

## Submitting a Residency Exemption Request

Requests for exemption must be initiated by the student online through the Housing Dashboard. 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.

Any required documentation should be submitted via email attachment to [housing@spelman.edu](mailto:housing@spelman.edu). *If documentation and/or required parent signatory are not received within 7 days of the request submission, the request will be rejected.*

### Reason for Exemption:

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

- Age can be verified in the Spelman College Student Information System. No additional documentation is required.
- **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.

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

- **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).
- **Required Documentation:** A lease agreement and/or copy of mortgage or utility bill in the name of the parent/guardian.

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

- **Required Documentation:** A copy of a valid marriage license or valid birth certificate(s) for minor children.

### 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 Spelman College Student Access Center prior to submitting a request. **All supporting information must be on file in the Spelman College Student Access Center.**
- We will consult directly with the staff in that office and receive a determination on your status.