

Christopher Newport University Request for Release from University Three-Year Residency Requirement

Last Name	First Name	Student ID	Request Start Term/Year
			<input type="checkbox"/> Spring 20 _____ <input type="checkbox"/> Fall 20 _____
Email Address		Phone Number	Current Year On-Campus
			<input type="checkbox"/> Incoming <input type="checkbox"/> Transfer <input type="checkbox"/> 1 st Year <input type="checkbox"/> 2 nd Year <input type="checkbox"/> 3 rd Year <input type="checkbox"/> 4 th Year

CNU has a three-year residency requirement for all new incoming students. This policy does not apply to transfer students. Students who wish to request an exemption from this requirement, must submit this form and the required documentation as outlined below. Incomplete requests that do not have all of the required documentation and/or information will not be reviewed. Housing contracts are 9, 10, or 12 month terms. Students will not be exempt for a portion of a term of contract, mid-year, or mid-semester. Requests for exemption are reviewed by committee. Students will be notified of the request status via their official CNU e-mail address.

I hereby request to be exempted from the CNU Residency Requirement to reside off-campus for the reason(s) indicated below. I understand that submission of this form and the appropriate documentation does not guarantee that exemption from the three-year residency requirement will be granted. I also understand that failure to meet the three-year residency requirement can result in my administrative withdrawal from classes. Additionally, I understand that living off-campus will affect my President's Leadership Program scholarship and Study Abroad stipend if applicable.

Student Signature: _____

Date: _____

Check Reason(s)	Reason	Required Documentation to be Submitted with this Form
	Location Exemption: Student will live with parent or guardian at permanent address of record within the designated/approved areas of Grafton, Hampton, Newport News, Poquoson, Seaford, Tabb, or Yorktown.	Notarized letter from parent/guardian confirming permanent address within designated/approved area and that the student will be living with them. <i>*NOTE* Students will not be exempt for a portion of a term of contract, mid-year, or mid-semester.</i>
	Financial Exemption: Student has exhausted all financial resources, <u>AND</u> has experienced a significant change in financial resources, <u>AND</u> will live with a relative in the designated/approved areas of Grafton, Hampton, Newport News, Poquoson, Seaford, Tabb, or Yorktown.	<ol style="list-style-type: none"> 1. Copy of financial aid package indicating exhaustion of all funding options; 2. Letter outlining significant change in financial resources; 3. Letter signed by parent/guardian stating student will be living with relative in designated/approved area; 4. Notarized letter from relative confirming address within designated/approved area and that the student will be living with them.
	Medical Exemption: Student has diagnosed medical condition (qualified under ADA guidelines) which affects the ability to successfully reside in University Housing <u>AND</u> no alternative reasonable accommodations can be made by the University to meet the medical need.	<ol style="list-style-type: none"> 1. Extensive documentation from a medical professional, to include testing results, diagnosis of the specific medical condition/issue (<i>must qualify under the Americans with Disabilities Act guidelines</i>), the effect on the student's ability to live successfully in University Housing, therapies or interventions explored, and accommodations required. 2. Detailed information regarding the planned off-campus arrangements to include type of facility, location, roommate(s) plan, and special accommodations being met.
	Part-Time Status Exemption: Student is registered for and maintains less than 12 credit hours per semester.	Copy of <i>approved</i> Course Under-load Request from the Office of the Registrar.
	Other Exemption: stringent release guidelines (i.e. non-traditional college age, marriage, documented religious consideration, etc.) <i>*NOTE* Students will not be exempt for a portion of a term of contract, mid-year, or mid-semester.</i>	<ol style="list-style-type: none"> 1. Detailed letter outlining reasoning for need to be exempted from the University Housing Requirement. 2. Detailed information regarding the planned off-campus arrangements to include type of facility, location, roommate(s) plan, and special accommodations being met. 3. Supporting documents such as proof of age, marriage certificate, etc.

Return form and required documentation to either location:
Office of Residence Life - 3rd Floor DSU - reslife@cnu.edu
University Housing - 3rd Floor CNH - housingadmin@cnu.edu