



## RESIDENCY EXEMPTION FORM

### ON-CAMPUS HOUSING REQUIREMENT

1. All new, readmitted, or continuing undergraduate students are required to live on campus for a minimum of eight (8) consecutive regular (fall/spring) semesters unless they are approved for a residency exemption. The Office of Residential Services is responsible for the approval of any exemptions. The following exemptions may be allowed with the submission of a Residency Exemption Form and proper documentation.

- Students who have completed eight (8) consecutive regular semesters in university housing.
- Students over the age of 23 as of the first day of class.
- Married students, or those that will be married, before the mid-term date of the semester.
- Students living in the permanent domicile of and with their parent or a legal guardian. Documentation verifying the permanent domicile must be provided below. The parent or legal guardian's permanent domicile must be in the following counties only:
  - In South Carolina – Anderson, Greenville, Laurens, Pickens, and Spartanburg.
  - In North Carolina – Henderson and Polk.

2. Unless approved for an exemption, all transfer students must reside on campus until they have completed eight (8) regular, full-time semesters. Transfer students may request an exemption based on the guidelines listed above. Further, if a student is transferring from a college or university found in one of the following counties (South Carolina: Anderson, Greenville, Laurens, Pickens, and Spartanburg; North Carolina: Henderson and Polk) and he or she has been living at an address within one of the approved counties, then he/she can request an exemption based on being under a pre-existing housing agreement. This housing arrangement must have existed 120 days prior to entering NGU. All proper documentation, such as this form and supporting documents, must be uploaded to your enrollment portal.

3. All international students must live in university housing unless they meet the requirements listed above.

4. All exemptions must be submitted two weeks prior to the beginning of the term. As a note, housing agreements are a year-long agreement.

5. Students must resubmit their request for exemption every fall semester for a yearly approval. Supporting documentation may not be necessary if living arrangements have not changed.

### SECTION A: Application Information

Semester: Fall 20 \_\_\_\_\_ Spring 20 \_\_\_\_\_ Athlete: \_\_\_\_\_ *All athletes must complete Section D.*

Student Type: \_\_\_\_\_ Class Level: \_\_\_\_\_ Application Type: \_\_\_\_\_

Student ID# \_\_\_\_\_ Date of Birth: \_\_\_\_\_

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Preferred Name: \_\_\_\_\_ Gender: \_\_\_\_\_

*List the address for the location that you are applying to reside at during the upcoming academic term/year.*

Street Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_ Student Mobile Phone: \_\_\_\_\_

*Provide the name and contact information for your parent or legal guardian who resides at the above provided address.*

Parent or Legal Guardian First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

## SECTION B: Exemption Reason

All students must give a local address below unless living at home. Remember, the Housing Agreement is for one full academic year (Fall/Spring).

I have completed eight (8) consecutive regular semesters in housing according to the NGU Student Housing Agreement.

I will be 23 years of age or older as of the first day of the semester.

I am/will be married. Date of marriage: \_\_\_\_\_ (additional documentation may be required)

I am living with my parents in their permanent domicile (must complete Section C).

I am living with my legal guardian in their permanent domicile (must complete Section C).

## SECTION C: Proof of Residency

All students applying for a residency exemption based on living with parents/legal guardian must supply proof of residency. A copy of parent/legal guardian driver's licenses, as well as a copy of your personal driver's license, must be submitted to [student.life@ngu.edu](mailto:student.life@ngu.edu) when this form is submitted.

I understand that I am required to live at the address listed above and on the driver's license of my parents/legal guardian. If it is discovered that this is not the case, I understand that I will be subject to disciplinary actions.

Student Signature: \_\_\_\_\_

## SECTION D: Athletic Verification

This section must be completed by all student athletes. Before submitting your residency exemption form, you should first have a conversation with your coaching staff to verify they are aware your request and approve of you living off-campus if your request is approved.

I certify that I have spoken to my coaching staff and made them aware of my desire to live off campus at the location stated on this form.

Student Signature: \_\_\_\_\_

## SECTION E: Student Acknowledgment Statements

I understand that if my residency exemption request is approved it may have implications for my financial aid. I understand I am solely responsible to understand these implications. Please contact the financial aid office to confirm how your financial aid may be impacted: [finaid@ngu.edu](mailto:finaid@ngu.edu) or visit NGUcentral located in Neves Hall.

Student Signature: \_\_\_\_\_

I acknowledge that failure to provide accurate information and any attempts to falsify information or records on this form may result in disciplinary action up to withdrawal from North Greenville University.

Student Signature: \_\_\_\_\_