



Residency Requirement Exemption Form

PLEASE COMPLETE ALL FIELDS AND ATTACH SUPPORTING DOCUMENTATION

Name (Last, First, M.I.) _____

Student ID#: _____ Email: _____

Home Address: _____ City: _____ State: _____

Zip: _____

Phone: _____ Age: _____ Date of Birth ____/____/____

Sex: Male Female Marital Status: Single Married Other _____

My Current Status: Incoming Freshman Incoming Transfer Student Current Student
 Other _____

I am asking for an exception to the Residency Requirement to begin in the following semester and year:

Pre-Fall Semester of _____ Fall Semester of _____ Spring Semester of _____

My signature below indicates I have carefully reviewed OUAZ's Residency Requirement, that I understand my responsibilities in relation to the requirement including penalties for non-compliance, and that all information and documentation I am submitting with this request is true and valid.

Signature _____

Date _____

Please indicate the type of exception you are requesting (Standard or Extenuating Circumstances) by checking the appropriate box below or on the next page.

I am requesting an exemption to the OUAZ's Residency Requirement pursuant to one of the six *standard exceptions* listed below. Please check the box to indicate the standard exception you wish to pursue and then attach supporting documentation as requested.

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1. **Primary Family Home* Exception** - For the entire period in question, I will continue to live in the primary family home with my parents or court-appointed legal guardian(s). The street address is in one of the following Arizona towns/cities: Avondale, Buckeye, El Mirage, Glendale, Goodyear, Litchfield Park, Peoria, Sun City, Surprise, Tolleson, Waddell, Wittman, and Youngtown.

Parent/Guardian Names: _____

Street Address: _____ City: _____

State: _____ Zip: _____ Cell Number: _____

Parent/Guardian Signature: _____

*Primary family home is a legal term relevant for tax purposes and mortgage lending. Second homes or other properties owned, rented, or leased by the parents are not eligible. The home in question should be the student's and parents/guardian's legal address. Parents or court-appointed legal guardian(s) will need to submit his/her apartment or home lease or if own his/her home a utility bill for verification of residency.

2. **Married Student Exception** - I am married (please attach a copy of your marriage certificate). Students with plans to marry in the middle of a semester are responsible to live on campus up to the date of the wedding.
3. **Parent/Guardian Exception** - I am the legal custodial parent or court-appointed legal guardian of a child that lives with me 50% of the time. Please attach a copy of the child's birth certificate, court ordered custody determination, and/or court documents related to guardianship.
4. **Age Exception** - I will reach my 21st birthday *prior to* August 1 for the fall semester or January 1 for the spring semester in question.
5. **University-Sponsored Housing Exception** I have already lived on-campus at OUAZ for 6 or more semesters. Note: The total number of semesters must equal six or more to qualify for this standard exception.
Number of semesters I lived on campus at OUAZ: _____
6. **Accessibility Accommodation** – Because of a qualifying disability/medical or mental health condition, I have been approved for an accommodation regarding the Residency Requirement by the Disabilities Service Coordinator at OUAZ. Please attach supporting documentation from the Disabilities Service Coordinator.

I am requesting an exemption to the OUAZ Residency Requirement based on *extenuating circumstances*. I have attached a separate sheet of paper explaining the reason(s) why I believe an exception to the Residency Requirement should be granted. I have attached documentation as is appropriate to support my request.

Additional Guidance for Students Requesting an Exception Based on Extenuating Circumstances

- Because of the cost of living on-campus is considered in determining a student's financial aid award, financial need is not considered a valid reason to approve an exception to the Residency Requirement.
- Students who wish to make a request for an exception to the Residency Requirement based on a medical or mental health condition should first contact OUAZ's Disabilities Service Coordinator at (623-233-7583). The Disabilities Service Coordinator may require supporting documentation in order to determine if the condition meets the criteria as a qualifying condition under the law and s/he will provide guidance to the committee regarding reasonable accommodation.
- Requests to live off-campus in the home of extended family members (e.g. grandparents, uncles, aunts, brothers, sisters) will not be approved.

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- Having entered into a lease or any other kind of agreement for off-campus housing is not a valid reason to request an exemption to the Residency Requirement.

The On-Campus Residency Committee considers all requests for an exception to the Residency Requirement based on extenuating circumstances. The committee meets in October, November, December, February, March, June, July, and August. The university reserves the right to consider each request on a case-by-case basis and to require any documentation deemed necessary to verify the information submitted with the request. Individuals requesting an exemption are advised to refrain from purchasing property or signing a lease prior to receiving notification of approval from the committee. Because this is a request for an exception to a requirement, the determination of the committee is final with no right to an appeal.

SUBMIT COMPLETED FORMS AND SUPPORTING DOCUMENTATION TO:

ouazhousing@ottawa.edu

OUAZ On-Campus Residency Committee
c/o Office of Student Affairs
OUAZ
15950 N. Civic Center Plaza
Surprise, AZ 85374

Date Received ___/___/___	Note:
Date Replied ___/___/___	