



Residential Living

## **Residency Requirement Guidebook**

Washburn University requires first-year, full-time students to live on campus to provide better access to campus resources and improve students' opportunities for success. Washburn recognizes that there may be certain circumstances for which a student is better suited to live off-campus. Students may apply for a housing exemption by completing the exemption request on the Housing Portal in MyWashburn. It is important to point out that submitting an exemption request does not guarantee the approval of the request and some requests may take longer to approve than others. This is why it is important to determine if completing an online housing application and submitting an exemption request would be to your advantage. Students can cancel their housing contract any time before June 1, 2019 and receive their deposit back in full. Canceling a housing contract between June 1, 2019 and the day the halls officially open for the fall of that same year will result in forfeiture of the pre-payment, but student's \$100 damage deposit if refundable.

If you have questions regarding this process or student housing, please give us a call (785-670-1065) or email us at [wuexemptionhousing@washburn.edu](mailto:wuexemptionhousing@washburn.edu). This email account is specific for questions/information pertaining to the exemption process; all other questions are to go to [resliving@washburn.edu](mailto:resliving@washburn.edu).

## **Residency Requirement Exemption Request Application Step-by-Step Process**

The Residency Requirement Exemption process should be completed by students who meet both of the Criteria listed below:

- ❖ Within one (1) year of your high school graduation date,
- ❖ Have not yet signed a Residence Hall Contract for the 2019-2020 term/academic year.

If you are unsure if you meet these criteria, please feel free to contact Residential Living at 785-670-1065.

### **1. Select a Residency Requirement Exemption Request Category**

The following are the categories for which a person may be exempt from the Residency Requirement. Students may only select one category for each exemption request application and may apply for each category only once per contract term.

- ❖ **Married/Partnered or with Legal Dependent/s:** For those students who are married. Students must provide a valid marriage certificate as well as completing the online exemption request application. Engagement does not qualify as marriage under this exemption. For those students who have a legal dependent(s). Students must provide a government issued birth certificate or other legal documentation. Students who are expecting to have children/legal dependents during the contract term may also apply for this category. Documentation required.
  
- ❖ **Living with Immediate Family:** For students residing full-time with their parent/legal guardian or grandparents within 20 miles of Washburn University. A notarized parent verification form will be required.
  
- ❖ **Financial Need (Other Extenuating Circumstance):** For students experiencing a significant or unforeseen financial burden. Significant burden is typically determined using a student's FAFSA information provided by Washburn's Financial Aid in order to calculate the parent/legal guardian combined annual income and student out of pocket expenses as well as any other applicable financial information. Students must also complete and submit a Financial Need Verification Form. Students who have an extenuating circumstance that is not related to financial need are to complete an extenuating circumstance exemption form. \*Releases are not based on the assertion that living off-campus may be less expensive.
  
- ❖ **Medical, Psychological or Disability:** All students who choose this exemption category must contact the Office of Diversity and Inclusion (<https://www.washburn.edu/diversity/multicultural/index.html>). This exemption is for those students who have a specific verifiable condition for which it is medically or mentally necessary

to reside off-campus. Additional information on off-campus accommodations that will satisfy the unique needs of the verified condition may be requested. The Office of Diversity and Inclusion will notify the student and Residential Living of the outcome of the request.

- ❖ **Sorority or Fraternity Life:** This category is for those wishing to reside in their sorority or fraternity house full-time. Students will need to apply to live-on campus and participate in the Greek Life recruitment process. The Student Involvement and Development Office, through communication with individual Sorority/Fraternity Chapters, will provide Residential Living with the names/ of students who authorized to move into an approved Greek house.
- ❖ **Active Military/Veteran:** For those students who are active military or who are a veteran. Residential Living will confirm Military/Veteran status with the Office of Diversity and Inclusion. Documentation not needed, unless requested.
- ❖ **Distance Education:** For those students who are taking twelve (12) or more WU online (distance education) credit hours in the fall and spring semesters. The Registrar Office will confirm a student is taking all online classes. Documentation not needed, unless requested.
- ❖ **21 Years or Older:** For those first-year students who are 21 years or older. The Registrar Office can confirm a student's age. Documentation not needed, unless requested.

## **2. Complete the Online Residency Requirement Exemption Request Application via MyWashburn**

The application Residency Requirement Exemptions link is [HERE](#). You will then need to click on the Student Life tab, and then follow the directions provided in the Housing Portal. Complete the online residency requirement exemption request application and submit any necessary supplemental forms. The link to these forms are [HERE](#). Please upload all supplemental documents onto the online exemption request application or emailed to [wuhousingexemption@washburn.edu](mailto:wuhousingexemption@washburn.edu). You may also stop by the Residential Living Main Office located in the Living Learning Center (1801 SW Jewell).

### **3. Application Review**

Upon your submitted exemption request application and receipt of all pertinent documents, the appropriate personnel/department (Residential Living, Office of Diversity and Inclusion, Financial Need and Extenuating Circumstance Board, Student Involvement and Development) will begin the process of reviewing your information. Review of all exemption requests applications are on a case-by-case basis. Results are confidential and only shared with applicants, those authorized by the applicant and on-campus personnel in a need to know position. Exemption request results will be sent to your Washburn email account.

### **4. If Your Exemption Application Is Approved...**

Be sure to retain the email with your official notification of approval. If you have completed and signed a housing contract, please return to your housing application [HERE](#) and cancel your housing contract. Room and Board contract charges will remain on your account until a student has cancelled their contract online. Should charges be inadvertently added to your account, email verification will be required to remove the charges. You are no longer required to complete a housing application or obtain a meal plan. If you are interested in obtaining a meal plan, please click [HERE](#) to learn more information about commuter dining plans.

### **5. If Your Exemption Request Application Is Denied...**

There are a couple of options available to you if your request was not approved. One option is to complete a housing contract for the 2019-2020 academic year. The sooner you apply for a housing contract the more likely you are to ensure that a room that meets your needs is retained for your use. The other option is to go through the exemption request application process a second time and choose a different exemption category. In order to apply using a different exemption, you will need to email [wuhousingexemption@washburn.edu](mailto:wuhousingexemption@washburn.edu) and request your previous exemption be cleared. This step will then allow you to go online and file a different exemption request.

**Important Deadline:** Students who do not fulfill the residency requirement by either completing an online housing contract or by submitting an exemption request application will be charged for an LLC double room and the smaller of the declining balance meal plan options (and assigned a room and meal plan). These charges will be placed on student accounts no later than August 1, 2019. Residential Living will accept exemption request applications after this date, but in preparation for the opening of the

halls, the turn-around time for exemption request applications will be longer than usual and cannot be guaranteed to be complete by the day the halls officially open.

Once again, if you have questions or need assistance, please give us a call or stop by our office.

**Residential Living**

1801 SW Jewell

Topeka, KS 66621

785-670-1065

All questions pertaining to the exemption process should be sent to

[wuhousingexemption@washburn.edu](mailto:wuhousingexemption@washburn.edu).