this document.

Married and/or Legally Dependent Children

Limited Credit Student

Medical/Disability Circumstances

Financial Hardship

Age 21 or Older

Other

Exemption requests will only be considered for those students who have been admitted to San Diego State University. To ensure timely consideration, requests must be submitted to the Office of Housing Administration no later than 30 days prior to the Intent to Enroll date for normally admitted students. For students admitted after the Intent to Enroll deadline, the exemption request must be made prior to occupancy or first day of enrollment. Only one exemption request submission is allowed. Please select and provide supporting documentation for each status that applies to you.

Students will be notified of the exemption request decision via both USPS mail and their email provided in WebPortal. Students who have their exemption request denied will have 14 days from the date of the denial to file an appeal. Details will be included in the letter.

Once you have received and completed the Live-On Requirement Exemption Request form, complete the Family Educational Rights and Privacy Act (FERPA) form in your WebPortal under Privacy Settings. For questions regarding your exemption request, please contact the Office of Housing Administration at (619) 594-5742.

I hereby certify that all information provided is true and correct.

Signature _____ **Date** _____

Office Use Only

Date Received:		Date Received:	
Documentation Provided:	Yes No	Documentation Provided:	Yes No
Exemption Granted:	Yes No	Exemption Granted:	Yes No
OHA Signature	Date	LERC Signature	Date

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EXEMPTION CRITERIA AND REQUIRED DOCUMENTATION

- ◆ ***Married/Domestic Partnership and/or with Legally Dependent Children*** - Copy of the marriage certificate, domestic partnership agreement and/or child's birth certificate and proof of child custody are required.
- ◆ ***Limited Credit Student*** - Students carrying six (6) credit hours or less per semester for the entire academic year may be granted an exemption. If seven (7) credit hours or more per semester are attempted during subsequent semesters or during a subsequent semester during the academic year in which the student received the exemption, the student will be required to live in university housing. Documentation is necessary in each case.
- ◆ ***Medical and Disability Circumstances*** - Exemption requests for medical or disability reasons must be submitted as early as possible with required documentation to the Student Disability Services office (SDS). SDS will notify the Office of Housing Administration of their recommendation.
- ◆ ***Financial Hardship*** - Documentation is required that indicates a reasonable expectation that a school loan submitted by student and/or parent will be denied (e.g., recent bankruptcy filing or bank foreclosure documentation). Events must have taken place in the current tax year.
- ◆ ***Age 21 or Older*** – Students who are first-time freshmen and are 21 years old or older may be granted an exemption.
- ◆ ***Other*** - In a very limited number of cases, where it can be conclusively demonstrated that special circumstances exist which would create a substantial personal hardship. Documentation of the special circumstances will be required. Personal statements are not acceptable documentation.