

RESIDENCY REQUIREMENT POLICY

DEPARTMENT OF HOUSING AND RESIDENCE LIFE MARSHALL UNIVERSITY

- A. Marshall University requires that all freshman and sophomore single students enrolled for twelve (12) or more semester credit hours reside in the University's residence halls and participate in a meal plan. This requirement excludes summer sessions and is applicable until the attainment of junior academic standing (sixty [60] semester credit hours), or the receipt of an exemption from the Office of Housing and Residence Life.
- B. Exemptions to this requirement must be requested in writing (on a Release Request Form obtained from the Housing and Residence Life Office, or our web page at www.marshall.edu/housing), and submitted by July 31 for Fall Semester release, or November 15 for a Spring Semester release to the Office of Housing and Residence Life. Release requests will not be accepted after those dates. Release Request forms along with Release Request Guidelines may be obtained from: The Office of Housing and Residence Life, Marshall University; Holderby Hall, Huntington, West Virginia 25755-5400, or call 1-800-438-5391, 304-696-6766 or our web page.

Exemptions to this policy may be granted to students under certain conditions. They are:

- Commute to class from the principal residence of a parent or legal guardian living within the 50 (road) commuting miles. The student must provide a birth certificate signed by one or both parents or legal documentation of guardianship, and a valid driver's license or current utility bill in the parent's/guardian's name to verify the address of his/her residence.
 - Twenty-one years of age or older, having reached that age no later than the first day of classes for the applicable semester or having graduated from high school more than two years prior to the beginning of the semester.
 - Married. A copy of the marriage certificate must be submitted as documentation.
 - Have custody of dependent children. A copy of the birth certificate must be submitted as documentation.
 - Can demonstrate other acceptable extenuating circumstances and provide documentation as described in the Release Request Guidelines.
- C. Upon receipt, requests will be reviewed by the Director of Housing and Residence Life. A written determination will be mailed to the student. If the student's request is denied he/she will have ten (10) days in which to submit a written appeal to the Housing Review Committee as outlined in the denial letter.
- D. All Non-exempt freshman and sophomore students must comply with this policy.

RESIDENCE REQUIREMENT RELEASE REQUEST

DEPARTMENT OF HOUSING AND RESIDENCE LIFE MARSHALL UNIVERSITY

Directions: Please read all directions before completing the Release Request Form. An incomplete request will be returned to you without action. The specific housing requirements are stated in your Housing and Food Service Agreement. Sample agreements are available in the Housing and Residence Life Office in Holderby Hall or on our web page.

Please refer to the following when applying for a release:

1. Submit completed application by July 31 for a Fall Semester release, or by November 15 for a Spring Semester release. If you have any questions about this process, you can call our office at: 304-696-6766 or 800-438-5391.
2. Be specific and orderly in presenting your reason(s) for requesting a release. Avoid generalizations. List your reasons in priority of importance, and include all of your documentation, i.e. financial statement, doctor's letter, etc. If you have previously signed a housing agreement, *the request must establish how your circumstances or conditions have changed since the agreement was first signed.*
3. All documentation and information must be furnished along with the request form. *Do not submit documentation and Release Request separately.*
4. Disposition of the request will be made *in writing* as soon as possible, generally no later than two weeks after the deadline if all documentation was provided.

NOTE: You should not make alternative housing plans until a written decision has been received.
5. *It is important that you include ALL your reasons and information with your completed form. If your release request is denied and you choose to appeal, no new information will be considered*

Necessary documentation for consideration:

The following examples pertain to the most frequent reasons for seeking a release from the contract or residency agreement. Your rationale is not limited to these examples.

1. **Marriage:** Please include date of marriage on the Release Form. A notarized copy of your marriage certificate must be submitted within ten working days after the marriage and prior to any refunds processed for a room and/or board. Release will be effective the day after marriage occurs.
2. **Medical:** A statement should be obtained from your personal physician or the Director of the University Health Center. The statement should indicate:
 - A. History of medical problem(s);
 - B. Pertinent physical finding(s);
 - C. Diagnosis;
 - D. Report on related laboratory or X-ray findings;
 - E. Treatment, including a copy of any special diet or restriction; and
 - F. How the medical problem prohibits you from residing in a residence hall.
3. **Personal Hardship:**
 - A. **Financial:** Requests based on financial need must be verified by your parent(s) or legal guardian, Marshall University's Financial Aid Office, and/or your parents'/guardian's former employer(s).

The release will not be granted if the Financial Aid Office has met your needs. Please complete Section I of your form titled "Release Request for Financial Reasons" if you receive financial assistance through the Financial Aid Office.

Documentation if you are not receiving financial aid includes, but is not limited to:

- * **Household Information:** Parents' marital status, number of family members during current academic year, number of college students in family, etc.
- ** **Past Year's Income, Earnings and Benefits:** Father and/or Mother's last year's income earned from work, past year's untaxed income and benefits, i.e. social security, AFDC, child support, etc.
- *** **Expenses:** Past year's medical and dental expenses not paid by insurance, past year's elementary or high school tuition for dependent children.
- **** **Assets:** Cash totals, savings and/or checking account(s) total, home value, other real estate and investment totals, business value, etc.
- ***** **Next year's Total Income and Benefits:** Father and/or Mother's income, other taxable and non-taxable income and benefits.

- B. **Living with Family Member:** A request to commute and live with a parent or guardian will require the completion of a "Release Request to Commute" form in lieu of application for housing and food service. Commuting distance is considered if the permanent residence is less than 50 (road) miles from campus. All freshman and sophomore single students will be required to complete either an application for housing and food service or a request to commute form.
- C. **Conditions in the Residence Halls:** Conditions such as noise, food, roommate problems, etc. are not considered valid in terms of release from your contract. These types of problems should be discussed with your Resident Director or the Director of Housing and Residence Life. Problems such as these can be solved by staying within the residence hall system either by a room change, building change, or strict enforcement of rules and regulations.
- D. **Other:** Please provide appropriate and relevant documentation supporting any request that is not covered by the above categories.

E. REVIEW PROCEDURES

1. Upon receipt of all required information, the Director of Housing and Residence Life will evaluate your request. You will be notified in writing of the decision as soon as possible. (Generally decisions are rendered no later than two weeks after the deadline date.)
2. Appeal must be submitted, in writing to the Housing Review Committee, within ten days of receipt of the denial notification.
3. Submission of an appeal does not release you from any current financial or residential obligations. The effective date of action will be specified in the notification. You will be accountable for all financial charges up to and including that date, and for any charges occurring as a result of damage to your room.
4. Students who are granted a release from the Housing and/or Food Services Agreement are required to follow established procedures for checking out of their room. You should consult your respective Resident Director about those policies.