



# Housing Exemptions

## Commuters

Any student commuting from the home of his/her parent(s) or legal guardian(s) must have a notarized commuter application form on file with the Department of Residence Life. Only those students whose parent(s)/legal guardian(s) live within the following school districts are able to commute:

### Wisconsin

Baldwin-Woodville, Ellsworth, Elmwood, Glenwood City, Good Shepherd Christian Academy, Hudson, New Richmond, Plum City, Prescott, River Falls, Somerset, Spring Valley, and St. Croix Central.

### Minnesota

Central, Como Park, Cottage Grove-Park, Cretin-Derham Hall, Harding, Hastings, Highland Park, Hill-Murray, Hugo, Humboldt, Johnson, Mahtomedi, Maplewood, North St. Paul, Red Wing, Roseville, Sibley, Simley, South St. Paul, St Agnes, St. Croix Lutheran, St. Thomas, Stillwater, Tartan, White Bear Lake, and Woodbury.

If you meet these eligibility requirements and wish to commute navigate to <http://sa.uwrf.edu/supermarket> on the web and select the "Print Commuter Application" link to get started on the process, if you do not see this link you are not eligible. If you have any questions please contact [housing@uwrf.edu](mailto:housing@uwrf.edu)

## Exemptions

### Exemptions from Residence in University Residence Halls/Semester Contract Eligibility:

- 1. Bonafide Junior/Senior Status (60 credits or more)** - An exemption may be granted if the student has **attempted** at least 60 credits or more as of the first day of classes. Students who comprise this category may be those who (a) received failing or incomplete grades, or (b) transfer from other institutions but who do not have all of their prior college credits accepted by UW-River Falls.
  - 2. Veterans of the Military Services** - Proof of minimum of two years of active military service required.
  - 3. Married and/or with Legally Dependent Children** - Copies of the marriage certificate and/or child's birth certificate may be required.
  - 4. Independent Student Status** - i.e., compliance with one of the following minimum standards:
    - Graduate or professional student not claimed by parent(s) in previous calendar year as a tax exemption, or
    - Married and will not be claimed by your parent(s) in the previous tax year, or
    - Single in the past two calendar years and not claimed by your parent(s) during the same period.
  - 5. Financial Reasons/Exigency** - An exemption for financial reasons/exigency must be verified by the University Office of Financial Assistance. For verification to occur:
    - The student and/or parent(s) must grant complete access to financial aid files contained in the University Office of Financial Assistance.
    - The student must demonstrate conclusively that the cost of residence hall living will indeed pose significant personal financial hardship.
- Decisions shall be made as deemed appropriate and in accordance with the best judgment of the Department of Residence Life.
- 6. Resided Within University Approved Residence Hall(s) for at least the equivalent of four semesters** - If the equivalent of four semesters were in residence at another higher education institution, written verification of such by the appropriate institutional housing official must be presented to the Department of Residence Life.
  - 7. Completion of at Least Two Complete Years of Full-Time Course Study at Another Institution of Higher Education or UW-River Falls** - Written verification of this fact from the appropriate institutional official must be presented to the Department of Residence Life.

**8. 21 years of age or older by the first day of classes.**

**9. Work Experience Requiring a Live-In Situation** - (as deemed appropriate and approved by the Department of Residence Life). If it is verified that holding a job is vital to the student being able to remain in school, an exemption may be granted. Documentation or other verification including a notarized statement from employer is required in each situation. Value of this experience in relation to the student's major academic program must be verified by the student's advisor and employer.

**10. Limited Credit Student** - Students carrying six credit hours or less per semester for the entire academic year may be granted an exemption. If more than six (6) credit hours per semester are attempted during subsequent semesters or during a subsequent semester during the academic year in which the student received the exemption, the student will be required to live in a residence hall. Documentation is necessary in each case. The exemption, if granted, is for the period of one academic year. If an additional exemption is desired for another year, the request would have to be made independent of the first request.

**11. Medical and Disability Circumstances** - Exemption requests for medical or disability reasons must be submitted as early as possible with required documentation to the Disability Services Office: 102 Davee Library, Telephone: (715) 425-3531 or Email: mark.r.johnson@uwrf.edu. The Disability Services Office will render a decision and notify the student and the Department of Residence Life.

**12. Other Exemptions Not Stated Above**, which demonstrates conclusively that significant personal hardship, could result if an exemption were not granted. These exemptions shall be granted only as deemed appropriate and in accordance with the best judgment of the Department of Residence Life. Verification of the **significant personal hardship circumstance** may be required by the Department of Residence Life if deemed appropriate.

## Housing Policy Appeal Processes

**Contract Release/Deposit Appeals Shall Be Conducted In Accordance With The Following Steps:**

1. Student contacts the Department of Residence Life to request contract release or refund of deposit. The Director for the Department of Residence Life renders decision.
2. Student appeals decision (if desired) to the Student Residential Living Committee in writing. Letters of appeal should be submitted to the Director of Residence Life who advises the Student Residential Living Committee. Student Residential Living Committee renders decision and informs the student and Director of their decision.

**Residency Regulation - Exemption Process (Student Initiated Request)**

1. Student contacts Department of Residence Life by emailing [housing@uwrf.edu](mailto:housing@uwrf.edu) with a request for exemption from the residency regulation.
2. Department of Residence Life requests written verification forms, etc. to support the exemption appeal. The Department of Residence Life renders decision and informs the student.
3. Student appeals decision (if desired) to the Student Residential Living Committee in writing. Letters of appeal should be submitted to the Director of Residence Life who advises the Student Residential Living Committee. Student Residential Living Committee renders decision and informs the student and Director of their decision.

**Residency Regulation - Exemption Process (Department of Residence Life Initiated)**

1. If a student is found living in unauthorized housing, a letter is sent to the student requiring that an appointment be made with the Director of Department of Residence Life to investigate the circumstances. If the student fails to appear before the specified date, an appropriate penalty will be communicated as a part of the investigating letter.
2. Student appeals decision (if desired) to the Student Residential Living Committee in writing. Letters of appeal should be submitted to the Director of Residence Life who advises the Student Residential Living Committee. Student Residential Living Committee renders decision and informs the student and Director of their decision.

**Time Constraints Regarding Exemption Appeal** - Request for exemptions shall be directed to the Department of Residence Life. Request for exemptions must be received by the Department of Residence Life at least twenty-one days prior to the beginning of the semester requested for exemption. Request for exemption after the beginning of the semester will be received but the room charges will accrue from the beginning of the semester until the exemption is approved and the student officially checks out of the residence hall. If the exemption is not approved in this circumstance, room charges will automatically be levied for the entire semester.

\*Students can contact the Student Residential Living Committee by calling or emailing the Department of Residence Life at 715-425-4444 or [housing@uwrf.edu](mailto:housing@uwrf.edu).