



INSTRUCTIONS

All first-year undergraduate students are required to live in the Residence Life Community during their first year at the University of Advancing Technology (UAT). A student who wishes to reside outside of the Residence Life Community must submit this application to the Office of Residence Life and furnish appropriate documentation or other written information supportive of the request ninety (90) days prior to the semester the student wishes to commence residing outside of the Residence Life Community. The Dean of Student Services shall approve or deny all applications in writing. A student should inquire in advance about requesting permission from the University for independent housing in order to avoid inconvenience for the student and the University. Prior to entering into any type of rental or lease agreement, a student should secure written authorization for independent housing.

PART I

Please complete the personal information section of the application. All contact information provided in this section will be used by the Office of Residence Life to keep you informed about our decision regarding your exemption request.

PART II

Please address each question in a separate attachment. Please provide any information that will help us make an informed decision about your situation and why you should be exempt from the mandatory housing requirement.

PART III

Please provide any supporting documentation to justify your request. Common exemptions and supporting documentations that correspond are below.

EXEMPTION SUPPORTING DOCUMENTATION

- Marriage**Certified copy of marriage certificate
- Dependent living with you**Certified copy of birth certificate with your name as parent/guardian
- Living with parent/guardian within 45 miles of UAT**.....Letter from parent and copy of lease agreement or deed for the property in which you will reside
- Religious reasons**Letter from religious leader indicating why you cannot live in the Residence Life Community
- Health concerns**Letter from doctor indicating accommodations necessary and why the Residence Life Community does not meet your needs
- Own property within State of Arizona**Property deed with your name as owner of property

I. PERSONAL INFORMATION

(Print) Last Name	First Name	Middle Initial	
Permanent Address	City	State	Zip Code /Country
Permanent Telephone	Cell Phone	Email Address	
UAT ID Number	Social Security Number	Birth Date	
Emergency Contact Name	Emergency Contact Telephone		
Applying for exemption beginning this semester:			
FALL 20__	SPRING 20__	SUMMER 20__	

II. EXEMPTION REQUEST

1. Explain why you would like to reside outside of the Residence Life Community (or explain why the Residence Life Community does not meet your living needs).
2. Explain why you should be granted an exemption to the Mandatory Housing Policy.
3. Describe your housing plans if approved for an exemption.

III. SUPPORTING DOCUMENTATION

1)

2)

3)

4)

5)

IV. CANCELLATION: If an exemption is approved and the student has a UAT Residence Life Community contract on file, it is the student's responsibility to cancel the contract in writing with the Office of Residence Life. All contract cancellation fees will apply in accordance with the UAT Residence Life Community contract terms and conditions. The cancellation charges will be based on the date your exemption request was received by the Office of Residence Life, provided that you cancel your contract within 10 business days of the date of your exemption approval. If you cancel your contract more than 10 business days after the date of your exemption approval, your cancellation charges will be based on the date we receive your notice of cancellation.

Signature

Date

Please mail a complete version of this form and supporting documentation to the address below. If you would like any supporting documentation returned, please send a self-addressed stamped envelope.