

Date:

## Off Campus Housing Request Form

All full-time freshman students at Texas A&M University-Texarkana are required to reside in campus housing. The Housing Handbook outlines circumstances in which exceptions to this policy are made. Please mark the box that corresponds to your situation and complete the instructions in that section. This form must be completed and returned to the Residence Life Office **no later than July 1** to be considered for the Fall semester or **November 1** for the Spring Semester. Since an academic year contract was signed, fees are nonrefundable unless waived by the Residence Life Office. Please note that submission of this form does not guarantee an exception to the residency requirement and that **additional documentation may be required**. Students should not sign a lease or make deposits until you have been approved for off campus housing. You may still be charged for both fall and spring semester housing charges.

**Providing false information on this form may result in judicial action.**

Name (PRINT): \_\_\_\_\_ CWID #: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

I am going to reside at the following address during the school year:

Address: \_\_\_\_\_

City, St, Zip: \_\_\_\_\_

I will be of junior(60 or more SCH) classification on prior to the first class day for the Fall semester or at least 21 years old as of the first class day of the Fall semester.

Birthday: \_\_\_\_\_ Anticipated credit hours: \_\_\_\_\_

I am planning to live with my parent or legal guardian at his/her primary residence. We will reside in the Texarkana area at the address listed above during the entire academic year. **A parent or legal guardian with whom you will be living must sign below on the "Supporting Signature" line.**

I am attending classes online or at another A&M system campus. Specify: \_\_\_\_\_

I am married, divorced, or a parent. Specify: \_\_\_\_\_

Financial Hardship: Attach a letter explaining the situation and applicable supporting documentation. The Financial Hardship Certification form must be filled out by the financial aid office and returned by the student to the Office of Residence Life (BLV 153). For more information, contact the Residence Life Office.

Other: Attach a letter and applicable supporting documentation. For medical accommodation or exceptions, you must contact the Office of Student Life. Medical requests will not be reviewed until all paperwork has been completed. For more information, contact the Residence Life Office.

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\*\*\*\*\*t gcnk g'vj cv'lc'kw'g'v'f q'lv'b c{ 't gwn'lp'dglpi 'ej cti gf 'hwnit qgo 'epf 'dqetf 'hqt 'vj g'lpvt g'cecf go le'f get0

**I realize that moving off campus may affect my financial aid and/or scholarships.**

By signing below I signify that I have read this entire form and that all information provided is correct to the best of my knowledge.

Student Signature\* \_\_\_\_\_ Supporting Signature\*: \_\_\_\_\_

**\*Student signature required for all requests.** Supporting signature required only if living at home (parent). Please print out this form and return it the Office of Residence Life or email it to: [housing@tamut.edu](mailto:housing@tamut.edu).

## **Frequently cited, but rarely granted, reasons for requesting an exemption**

**Already Signed a Lease** – Students who sign leases without having received an “approved” email from the TAMUT Office of Residential Living will still be responsible for fulfilling the on-campus housing requirement. Students who do not will be charged an amount, equivalent to the cost of living in an on-campus residence hall, until they submit a housing contract for the academic year. You are advised **NOT** to sign a lease unless you have received an email from our office indicating that you are exempt from the housing requirement.

**Allergies and/or Asthma** – Many students come to campus with allergies, asthma, or some other type of chronic health problem. Some students develop allergies after they arrive. Although many students have allergies, it is rarely the basis for an exemption as it does not prevent them from living and academically achieving in the residence halls. In severe cases of allergies and asthma, the University can usually offer some type of accommodations that can help, such as year-round air conditioning, a single room, an air purifier (*purchased by the student*), etc., in addition to whatever medications or strategies are prescribed by their physician. While we do not attempt to ensure that all allergic symptoms are eliminated, we will do what we can to provide accommodations that help alleviate the symptoms in severe cases. Students who need an accommodation due to allergies, asthma, or any type of chronic health problem should contact the Office of Student Disability Services in UC 126.

**Bad Experience with Roommates or Floor-mates** – The staff of Residence Life wants students to have a rich and rewarding residence hall experience. Sometimes, however, roommates are not compatible – even roommates who originally chose to live together. In these cases, we recommend that both roommates work with the hall staff to try to work out their problems or make a room change. An online room change process occurs within a couple of weeks after the start of each semester for any resident who would like to make a room change. Living in an undesirable situation can be avoided by working with the professional residence hall staff to resolve the issue or make an immediate room change.

**Finances** – If a student chooses to attend TAMUT, there is an assumption that he/she has the financial resources to pay for it. If a change in your financial situation has occurred since signing the residence hall contract, please work with the Office of Financial Aid to see what aid options may be available. Although having both a lease and a residence hall contract could cause a financial difficulty, it is not grounds for an exemption.

**Food/Dining** – Chartwells Dining Service offers a wide variety of dining options and types of food, including low-fat and vegetarian options. Chartwells can accommodate students who are on special diets and have food allergies (including gluten). Contact Chartwells at (337) 348-6615 for more information.

**Lack of Privacy** – Most students are used to having more privacy at home than they have in the residence halls and this can require a major adjustment. If it is extremely disturbing to the student or if the student is an individual with a disability and needs more privacy for medical reasons, the Office of Disability Services can determine if a reasonable accommodation is necessary.