

Housing Exemption & Appeal Policies (Off-Campus Housing)

The University of Louisiana System Housing Policy, Section XX Parietal Rules states the following: “**ALL UNMARRIED FULL-TIME UNDERGRADUATE STUDENTS ARE REQUIRED TO LIVE IN ON-CAMPUS RESIDENCE HALLS AS LONG AS SPACE IS AVAILABLE.**”

students who believe they meet the criteria for an allowable exemption must complete and submit an *Off-Campus Housing Request* application along with a Memorandum of Understanding (MOU) and/or other required supporting documentation.

Application Deadlines:

April 25th (Fall semester)

November 8th (Spring semester)

April 8th (Summer semesters)

Approval to live off campus must be granted from the Office of Auxiliary Enterprises **BEFORE** the student makes any binding arrangements to live off campus. ***Students are cautioned about entering into binding contracts, leases or rental agreements before exemption decisions have been made. Mandatory housing, meals and associated fees may still be assessed if a student moves prior to approval.***

The University-endorsed allowable exemptions are:

1. Current students that will have 75 qualified hours prior to the application deadline of the semester that he/she is requesting to live off-campus. *Current enrolled hours are included.*
2. If the student will be residing with a parent, immediate family member (grandparent, sister, brother), or legal guardian, in any of the following exempt parishes: Bienville, Caldwell, Catahoula, East Carroll, Franklin, Jackson, LaSalle, Lincoln, Madison, Morehouse, Ouachita, Richland, Tensas, Union, West Carroll, or Winn. *Notarized letter required from parent, copy of lease if renting or copy of homestead exemption if owned and current utility bill.*
3. If the student is going to be residing in the same apartment/house with a brother or sister that has previously been given an exemption to live off-campus.
4. If the student is going to be living in property **owned** by you (the student) or your immediate family (parents, grandparents, brother, sister or legal guardian) in any exempt parish. *Proof of ownership must be submitted along with a current utility bill.*
5. If the student is married, divorced or has a child. *(documentation required)*
6. If the student is classified as a veteran with at least 24 months active duty. *(DD-214 Form must be submitted).*
7. If the student suffers from a severe medical condition. *(documentation required-ULM Medical Form)* Note: Allergies are not generally considered to be a severe medical condition.
8. If it appears the student will suffer significant financial hardship. *Financial hardship* is defined as extenuating circumstances that present a financial burden on a family; [ex. death of a primary provider, loss of employment *(documentation required)*, natural disaster.] Living off-campus simply because it is less expensive *is not* considered a “financial hardship”.
9. If the student has been out of high school for at least four (4) years.
10. If the student has an undergraduate degree or completed two (2) semesters at a Community/Junior College; they may reside off campus with the proper documentation from the Office of Auxiliary Enterprise.
11. **Transfer students** accepted into *professional programs* may reside off-campus with the proper documentation from the Office of Auxiliary Enterprise.
12. **Transfer students** from a four-year institution, with at least 24 hours completed may reside off-campus.

Students who have been denied an exemption for off-campus living by the Office of Auxiliary Enterprise may appeal to the Housing Appeals Committee. Please note that decisions rendered by the Housing Appeals Committee will be final.

CAUTION: PLEASE READ BEFORE TAKING ACTION TO MOVE OFF-CAMPUS

Students are cautioned about entering into binding contracts, leases or rental agreements before exemption decisions have been made. Mandatory housing, meals and associated fees may still be assessed if a student moves prior to approval of their exemption request. Students and their parent/guardians are advised that neither a lack of awareness nor a failure to read or review any

University or System Board policy provisions will cause any such policy to lose neither force nor effect. Students and legal guardians are responsible for adherence to all student policies and should follow the University's established policies. Further, it is both a student's and guardian's responsibility to use reasonable care and promptness when examining all University policies. The above information also applies to students who are required to live on campus yet wait until very late to apply for campus housing. ULM's assignment process continues until the 14th day of class and should a bed become available, charges and fees as listed above may be applied to a student's account. Applying late is not an exemption to live off campus.

DEADLINE DATES (TO SUBMIT APPLICATION/REQUEST FOR OFF-CAMPUS HOUSING):

All applications must be submitted to the Office of Auxiliary Enterprises (Sandel Hall 387) by or before deadlines:

April 25th (Fall semester)

November 8th (Spring semester)

April 8th (Summer semesters)

Failure to adhere to the deadlines listed above will result in the Off-Campus application being rejected and/or denied for the requested semester.

Appeals will be heard by the Housing Appeals Committee when in session. The Housing Appeals Committee's decision is final.

Housing Pre-Payment fees will be forfeited if exemption is granted after the designated deadline dates.

REQUEST TO MOVE OFF-CAMPUS PROCEDURES

To provide for an efficient expedition of your application to live off campus, you should adhere to the following procedure:

STEP 1 START EARLY Begin the process thirty (30) days prior, to the first day of registration for the semester the exemption will be effective. Application deadlines will be observed.

STEP 2 READ THE ON-LINE INFORMATION Review the Off-Campus Housing Policy, allowable exemptions and other important information.

- **DO NOT** send others to conduct your business.
- **DO NOT** make any binding off-campus living arrangements before you are granted off-campus approval.

STEP 3 COMPLETE AN APPLICATION (*Off Campus Housing Request Form*) to seek off-campus exemption. Attach supporting documents to the completed "*Off-Campus Housing Request Form*."

Required Documentation:

- **OFF-CAMPUS HOUSING APPLICATION**
- **MEMORANDUM OF UNDERSTANDING FORM**
- **RESIDENTIAL LIFE CANCELLATION FORM**
- **NOTARY FORM** (If Applicable)

STEP 4 SUBMIT COMPLETED FORMS along with the other required documentation to the Office of Auxiliary Enterprises.

- If you are claiming a medical exemption then you must have your doctor complete a **ULM MEDICAL RECORDS FORM**.

COMPLETED FORMS AND DOCUMENTATION must be mailed or delivered to the ULM Office of Auxiliary Enterprises located at 700 University Avenue, Sandel Hall 387, Monroe LA 71209-5400. You may also email or fax to auxiliary@ulm.edu or 318-342-3505. When requesting forms by mail, please enclose a stamped, self-addressed, legal size envelope. Forms are available at website www.ulm.edu/reslife/exemption.html.

The completed Off-Campus Housing Request form and required documentation will be accepted in the Office of Auxiliary Enterprise until the noted deadline(s).

Failure to submit the Off-Campus Housing Request form along with the required documentation in a timely manner may result in the application being denied.

The Off Campus Exemption forms are located on the Residential Life website at www.ulm.edu/reslife/exemption.html and in the Office of Auxiliary Enterprises located in Sandel Hall, 387.

STEP 5 YOU WILL RECEIVE A RESPONSE VIA YOUR STUDENT EMAIL in regard to whether you have been granted approval or have been denied.

You will be **CLEARED TO REGISTER** once your application has been approved.

Students who have been denied an exemption for off-campus living by the Office of Auxiliary Enterprises may appeal to the Housing Appeals Committee. Please note that decisions rendered by the Housing Appeals Committee will be final.

OFF CAMPUS RESIDENCY APPEALS

Applicants should review, fill out and submit only those forms requested for the allowable exemption.

Applicants seeking exemption to the University of Louisiana System's mandatory on-campus housing requirement must meet any one (1) of the University's allowable exemptions and perform the prescribed procedures before being considered.

Applicants will read and explicitly follow all steps prior to submitting their written appeal to the Office of Auxiliary Enterprises (Sandel Hall 387). Students are responsible for contacting the Office of Residential Life/Housing and the Office of Auxiliary Enterprise in regard to the status of their application.

APPEAL PROCEDURES:

- 1. Student may appeal in writing or by email response within 3 business days, regarding the determination made by the Housing Officer in the Office of Auxiliary Enterprise.**
- 2. Submit the appeal letter to the Office of Auxiliary Enterprises. The appeal will be reviewed when the Housing Appeals Committee is in session.**
- 3. A determination will be made by the Housing Appeals Committee, based on the information received, and/or specifically the student's appeal letter and supporting documentation.**

UNIVERSITY POLICY STATEMENT REGARDING ALLERGIES

Allergies are not generally considered to be a severe medical condition. Residential Life staff will assist students by providing (when possible) compatible roommate/suite mate situations and special janitorial/maintenance assistance to assure a reasonably controlled environment. In addition, students may take the same special control measures in the residence hall as they would in an off-campus residence. Based on these precautions, the University does not grant off-campus exemptions for allergies. The Housing Appeals Committee has previously ruled that students should first notify the Housing Office of their condition. Residential Life will then set up a maintenance program to provide a reasonable environment.

NOTE: The university reserves the right to amend this policy at any given time. Should HOUSING reach full capacity the university reserves the right to make exceptions accordingly.

ADDITIONAL INFORMATION: Please refer to the most current information in the following locations: (revised 2016)

ULM Student Policy Manual: www.ulm.edu/studentpolicy/

ULM Residential Life Office: www.ulm.edu/reslife/

Office of Auxiliary Enterprises, Sandel Hall 387, (318) 342-5242