

University Residency Requirement Exemption Request



NORTHERN ILLINOIS UNIVERSITY

Housing and Residential Services

Division of Student Affairs

Name: _____ NIU zID: _____
First Initial Last

Current Address: _____ City: _____

State: _____ Zip code: _____ Country: ☐ USA ☐ Other _____

Primary Phone: _____ Cell Phone: _____

Note on email: All official university business must be sent through your NIU Z ID email account.

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. ● 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 service charge if their exemption is granted. ● Students who do not submit an exemption request and have been billed through the University 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 service charge billing changes submitted after the last class day of the first semester enrolled will not be considered for a refund. ● The University does not waive finance or late fee charges for students who have not submitted their exemption requests before classes begin their first semester enrolled.

1. Applicable academic year or semester:

- ☐ Academic year _____
- ☐ Fall Semester Only _____ (year)
- ☐ Spring Semester Only _____ (year)

2. Reason for University Residency Requirement Exemption Request (Check one):

****Note:** Students with 24 hours of NIU accepted college credit and students who have reached their 21st birthday by September 1st of the academic year do NOT need to submit an exemption request.**

****Students who have already taken a contract cannot submit an exemption request and must submit a Residence Hall Contract Release Request form instead****

☐ **Married**

Required documentation: copy of marriage license/certificate

☐ **Custodial parent of a dependent child**

Required documentation: copy of birth certificate/guardianship papers

☐ **Commute from permanent home address within a 50-mile radius of DeKalb**

Required documentation: completed and notarized New Freshman Application to Commute form

☐ **Military service of at least one year**

Required documentation: Copy of discharge papers

☐ **Other Exceptional circumstances**

If you believe you have a unique situation that would qualify you for an exemption from the University Residency Requirement, you may submit a personal narrative describing the situation and documentation to support your case. Other exemptions are very rare and are not typically granted to allow students to live in other off-campus housing with friends or other family members.

Student Signature

Date

Signature of parent/guardian for students under 18 years of age

Date