Application to Commute for Exemption Request

University Residency Requirement – General Information

The University Residency Requirement stipulates that all single students classified as freshmen (fewer than 24 hours of NIU accepted college credit) who have not reached their 21st birthday by September 1, and are not residing with their parents or legal guardians, must live in a Northern Illinois University residence hall for a full academic year (August – May) or the following full academic year, if admitted in Spring.

- To be actionable, a request for an exemption must be submitted before a Housing or Dining agreement has been signed. If a housing agreement has already been submitted, the student will need to use the general Contract Release Request process, as the exemption option is no longer available.
- Living with siblings, friends, or in family owned subsidiary housing in which the parent/guardian does not permanently reside does not meet the standards for a freshmen residency waiver. During COVID-19, living with siblings, or in family-owned subsidiary housing will be considered as a basis for exemption.
- A student completing 24 or more hours at another institution prior to the beginning of their first semester at NIU may support their waiver application by supplying an institutional copy of those transcripts.
- Authorization to commute has not been granted until this request has been processed and a letter granting approval has been returned to the requesting student.
- Students who do not submit an exemption request by the end of the first week of classes their first semester (or within 30 days of a late admission date) will be billed a $100 contract service charge if their exemption is granted.
- Students who are seeking to waive the University Residency Requirement to commute, for reasons other than commuting from the permanent home of their parent/guardian, or students who do not submit an exemption request and have been billed through the Freshmen Residency Requirement, will only be considered for a refund if they submit the University Residency Requirement Exemption Request and all required documentation within the first semester they are enrolled. Requests for contract billing changes submitted after the last class day of the first semester enrolled will not be considered for a refund.

Applicable academic year or semester:

☐ Academic year _________  ☐ Fall Semester Only _______ (year)
☐ Spring Semester Only _______ (year)

Student Information:

_________________________________________________________ NIU Z ID # ________________ Student’s

First Name  Middle Initial  Last Name

Student’s signature _______________________________ Date __________________

Commuting Residence Clarification

☐ Parent or ☐ *Guardian_______________________________________________________________ First

Name  Middle Initial  Last Name

Relationship to the student __________________________________________________________

Street Address __________________________ City _____________ State ______ Zip Code________

Approximate distance from DeKalb _________ Approximate travel time each way _____________

___________________________  ________________

Primary Contact Phone #  Alternate Contact Phone #

* Court documentation clarifying legal guardianship may be request.

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This section needs to be completed by the parent or guardian and notarized.

I hereby certify that my student, _____________________________________________________.
_________________________________________ (Student’s Name)

will be living at our home residence at___________________________________________________.
_________________________________________ (Parent’s or Guardian’s Address)
for the entire academic year and will commute directly from this residence to Northern Illinois University on each of his/her class days. He/She will not maintain a subsidiary residence away from our home at any time during the current academic year.

I agree to notify Housing & Dining in writing within five days of any change in my student’s residence status as specified in this document. I understand that within five days after such a notification, my student will be required to move into a university residence hall. I further understand if it is discovered, without such notification, that my student has not been following the commuting residence definition, as indicated in paragraph one, that he/she will be subject to appropriate university disciplinary and/or administrative action and will have charges for a residence hall contract sent immediately to their NIU Bursar’s account.

_________________________________________ Signature of Parent or Legal Guardian

_________________________________________ Date

_________________________________________
Street address City State Zip Code

PLEASE SUBMIT THIS FORM ONLINE or

Return this form to:
Housing and Residential Services
101 East Neptune Hall
Northern Illinois University
DeKalb, Illinois 60115
Attention: Freshman Request to Commute
Fax (815)753-9669

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