

Instructions: Request for Exemption from the VCSU Required Residence Policy

Policy: All full-time, first-time freshmen students will be required to reside on campus and be on a board plan for a period of one full academic year or two full semesters.

Requests for Exemptions

Exemptions to this policy may be made for one of the following reasons:

1. Students who live with their parent(s) or legal guardian(s) in their primary residence within a 35 mile radius of campus.
 - The address of the parent(s) at the time of application for admission will be considered the parents' primary residence.
 - Proof of residency will be required. Please attach supporting documentation (such as a current utility bill) to your form.
 - Exemptions will not be granted for students to live with older siblings, aunts, uncles, or grandparents unless they have legal guardianship.
 - Providing false information to Valley City State University is a violation of the Student Code of Conduct and may subject the student to disciplinary action. Students who indicate they are living with their parent(s) or legal guardian(s) but are found to not be doing so will be required to move into an on-campus residence.
 - **Note: Having already signed a lease with an off-campus landlord or purchasing a home will not be considered as a reason for this exemption.**
2. Students enrolled in fewer than 12 credits.
 - Should a student begin the semester with fewer than 12 credit hours and then add a class making him/her a full-time student, the student will be expected to move into a university residence or apply again for an exemption under a different category.
3. Students with primary custody of a minor child.
 - Proof of custody will be required. Please attach supporting documentation to your form.
4. Students who are married.
 - Proof of marriage will be required. Please attach a copy of your Marriage Certificate to your form.
5. Extenuating circumstances for the following situations. Proper documentation will be required.
 - Severe medical condition that cannot be accommodated in an on-campus facility. Students requesting this exemption must first contact the Office of Student Academic Services. The written recommendation from Student Academic Services will be considered in making this exemption decision.
 - Financial hardship for which there is no other financial solution. Students must have applied for financial aid prior to making a request for exemption.
 - Family consideration (e.g. serious illness of parent or sibling requiring assistance from the student on a regular basis). Proper medical documentation will be required.

All students who believe they qualify for an exemption based on one or more of the reasons above must submit a Request for Exemption from the VCSU Required Residence Policy form along with the required documentation. These materials should be received by the Housing Office no later than 30 days prior to the beginning of the first semester of enrollment. Students are encouraged not to make any other commitments for housing until they receive a written response to their requests for exemption.

Completed forms and supporting documentation should be sent to Housing Office, Valley City State University, 230 Viking Drive SW, Valley City, ND 58072