

Residency Requirement Waiver/Exemption Policy

Waivers of the residency requirement are required for all freshman students who do not wish to reside on campus.

University of West Georgia requires **all freshmen** to reside on campus unless they are married or living with parents within a thirty-mile radius of the campus. This policy applies to **all students entering University of West Georgia** and remains in effect until completion of two (2) semesters of residence or thirty (30) semester hours of academic work.

Waiver – If you wish to request a waiver of the University Residency Requirement in order to live at home with a parent, you must complete the enclosed form prior to the first official day of classes. With this form, you must provide a letter of verification from parents or guardian of the necessity to commute from home. A certified notary public to confirm the origin of the letter must **notarize the signature of the parents or guardian**. Freshman students with a current housing contract who wish to request a waiver of the University Residency Requirement in order to live at home with parents or legal guardian must also buy out of the contract.

Exemption – If you are in the category of students exempt from the residency requirement, you must complete the section of the form for exempt students.

The following categories of freshman students will be exempt from the residency requirement following verification of their status:

- 1) 21 years of age
- 2) Marriage – **certified** copy of marriage license required for students under 21
- 3) Independent financial status – **Must provide supporting documentation**

Falsification of Records – Students will be held accountable for the accuracy of all information provided to the University. Section 13.02 of the University of West Georgia Student Conduct Code prohibits students from intentionally furnishing false information to the University. Violators of this regulation will be referred to the University discipline system.

Please be advised that completion of the attached form does not guarantee approval. The University reserves the right to approve or deny the request based on established criteria.

Residency Requirement Waiver/Exemption Request form is below.

Print and mail your *NOTARIZED* copy of the form (without this page) to:

Residence Life Office

University of West Georgia

1601 Maple St.

Carrollton, GA 30118

Residency Requirement Waiver/Exemption Request

Semester/Year of Request: _____

Name _____
Last First Middle

ID# ____/____/____ Birthday _____ Age _____

Home Address _____
Street City State Zip Code

Waiver – Persons requesting waivers of the residency requirement should complete this section:

I hereby request a waiver of the residency requirement for the following reason(s):

I have read and understand the Residency Requirement waiver policy.

Signature of student _____ Date _____

Signature of Parent/Guardian _____ Date _____

Attach notarized letter to this form

Exemption – Persons requesting exemption from the residency requirement should complete this section:

I hereby request exemption of the residency requirement for the following reason (verification required):

____ Over 21 years of age

____ Married (requires certified copy of marriage license)

____ Independent financial status (must attach completed "Financial Independence Verification" form)

Signature of student _____ Date _____

Request approved _____
Request denied _____

Office Use Only

Official signature _____ Date _____
Comment(s) _____

Print and mail your **NOTARIZED** copy of this form to:
Residence Life Office
University of West Georgia
1601 Maple St.
Carrollton, GA 30118