

Housing Exemption / Termination Request Policy

Ohio University requires all students with less than 90 hours or six full-time quarters of residency at the beginning of fall quarter to reside on campus. If you wish to file for an exemption/termination to this policy, please follow the procedures and present the necessary supporting documentation as outlined below.

The Housing Office has the responsibility to review the student's application for change(s), including the necessary supporting documentation. Requests submitted without proper documentation will be pending until it is provided. Pending requests will be held for a time of thirty (30) days, and then placed on

inactive status with written notification being provided to the student. The Housing Office ascertains whether a significant change has taken place that warrants a modification or release from the Housing Contract. However, **IN ALL INSTANCES**, the refund, if applicable, is made according to the terms and conditions of the Housing and Dining Services contract. Meal plan terminations and reductions will not be considered after the fourth (4th) week of the quarter, except in the cases of medical reasons.

Termination Refund Schedule

Residence Hall refunds are calculated by the amount paid on the quarterly charges. The \$200 deposit is forfeited before the appropriate percentage is deducted. Once a student has utilized their meal plan, refunds are calculated using the percentages listed below:

Refund for overnight stay through the first week is:	75% of quarterly meal plan charges
Refund for termination within the second week is:	50% of quarterly meal plan charges
Refund for termination within the third week is:	25% of quarterly meal plan charges
Refund for termination with the fourth week is:	0% or no refund.

Termination Procedures

1. The student completes the attached termination/change application.
2. Once completed, the application along with supporting documentation should be returned to the Housing Office. Incomplete applications will delay the process.
3. The Contract Committee will review the completed application and corresponding documents.
4. The student will be notified of the committee's decision in writing, sent to the student's current residence hall address or email, unless otherwise requested.
5. If for any reason the student wishes to discuss the committee's decision, there is an appeal process. The appeal meeting requires that new or additional documentation be provided. Once the necessary documentation has been completed, an appointment with a Housing administrator will be made.

Necessary Documentation

Exemptions

Part-time Status – Students enrolled for fewer than 11 quarter hours during the academic year and for fewer than 5 hours during a summer session. Submit a copy of your official class schedule.

Fraternity/Sorority – (1) Must have earned a minimum of 45 credit hours or one academic year (3 full-time quarters) in residence. Continuing students must achieve 45 hours or one academic year in residence prior to the beginning of fall quarter. **This exemption is not available to continuing students once the academic year begins;** (2) Student must complete the online Greek Life Housing Exemption Request and reside in a recognized chapter house with your name appearing on a list maintained by Campus Life.

Veteran – 18 months of active duty required, so you will need to provide a copy of your DD-214 discharge papers.

Married Students/Single Parent – Submit a copy of your marriage certificate or your child's birth certificate along with a copy of your most recent tax return showing that you claim this child as a dependent. Spouse or child **MUST** reside with the student for this status.

Commuting – Student must reside with immediate family (parents, siblings, aunts, uncles, or grandparents) or legal guardian whose permanent residence is within 50 miles of Athens. "Permanent residence" is defined as a dwelling that has been owned, maintained, and inhabited for a minimum of 12 months by the above immediate family member or legal guardian. If living with parent(s), a letter verifying their residency is required from them. If relative's last name is different, an official source of relationship, i.e. birth certificates, etc. will be needed for verification. If student will be residing with a legal guardian or immediate family member, two letters verifying the living arrangement must accompany this request; one from the parent(s) (if this applies) and one from the legal guardian or immediate family member with who you plan to reside. In addition, please submit proof of the address in the form of a utility bill or lease.

Age – Admitted students 23 years of age or older prior to the beginning of the quarter in which they enroll are exempt from housing and meal plan requirements.

Terminations

Medical/Dietary – Students requesting an exemption/termination of their housing and/or dining contract for medical reasons must provide supporting documentation from their physician. The physician's documentation will need to outline the living environment/dietary restrictions that would best suit the student's individual situation. All dietary exemption requests will be reviewed by the Assistant Director of Dining Services. Please note that Ohio University makes every effort to provide on-campus accommodations for all students with medical needs.

Financial – Students requesting an exemption/termination from their housing and/or dining contract because of a financial hardship must complete a Financial Information Worksheet. Worksheets are available online by visiting www.ohio.edu/housing and clicking on Online Forms. In addition, students must provide evidence of a significant change in their financial situation since signing the current academic year contract. Examples of supporting documentation include: unexpected loss of income or financial aid (loans, grants, scholarships, parental assistance, employment, etc.) or other extenuating circumstances that can be proven with written documentation.

The contract review committee typically meets at least twice per month. Decisions of the committee will be emailed to the student typically 24-48 hours after the meeting is held. Please note: some situations may require that additional documentation or verification be provided before a decision can be made, thus lengthening the process. Students should not assume that their request will be approved and should wait for a written response from the review committee before making any other arrangements. Students who choose to sign an off-campus lease agreement in anticipation of committee approval may be held financially responsible for both on-campus and off-campus accommodations.

Ohio University Housing Office • 060 Chubb Hall; Athens, Ohio 45701 Phone: 740-593-4090 Fax: 740-593-4089

Housing Exemption / Termination Request Application

Student Notes

Student Name (please print)	PID Number	Date of Birth
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E-mail Address	Age	Gender <input type="radio"/> Male <input type="radio"/> Female	Time in Residence <input type="radio"/> Quarters <input type="radio"/> Semesters	Credit Hours	Class Rank <input type="radio"/> Junior <input type="radio"/> Freshman <input type="radio"/> Senior <input type="radio"/> Sophomore <input type="radio"/> Grad
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Campus Address:	Building	Room	Phone
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Permanent Address:	Street, Apt., or PO Box	City	State	Zip
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Refund Address: (If appropriate)	Street, Apt., or PO Box	City	State	Zip
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I do not meet the 90 credit hour housing requirement and wish to apply for an exemption/termination based on the reason listed below.

PLEASE NOTE: If you are filing the exemption as a commuter, understand that the proposed new address you list below will need to also be changed at the University Registrar's Office. If this address changes from what is listed, your commuter status may be revoked and you may also be subject to University judicial action resulting in a requirement to move on campus.

Reason for Exemption / Termination <input type="radio"/> Commuting (C) <input type="radio"/> Part-time student (enrolled for <= 11 credit hours) (P) <input type="radio"/> Financial (I) <input type="radio"/> Married or single parent (M) <input type="radio"/> Medical (S) <input type="radio"/> Fraternity or sorority (F) _____ <input type="radio"/> Armed services veteran <input type="radio"/> Other (O) _____	Desired Effective Quarter <input type="radio"/> Fall <input type="radio"/> Spring <input type="radio"/> Winter <input type="radio"/> Summer
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Student Signature I certify that my reasons for making this request are true and understand the consequences that can occur if found to be otherwise.	Date
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FOR OFFICE RECORDS ONLY

Date received ____/____/____ Check PHAP for contract: <input type="checkbox"/> None <input type="checkbox"/> Current Yr <input type="checkbox"/> Next Yr <input type="checkbox"/> Exemption <input type="checkbox"/> Termination Reason: _____ <input type="checkbox"/> Listed on Report Code _____ <input type="checkbox"/> Check ZHOL - <input type="checkbox"/> None <input type="checkbox"/> Placed <input type="checkbox"/> Removed <input type="checkbox"/> NOTT <input type="checkbox"/> Incomplete documents/notified (copy to file) <input type="checkbox"/> Documentation complete <input type="checkbox"/> Forward to Associate Director <input type="checkbox"/> Refer to committee <input type="checkbox"/> Approved <input type="checkbox"/> Denied - <input type="checkbox"/> Committee Disapproved <input type="checkbox"/> Committee Approved - <input type="checkbox"/> Notified <input type="checkbox"/> Approval notification sent	<input type="checkbox"/> Appealing – forward to Director - <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Notified [Print Director's e-mail/letter, attach to file]
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FOR DENIED EXEMPTION/TERMINATION <input type="checkbox"/> May need to add hold on ZHOL	FOR TERMINATION APPROVALS <input type="checkbox"/> Print PHAP for Nancy – write on sheet “contract termination”, “expected check-out date”, “which refund schedule”, “refund or forfeit deposit” <input type="checkbox"/> May need to remove hold on ZHOL <input type="checkbox"/> Update code on report (Approve/Deny) <input type="checkbox"/> Ready to file
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