



Important Information about the Spelman College 2-Year Residency Requirement

Spelman College believes that the development of its sisterhood is entrenched in its history and traditions, academic excellence, and strong co-curricular program. To ensure that all Spelman College students receive a strong foundation and develop as Spelman women, **all traditional-aged students (aged 18-24 years old) with 4 or fewer semesters of enrollment at Spelman College or another college or university are required to live on campus.**

All first and second-year students are required to live in college housing. The second-year requirement may apply to all students whether continuing, returning from any type of leave, or transfer students. ***Please note that second-year is a college designation, unrelated to academic credits; typically it is based upon the number of semesters that have passed since first enrolling at Spelman College. For housing purposes, the designation of second-year is equivalent to less than 4 completed semesters enrolled at a college or university.***

Exemption from the 2-Year Residency Requirement

Spelman College understands that there may be compelling circumstances that would warrant exception and release from the residency requirement. The residency exemption request process is intended to provide an avenue for those students who meet basic criteria for exemption.

Please know, however, that submitting an exemption request does not guarantee a release from your housing contract. Exemption requests to be released from housing are reviewed on a case-by-case basis. Do **NOT** make other plans until you have been notified of the outcome of your request.

Residency Exemption Requests may be made **PRIOR TO THE START OF THE ACADEMIC YEAR** or **DURING THE ACADEMIC YEAR** as indicated.

Reasons for Exemption:

1. Age – prior to academic year only; deadline: August 1
2. Commuter – prior to academic year only; deadline August 1
3. Family Status – prior to academic year and during academic year
4. Financial Hardship – prior to academic year or during academic year if circumstances change
5. Medical – prior to academic year or during academic year if circumstances change

Questions about the exemption request process can be directed to the Office of Housing and Residence Life at housing@spelman.edu or by calling 404-270-5343.

Submitting a Residency Exemption Request and Required Documentation

Requests for exemption must be initiated by the student. Parents or other involved parties may not initiate the request. Students must complete a housing application in advance of submitting a residency exemption request.

Parent/Guardian Signatory: Please be prepared to provide the name, phone number and email address of your parent/guardian in the exemption request as this is REQUIRED to process. Your parent/guardian will receive an email alerting them to your request and requiring their action to ensure that the parent/guardian is both aware and in agreement with the request.

Instructions on providing the appropriate documents to support your exemption request will be emailed to you once you submit your form.

Please be mindful of the following information related to your request.

Reason for Exemption: All documentation required to support your exemption request should be submitted as indicated below for each request category.

Age: *Student will be age 20 on or before October 1.*

- Student must provide a copy of a valid birth certificate and state-issued identification (license, passport).
- **Please note** that exemption requests based upon age will only be considered *PRIOR* to the start of an academic year. As a resident of housing, you have committed to a Housing Contract that is legally binding for a full academic year (August –May). A student will not be released from her housing contract because she has turned 20 after she has taken occupancy of her assigned room.
- **Documentation should be submitted to the Office of Housing & Residence Life.**

Commuter: *Student is able to live within a 40-mile radius of Spelman College with a parent/guardian.*

- Parent/guardian must verify residence with a lease agreement and/or copy of mortgage deed or utility bill.
- **Please note** that exemption requests based upon commuter status will only be considered *PRIOR* to the start of an academic year. As a resident of housing, you have committed to a Housing Contract that is legally binding for a full academic year (August –May).
- **Documentation should be submitted to the Office of Housing & Residence Life.**

Family Status: *Student is married or student has custody of minor children.*

- Student must submit a copy of a valid marriage license or valid birth certificate(s) for minor children.
- **Documentation should be submitted to the Office of Housing & Residence Life.**

Financial Hardship:

- **The information you wish to have considered must be on file in the Office of Financial Aid.** We will consult directly with Financial Aid and receive a determination on your financial status for the academic year.
- A student is STRONGLY encouraged to see her financial aid advisor to determine if all avenues of funding and assistance have been exhausted.

Medical: *Student cannot be successfully accommodated in on-campus housing.*

- Student must be registered with the Office of Counseling and Disability Services prior to submitting a request. **All supporting information must be on file in the Office of Counseling & Disability Services.**
- We will consult directly with the staff in that office and receive a determination on your status.

Decisions on exemptions will be made only after ALL required documentation as indicated above has been received.