MURRAY STATE UNIVERSITY
Housing/Residence Life
206 Stewart Stadium • Murray, KY 42071-3351

Filling out a Housing Exemption application does NOT cancel your housing.

On-campus Housing Exemption Application

Semester requesting: Fall _____ 20 ___ Spring _____ 20 ___

Freshmen and sophomore students (defined as students who have compiled fewer than 60 hours of college credit) are required to live in university housing for at least four semesters. Exempted from this policy are students who have reached their twenty-first birthday prior to the first day of classes; veterans of at least two years' active military service; married students; students who commute to school daily from the permanent, legal residence of their parents (within 50 miles); and students who have resided in residence halls for four semesters, excluding summers.

All students who come from the regional tuition counties of Alabama, Indiana, Illinois, Missouri, Ohio and Tennessee are required to rent a residence hall room not only during their freshman and sophomore years, but also during their junior year if they wish to receive the regional tuition rate. Seniors (classified as students who have earned 90 hours) may be exempt from this requirement and therefore keep their regional tuition rate by completing this form. Part-time graduate students are exempt from this housing requirement. Students from Posey, Vanderburgh and Warrick counties in Indiana, Massac County in Illinois or Henry, Montgomery, Obion, Stewart and Weakley counties in Tennessee will be treated as in-state in relation to housing, dining and admission policies.

In order to be considered for a housing exemption, a student must do the following:

1. Complete the housing exemption form.
2. Submit a notarized letter from your parents or legal guardian stating you are commuting from their permanent, legal residence.
3. Complete a Housing Exemption Agreement of Understanding Form.
4. Complete the process by the first day of classes.

REQUEST FOR HOUSING EXEMPTION

Student receiving the regional discount are not eligible for an exemption from on-campus housing until they accumulate 90 hours.

NAME_____ **M** # _____
(Please print) Last First MI

CLASSIFICATION: ☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior ☐ ESL GENDER: ☐ Male ☐ Female

HOME ADDRESS_____ HOME PHONE NUMBER_____
Number and Street City State ZIP (area code)

LOCAL ADDRESS_____ _____
Number and Street City State ZIP Local Phone Number

PARENT'S NAME _____
(Please Print) Last First Student E-mail Address

REASON REQUESTING EXEMPTION: (Check all that are applicable.)

_____ I am married and living with my spouse.
_____ I have a child (need to present birth certificate)
_____ I am a veteran of two years' active military service.
_____ I am 21 years old prior to the first day of classes.
_____ I have lived in the residence halls four complete semesters (excluding summers).
_____ I will commute daily from the permanent home of my parents (within 50 miles).
_____ Junior status (60 hours earned)
_____ I have been enrolled full time at a postsecondary institution for four semesters (excluding summer)
_____ Regional tuition student who has achieved senior status (90 hours earned)
_____ Other (office use only)_____

Students are not permitted to live off-campus. The university may take appropriate steps to punish the knowing provision of false information. This may include automatically assessing the student for a residence hall room for the appropriate period.

I SWEAR THAT THE ABOVE INFORMATION IS TRUE.

SIGNATURE _____ DATE _____

Any student who wishes to appeal a housing exemption decision may do so. Appeals must be submitted in writing with any supporting documentation. The student should present the appeal to the assistant vice president for Student Affairs, 116 Ordway Hall. Appeals must be received within five working days from the date of the original exemption decision. Questions regarding the process should be directed to the Housing Office at 809-2310.

NOTE TO STUDENT: Please return the completed housing exemption form. Along with the completed form, you will need to submit a letter from your parents or legal guardian stating you are commuting from their permanent, legal residence. This letter needs to be signed, dated and notarized.

Murray State University endorses the intent of all federal and state laws created to prohibit discrimination. Murray State University does not discriminate on the basis of race, color, national origin, gender, sexual orientation, religion, age, veteran status, or disability in employment, admissions, or the provision of services and provides, upon request, reasonable accommodation including auxiliary aids and services necessary to afford individuals with disabilities equal access to participate in all programs and activities. For more information, contact Director of Equal Opportunity, Murray State University, 103 Wells Hall, Murray, KY 42071-3318. Telephone: 270.809.3155 (voice), 270.809.3361 (TDD).

MURRAY
STATE UNIVERSITY

HOUSING DISABILITY ASSIGNMENT APPEAL PROCESS

Housing Disability Assignments
A student with a documented disability or a parent or advocate on behalf of the student and with the student's permission may make a written request for reasonable housing accommodation(s) or a housing exemption. Said request should include appropriate documentation of the student's disability. The request for the housing accommodation or exemption form will be available in the Housing Office.

The request form shall be forwarded to the ADA Subcommittee of the Affirmative Action Committee, 423 Wells Hall, Murray State University, Murray, KY 42071, for a determination. The decision of the ADA Subcommittee of the Affirmative Action Committee will then be mailed by the Office of Student Disability Services to the student. Please note that the resulting housing assignment, if any, is mailed by the Housing Office. It should be noted that requests for accommodations can be initiated at any time. However, it is recommended that requests for the fall semesters be received by June 30th, for spring semesters by December 15th and for summer terms, one month prior to the first day of class.

Requests for accommodations or a housing exemption made after the start of any semester or term shall be processed in like manner. A determination shall be made as soon as possible but no later than two (2) weeks following the date the request is received.

Housing Disability Assignment Appeals Process
A student (or the student's parent or advocate on behalf of the student) who is dissatisfied with the decision of the Subcommittee as to the requested accommodation(s) or housing exemption (i.e. does not believe that the housing assignment or denial of exemption accommodates the student's disability or in some way endangers the student's safety or health) may file a written appeal to the Office of Equal Opportunity, 103 Wells Hall, Murray State University, Murray, KY 42071, along with any supporting documentation. Said appeal shall be filed in the Office of Equal Opportunity within ten (10) days from the date of receipt of the original decision by the Subcommittee as to the request for reasonable accommodation(s)/housing exemption. No one involved in the initial decision by the Subcommittee shall be involved in the determination on appeal which shall be made by the Office of Equal Opportunity. The Office of Equal Opportunity shall make a written determination within thirty (30) days from the date it received the appeal. The decision of the Office of Equal Opportunity shall be final.