



## RESIDENTIAL HOUSING

**Housing Exemption/Termination Request Form**  
**Department of Residential Housing**  
060 Chubb Hall, Athens, Ohio 45701  
Phone: (740) 593-4090 Fax: (740) 593-4089

The Ohio University parietal rule requires that students reside on campus for two years and carry an associated meal plan unless they meet one or more of the exemption criteria outlined below. Housing contracts are binding for the FULL ACADEMIC YEAR, or the remainder thereof, and students are required to fulfill this obligation. Students wishing to request exemption from the parietal rule must provide appropriate documentation to support their request. Requests are not final until they are reviewed and a determination made as to whether the request is approved, denied, or needs further information, in which case the student will be notified in writing. Students should allow 14-21 days for the initial review process.

**Please NOTE:** College credits earned by the student while attending high school (advanced placement, senior to sophomore, Senate bill 140, etc.) which advances a student academically to a higher class year will not be considered toward housing exemption eligibility.

### Housing Exemption/Termination Process Steps

- Student obtains a Housing/Dining Exemption/Termination Request Form online at [www.ohio.edu/housing/forms](http://www.ohio.edu/housing/forms) or by visiting Residential Housing, Chubb Hall 060.
- The completed form, along with supporting documentation should be submitted to Residential Housing.
- The completed form and documentation is reviewed by the Assistant Director for completeness and determination of whether or not the student is approved, denied or additional information is required. The student will be notified by the Assistant Director of the decision. Requests with insufficient or incomplete documentation will be considered pending. Students will be notified of the need for additional information via their student email account. If additional documentation has not been provided within 30 days, the request will become inactive.
- If the ruling is not in the student's favor, the student may, within three business days of receiving written notice, request a review of the decision by the Housing and Dining Appeal Board by completing a "request for appeal form" and submitting to Residential Housing.
- The student will be notified of the day/time that the appeal board will meet and the student will be provided a brief period of time to restate their request and/or provide additional information.
- The student will be notified of the appeal board committee's decision in writing within a one-week period.
- If your appeal is denied by the appeal board, the final level of appeal is to the Vice President of Student Affairs of Ohio University. This is not a guaranteed right of appeal, as the vice president may or may not elect to review a decision. The petition for VP appeal can be found the link above.

## Parietal Rule Exemption Criteria and Supporting Documentation

- Student is enrolled **Part-time** (10 hours or less) for each academic quarter and fewer than 5 hours during a summer session both of which are subject to random validation.
- Participation in a recognized **Fraternity/Sorority (Greek Housing)**: (1) must have completed one academic year (3 full-time quarters/2 semesters) in residence prior to fall quarter. *This exemption is not available to continuing students once the academic year begins. Newly elected officers who are required to reside in the house will be considered for review.* Student request for Greek Housing must be approved by the Campus Involvement Center.
- Student is a **Veteran**: Submit a copy of your DD-214 discharge papers. 18 months of active duty is required in order to be exempt from the parietal rule.
- Student is **Married or a Single Parent**: Student must submit a copy of their marriage certificate or child's birth certificate along with a copy of the most recent tax return showing that child (ren) as a dependent. Spouse or child must reside with the student within the 50 driving mile commuter radius (see below) in order to qualify for this exemption.
- Student is **Commuting**: To commute to the Athens campus, the student must reside with their parent(s) or a legal guardian whose permanent residence (as defined by University guidelines) is within 50 driving miles of Athens. A "permanent residence" is defined as a dwelling that has been owned, maintained and inhabited for a minimum of 12-months by the parent or legal guardian. NOTE: address must be the same as what is listed on the student admissions application. If the family has changed residences since the admission application, verification of ownership/residency must be provided.
- **Other**: Students requesting an exemption/termination for "other" reasons including extenuating circumstances should provide detailed explanation and documentation of their particular situation. "Other" categories include but are not limited to:

**Medical/Dietary**: Recent documentation (within 90 days) must be provided along with a completed 1.) Provider Report Form **AND** 2.) Authorization for Release of Confidential Information (to allow Residential Housing personnel to speak with the provider of medical services if necessary). Supporting documentation must include the student's medical condition, specific dietary or living requirements necessary to meet the needs of the medical condition. **NOTE: Ohio University can provide on campus housing to meet most medical needs. Requests for residing off campus due to allergies/asthma are typically not approved.**

**Financial Hardship**: Students requesting an exemption/termination from the parietal rule based upon financial hardship must provide documented evidence of extreme financial need by providing copies of the most recent financial aid verification/awards (or if no FAFSA is on-file, copies of most recent federal tax return, evidence of recent employment termination, evidence of extreme hardship (death of a primary income provider, medical expenses exceeding insurance maximum coverage, etc.) Documented information must be accompanied by a completed Financial Information Form [www.ohio.edu/housing/forms](http://www.ohio.edu/housing/forms). **NOTE: Requests for residing off campus for financial savings is not a valid reason for a financial hardship request.**

Student Name (please print) \_\_\_\_\_ PID # \_\_\_\_\_ Date of Birth \_\_\_\_\_  
E-mail Address \_\_\_\_\_ Age \_\_\_\_\_ Total Quarters/Semesters in Residence \_\_\_\_\_  
Class rank (freshman, sophomore, junior, senior, grad) \_\_\_\_\_ Gender \_\_\_\_\_  
Campus Address: Building \_\_\_\_\_ Room \_\_\_\_\_ Phone Number \_\_\_\_\_  
Permanent Address: \_\_\_\_\_  
Proposed New Address: \_\_\_\_\_  
Potential Roommates (names) \_\_\_\_\_

**Please note:** If you are filing for the exemption as a commuter, understand that the proposed new address will need to also be changed with the Registrar's Office. If this address changes from what is listed, your commuter status may be revoked and you may be subject to University judicial action resulting in a requirement to move into university owned housing.

**Desired Effective Quarter:**

FALL     WINTER     SPRING     SUMMER     FULL ACADEMIC YEAR -     Current     Next

Exemption falls under the following category: (check one)

- (P) \_\_\_\_\_ Enrolled for 10 or less credit hours (4 or less per summer term)
- (F) \_\_\_\_\_ Fraternity/Sorority (name: \_\_\_\_\_)
- (V) \_\_\_\_\_ Veteran of the Armed Services
- (M) \_\_\_\_\_ Married or Single Parent
- (C) \_\_\_\_\_ Commuting
- (I) \_\_\_\_\_ Financial
- (S) \_\_\_\_\_ Medical
- (O) \_\_\_\_\_ Other

*I certify that my reasons for making this request are true and understand that falsification of any material submitted in support of this exemption request is a violation of the Student Code of Conduct.*

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Return Completed Form To:**

***Residential Housing Office  
060 Chubb Hall  
Athens, OH 45701***

***Phone: (740) 593-4090 Fax: (740) 593-4089 E-mail: housing@ohio.edu***

**REFUND SCHEDULE**

Amount of refund is based on the following percentages of the quarterly room and board payment.

- ✓ Prior to opening of residence halls = Amount paid less deposit (\$200)
- ✓ For all or part of 1<sup>st</sup> week = 75% refund
- ✓ For all or part of 2<sup>nd</sup> week = 50% refund
- ✓ For all or part of 3<sup>rd</sup> week = 25% refund
- ✓ 4<sup>th</sup> week **NO Refund**