

The following instructions indicate the information and documentation required when completing the Residency Exemption Request Form. This form is due to the Office of Housing and Residence Life at least 30 days prior to the beginning of your first semester of enrollment at Ball State University.

### **Part One -- Reason for Exemption Request**

A. Students must live with a parent or legal guardian within a 60-mile radius of the Ball State University campus on a full-time basis during the academic year in order to be eligible for the commuting exemption. Owning or purchasing a secondary property within the 60-mile radius does not satisfy the requirement. The parent's or guardian's address listed on the original application for admission to Ball State will be considered the primary residence.

Please attach one of the following to your form:

- a current utility bill,
- a current tax statement, or
- most recent copy of parent's tax return (Social Security Number and income may be blocked out) that corresponds to the parent's and student's residence.

**Note that the form must be notarized with both the parent's and student's signatures stating that the student will reside with the parent(s) at the address noted on the form.**

Permission is not granted for students to live with older siblings, aunts, uncles, or grandparents unless they have legal guardianship that was established some years prior to application to Ball State. Providing false information to Ball State violates the Student Code of Conduct and may subject the student to disciplinary sanctions. Students who indicate they are living with their parent(s) but are found to not be doing so will be required to move into an on-campus residence and the option to commute eliminated.

B. If a student begins the semester as part-time (fewer than 9 credit hours) and adds a class that makes him/her a full-time student, the student will be expected to move into university residence halls or apply again for an exemption under a different category.

C. A copy of a custody order must be included with form.

D. Copies of all transcripts of credits earned to satisfy requirements (must have 24 or more accepted credit hours) should be submitted with this form. Final decisions related to accepted transfer hours will be delayed until Ball State University determines which credits are accepted.

E. A copy of a marriage certificate must be included with form.

### **Part Two -- Extenuating Reasons for Request for Exemption**

It is important to include any and all documentation that substantiates your request for exemption to the residency requirement. Some examples may include the following:

1. A severe medical condition that would be unable to be accommodated in university residence. If this is the reason a student would request an exemption, then he/she must first contact the Office of Disabled Student Development and request an accommodation. The written decision from the Office of Disabled Student Development would then be included with other appropriate documentation.
2. Financial hardship for which there is no financial aid solution. Students will need to make application for financial aid prior to making a request for exemption.
3. Family consideration. Serious illness of a parent or sibling requiring assistance from the student on a regular basis. Proper medical documentation is required.

### **Part Three -- Submitting a Request for Exemption**

1. Use the Residency Exemption Request Form (on the back of this printed sheet or download the PDF from the web).
2. Return the completed Residency Exemption Request Form to the **Office of Housing and Residence Life, LaFollette N-10, Muncie, Indiana, 47306-0825**. Provide all supporting documentation that pertains to your request for exemption as indicated in the instructions. Please do not send originals. Copies of required documentation will be accepted.

**Residency Exemption Request Form  
Ball State University**

Name (Last, First, MI) \_\_\_\_\_

Ball State Student ID Number \_\_\_\_\_

Permanent Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Phone Number (\_\_\_\_\_) \_\_\_\_\_ E-Mail Address \_\_\_\_\_

My first semester/year to attend Ball State: (circle one) Fall Spring Summer Year: (fill in) \_\_\_\_\_

**Part One: Reason for Exemption Request**

I am requesting an exemption for the Ball State University residency requirement for students with fewer than 24 credit hours accepted by Ball State University.

**I have obtained the appropriate signatures verifying the authenticity of my request and have submitted required documentation that supports my qualifying factor.**

Please select one of the following:

\_\_\_\_\_ A. I affirm that I will be living with my parent(s) or legal guardian(s) full-time in their primary residence that is within a 60-mile radius of Ball State University.

\_\_\_\_\_ B. I will be enrolled in fewer than 9 credit hours during both the fall and spring semesters of this academic year.

\_\_\_\_\_ C. I have primary custody of dependent child(ren).

\_\_\_\_\_ D. I have 24 or more credit hours that have been accepted by Ball State University.

\_\_\_\_\_ E. I am in a marriage recognized by the State of Indiana.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Notary Signature \_\_\_\_\_ Date \_\_\_\_\_

Notary Seal

**Part Two: Extenuating Reason for Exemption Request**

I am requesting exemption from this policy for extenuating circumstances. I have provided supporting documentation for this request. I am aware that a committee will review this request and the committee's decision to approve or deny this request is binding.

Basis for Request \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**This form must be submitted at least 30 days prior to the beginning of the student's first term of enrollment.**

For Office Use Only

Committee Decision: \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date \_\_\_\_\_ Date Notified \_\_\_\_\_

Local Address Approved \_\_\_\_\_