



# The University of North Alabama

## FRESHMAN RESIDENCY LIVE ON REQUIREMENT EXEMPTION FORM

The University of North Alabama requires all first time, full time freshmen and ESL students to live on campus for up to one academic year. Students first enrolling in the fall are required to live on campus during the fall and spring semesters. Students first enrolling in the spring are required to live on campus during the spring semester.

Freshmen seeking an exemption to the residency requirement must fill out this form and submit it to the Director of University Residences.

**All supporting documentation must be attached to this form. The Department of University Residences must receive the form and attached documents as soon as possible.**

### STUDENT INFORMATION

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Student Number: \_\_\_\_\_ UNA Portal Address: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

Home Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_ Cell Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_

### REASON FOR REQUESTING AN EXEMPTION

- I will be 20 years old or older before the first day of classes in the first semester of attendance at the University. **(Attach a photocopy of your birth certificate or passport.)**
- I will be living with my parent or legal guardian. **(Attach the completed "Verification of Living with Parent Form" found on the next page.)**
- I am married. **(Attach a photocopy of your marriage certificate.)**
- I am the custodial parent of a dependent child. **(Attach a photocopy of your child's birth certificate AND copy of your federal tax return, verifying that the child is your dependent.)**
- I have a special medical necessity and/or emergency requiring a special housing option that cannot be provided by the University. **(Documentation must include a detailed statement from the attending physician as to why the specific medical necessity and/or emergency prevent the student from living in the residence halls, and how long the condition has been treated by the physician. UNA Health Services will also review the documentation and the request.)**
- I am a veteran of the US military or currently serving as active duty or reserve. (Thank you for your service!) **(Attach a photocopy of your DD Form 214, Certificate of Release/Discharge from Active Duty, or a copy of your military ID card.)**

**If you have questions about your exemption status or wish to discuss a circumstance not listed above that you believe warrants exemption, please contact the Director of University Residences at (256) 765-5558.**

I affirm that the information provided on this form and on all attached documents is accurate and complete. I understand that providing false information is a violation of the UNA Student Code of Conduct, and may be subject to disciplinary action. I also understand that I am subject to the Freshman Residency Requirement until I have received notification of an exemption. Unless exempted, I will be required to live on campus. Failure to do so will result in charges to my University account each semester of my first academic year, equal to the rates of the lowest cost Freshmen Double Residence Hall Room and Meal Plan.

The University of North Alabama Freshman Residency Live On Requirement Exemption Form should be read and understood by the student (or the parent or legal guardian of the student if the student is under the age of 19) before signing. By signing this, you (the student if 19 or older, or the parent or legal guardian of the student if the student is under 19) are stating that you have read and understand every portion of this request for exemption and acknowledge that all information is accurate and complete.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Age: \_\_\_\_\_

*\*The space below must be signed by a parent or legal guardian if the student is under 19.*

Parent or Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**RETURN COMPLETED FORM AND REQUIRED DOCUMENTS TO:**

University of North Alabama  
Department of University Residences  
Attn: Freshman Housing Exemption  
UNA Box 5057  
Florence, AL  
35632

**Notification regarding exemption status will be sent to the student's UNA Portal account within 14 days by the Director of University Residences or his/her designee. Verbal exemptions will not be given.**

**If you are denied an exemption, you may appeal the decision to the Vice President of Student Affairs or his/her designee. If denied, you will have information on the appeal process in your e-mail correspondence.**



## VERIFICATION OF LIVING WITH PARENT FORM

If you will be living at home with a parent or legal guardian, to be exempt from the on-campus requirement, you must complete the Freshman Residency Live On Requirement Exemption Form and this form as documentation. Both forms must be submitted to the Director of University Residences.

I, \_\_\_\_\_, will be living with my parents(s)/legal guardian in their  
STUDENT'S NAME  
permanent, principal residence for the entire academic year. The address is listed below:

\_\_\_\_\_  
HOME ADDRESS (No P.O. BOXES)

\_\_\_\_\_  
CITY

\_\_\_\_\_  
STATE

\_\_\_\_\_  
ZIP CODE

\_\_\_\_\_  
STUDENT'S SIGNATURE

\_\_\_\_\_  
UNA STUDENT NUMBER

\_\_\_\_\_  
DATE

I, \_\_\_\_\_, am the parent/legal guardian of the student listed above.  
PARENT OR LEGAL GUARDIAN'S NAME

I verify that this student will be living with me in my permanent, principal residence at the address listed above for the entire academic year.

\_\_\_\_\_  
PARENT OR LEGAL GUARDIAN'S SIGNATURE

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

AFFIX SEAL HERE

Notary Public: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

**This form must be notarized and attached to the Freshman Residency Live On Requirement Exemption Form. Both documents must be submitted to the Director of University Residences.**