



MURRAY STATE UNIVERSITY™
Housing Residence Life
 206 Stewart Stadium • Murray, KY 42071-3351

Filling out a Housing Exemption application does **NOT** cancel your housing.

On-campus Housing Exemption Application

Semester requesting
 Fall _____ 20_____
 Spring _____ 20_____

Freshmen and sophomore students (defined as students who have compiled fewer than 60 hours of college credit) are required to live in university housing for at least four semesters. Exempted from this policy are students who have reached their twenty-first birthday prior to the first day of registration; veterans of at least two years' active military service; married students; students who commute to school daily from the permanent, legal residence of their parents (within 50 miles); and students who have resided in residence halls for four semesters, excluding summers.

All students who come from the regional tuition counties of Indiana, Illinois, Missouri and Tennessee are required to rent a residence hall room not only during their freshman and sophomore years, but also during their junior and senior years if they wish to receive the regional tuition rate during their upperclass years. Only part-time graduate students are exempt from this housing requirement. Students from Henry, Montgomery, Obion, Stewart, and Weakley counties in Tennessee will be treated as in-state in relation to housing, dining and admission policies.

In order to be considered for a housing exemption, a student must do the following:

1. Complete the housing exemption form.
2. Submit a notarized letter from your parents or legal guardian stating you are commuting from their permanent, legal residence. This letter needs to indicate why they are requesting the exemption rather than have you live in the residence halls.
3. Meet with the housing exemption review committee.
4. Complete the process by the first day of classes.

***Students receiving the incentive grant or regional tuition are not eligible for an exemption from on-campus housing.**

REQUEST FOR HOUSING EXEMPTION

NAME _____ SOCIAL SECURITY NUMBER _____
 (Please print) Last First MI

HOME ADDRESS _____ HOME PHONE NUMBER _____
 Number and Street City State ZIP (area code)

LOCAL ADDRESS _____
 Number and Street City State ZIP Local Phone Number

PARENT'S NAME _____ Student E-mail Address _____
 (Please Print) Last First

REASON REQUESTING EXEMPTION: (Check all that are applicable.)

- ___ I am married and living with my spouse.
- ___ I am a veteran of two years' active military service.
- ___ I am 21 years old prior to the first day of registration.
- ___ I have lived in the residence halls four complete semesters (excluding summers).
- ___ I will commute daily from the permanent home of my parents (within 50 miles).
- ___ Junior status (60 hours earned)
- ___ I have been enrolled fulltime at a postsecondary institution for four semesters (excluding summer)

Students are not permitted to live off-campus. The university may take appropriate steps to punish the knowing provision of false information. This may include automatically assessing the student for a residence hall room for the appropriate period.

I SWEAR THAT THE ABOVE INFORMATION IS TRUE.

SIGNATURE _____ DATE _____

Any student who wishes to appeal a housing exemption decision may do so. Appeals must be submitted in writing with any supporting documentation. The student should present the appeal to the assistant vice president for Student Affairs, 116 Ordway Hall. Appeals must be received within five working days from the date of the original exemption decision. Questions regarding the process should be directed to the Housing Office at 809-2310.

NOTE TO STUDENT: Please return the completed housing exemption form. Along with the completed form, you will need to submit a letter from your parents or legal guardian stating you are commuting from their permanent, legal residence. This letter needs to be signed, dated and notarized.

Murray State University does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, or marital status in admission to educational programs and activities, or employment practices in accordance with Title VI, Title VII, Title IX, Section 504, and ADA Act. For more information contact Annazette McCane, Director of Equal Opportunity, Murray State University, 103 Wells Hall, Murray, KY 42071-3318. Telephone (270) 809-3155 (Voice) and (270) 809-3361 (TDD).



Murray

MURRAY STATE UNIVERSITY™

Housing Disability Assignment Appeal Process

A student with a documented disability or a parent or advocate on behalf of the student and with the student's permission may make a written request for reasonable housing accommodation(s) or a housing exemption. Said request should include appropriate documentation of the student's disability. The request for the housing accommodation or exemption form will be available in the Housing Office.

The request form shall be forwarded to the ADA Subcommittee of the Affirmative Action Committee for a determination. Within two (2) weeks of receipt of the request for accommodation or exemption, the committee will make a decision. The decision will then be mailed by the Housing Office to the student.

A student (or the student's parent or advocate on behalf of the student) who is dissatisfied with the decision of the Subcommittee as to the requested accommodation(s) or housing exemption (i.e., does not believe that the housing assignment or denial of exemption accommodates the student's disability or in some way endangers the student's safety or health) may file a written appeal to the Office of Equal Opportunity, 103 Wells Hall, Murray State University, Murray, KY 42071, along with any supporting documentation. Said appeal shall be filed in the Office of Equal Opportunity within ten (10) days from the date of the original decision by the Subcommittee as to the request for reasonable accommodation(s)/ housing exemption. The Office of Equal Opportunity shall make a written determination within thirty (30) days from the date that the appeal was received by the Office of Equal Opportunity. The decision of the Office of Equal Opportunity shall be final.