



Housing and Residence Life Request For Exemption

Montana State University-Billings has instituted a Residency Requirement primarily aimed at bringing freshmen students into our Housing and Residential Life program. We believe this is a very positive environment for students to adjust to college life and through which they may take advantage of the facilities, services and programs of the institution. The details regarding the Residency Requirement and the procedures for applying for an exemption to this policy are stated below.

RESIDENCY REQUIREMENT

All students with fewer than 30 credit hours are required to live in a Residence Hall. However, the following groups of students are automatically exempted:

1. Married students
2. Single parents
3. Students registering for eleven or fewer credit hours
4. Students who reside with their parents
5. Students over 21 years of age

In addition, the following groups may request an exemption:

1. Students residing with a member of their immediate family (grandparents/brothers/sisters)
2. Students who have a particular hardship including a physical or mental condition, which would preclude the possibility of living on campus.
3. Students who have other extenuation circumstances that compel an exception.

IF YOU WISH TO APPLY FOR AN EXEMPTION, PLEASE COMPLETE THIS FORM AND RETURN TO:

**HOUSING AND RESIDENTIAL LIFE
MSU-BILLINGS; 1500 UNIVERSITY DR
BILLINGS, MT 59101.**

Name _____ Social Security/ID# _____

Permanent Home Address _____
Address

City

State

Zip

Telephone Number _____ Birthdate _____

Marital Status: _____ Single _____ Married

Semester: _____ Fall _____ Spring

Class standing: ___Freshman ___Sophomore ___Junior ___Senior ___Graduate

Name of parent/spouse/guardian_____

Address of parent/spouse/guardian_____

Address

City

State

Zip

Telephone Number of parent/spouse/guardian_____

Number of College credits previously earned_____

Please indicate your reason for applying for an exemption:

- _____ I am married.
- _____ I have a legal dependent.
- _____ I will be enrolled for 11 or fewer credits.
- _____ I have completed 30 credits of college work.
- _____ I am residing with family. (Please complete notarized section below.)
- _____ I am over 21 years of age.
- _____ I have extenuating circumstances. (Please attach letter with details.)

The Office of Housing and Residential Life will approve or deny all exemption requests. Appeals regarding decisions of the Office of Housing and Residential Life made to the Vice Chancellor for Student Affairs will be final.

TO BE COMPLETED IN THE PRESENCE OF A NOTARY PUBLIC (fill out if residing with family.)

_____, my son/daughter, is living at _____
student address

_____ with parent/guardian/grandparents/brother/sister.
address cont.

Parent/guardian signature_____

On this _____ day of _____, 20____, the person known to me to be _____ did appear before me and attest to the above.

(S E A L)

Notary Public for the State of Montana

Residing at

My commission expires