

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 EXE	MPTION Student	receiving the regio	nal discount are no	ot eligible for an e	xemption from on-campus hou	sing until they accumulate 90 hours.	
NAME						M # _		
(Please print)	Last		First		М			
CLASSIFICATION	l: □ Freshman	☐ Sophomore	☐Junior	☐ Senior	□ESL	GENDER:	☐ Male ☐ Female	
HOME ADDRESS						HOME PHONE NUMBER		
	Number and Stre	eet	City	State	ZIP	(area code)		
LOCAL ADDRESS)							
	Number and Stre	eet	City	State	ZIP	Local Phone Number		
PARENT'S NAME (Please Print)								
(Please Print)	Last	First				Student E-mail Address		
I am mar I have a c I am a ve I am 21 y I have liv I will con Junior sta Regional	ried and living we hild (need to proter to proter of two year ears old prior to ed in the resident mute daily from atus (60 hours een enrolled full to tuition student we have to prove the tuition student we have to prove the provent we have the tall to prove the provent we have the pro	esent birth certific rs' active military s the first day of cla ace halls four comp the permanent ho arned)	ate) service. sses. blete semeste ome of my pa ndary institut senior status	ers (excluding arents (within tion for four s (90 hours ea	n 50 miles). semesters (e arned)	excluding summer)	Students are not permitted to liveoff-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 TH	E ABOVE INFORI	MATION 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 associate vice president for Student Affairs, 425 Wells 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 the Executive Director of the Office of Institutional Diversity, Equity and Access (IDEA), Murray State University, 103 Wells Hall, 270.809.3155 (voice), 270.809.3361 (TDD).



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 May 31, for spring semesters by December 15 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 Institutional Diversity, Equity and Access (IDEA), Murray State University, 103 Wells Hall, Murray, KY 42071, along with any supporting documentation. Said appeal shall be filed in the Office of IDEA 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 IDEA. The Office of IDEA shall make a written determination within thirty (30) days from the date it received the appeal. The decision of the Office of IDEA shall be final.