ON-CAMPUS HOUSING POLICY SUMMARY  
Office of Residence Life

The University of Saint Mary requires students to live within University housing until they are 19 years of age and a junior (60 credit hours). Incoming first-year students and transfer students who are 21 years of age and older are exempt from the on-campus housing policy.

RATIONALE
The group living experience provides a valuable part of the total higher education program, and, therefore, assists the individual with adaptation to university life. The on-campus experience affords each student a structured living environment, proximity to academic resources, convenient access to organized student activities, social interactions, supervision and counseling as needed. In short, the on-campus experience provides a unique climate for personal growth opportunities, which are an integral and intentional component of the university education.

POLICY WAIVER CATEGORIES
USM recognizes that some off-campus settings, especially those provided by family members, approximate the advantages of on-campus residency. In addition, some entering first-year students may have living requirements which the University cannot accommodate on campus. Three categories for policy waiver have been established to respond to students with unique circumstances.

A. FAMILY RESIDENCY WAIVER: The student is living in the KC Metro area (no further than 30 miles from the University) with a member of their immediate family or legal guardian. Immediate family is defined as: father, mother, sister, brother, aunt, uncle, or grandparent. Note: Failure to maintain the residency will result in loss of waiver and potential disciplinary actions.

DOCUMENTATION REQUIRED:
- Completed Residential On-Campus Housing Waiver Request form.
- A notarized letter of support from parents or legal guardians indicating this will be the student’s residence for the entire academic year.
- A notarized letter of support from the person the student will be residing with if other than parent or legal guardian.

B. MARRIED STUDENT WAIVER: The student is married on or before the first class day of fall semester.

DOCUMENTATION REQUIRED:
- Completed On-Campus Housing Waiver Request form.
- Copies of marriage license and marriage certificate (or equivalent civil records if a non-church ceremony was performed).

C. MOTHER/FATHER OF A DEPENDANT: The student is the legal, custodial parent of a dependent child.

DOCUMENTATION REQUIRED:
- Completed Residential On-Campus Housing Waiver Request form
- Copy of child’s birth certificate bearing mark of certifying authority (i.e. hospital or county records office).
FILING PROCEDURES
Complete the form below and compile all required documentation for your category of waiver request, as outlined on the information page. Submit all materials for the waiver request to the Office of Residence Life. Waiver requests will not be reviewed until all necessary documentation is received.

RECEIVING NOTIFICATION
Please note that you are not approved for a waiver until you receive written notification from the Office of Residence Life. This notification will be in the form of a letter mailed to the permanent address you provide below. Until the student has received written notification of an approved waiver, the expectation is that the student will live on campus. Enrollment, final registration, official records, and other University services may be suspended until either a housing contract or an approved waiver is on file with the Office of Residence Life. Periodic checks will be made of approved waivers, and any student found to have filed inaccurate information, or living under circumstances which have changed since filing for a waiver, may be required to move to on-campus facilities and/or be subject to University sanctions as well as the possibility of further disciplinary action.

Name: _____________________________________ USM ID#: ______________________
Date of Birth: _________________________ Date Received H.S. Diploma/GED: _________________________

Permanent Address: 
Street Address, City, State, Zip Code

Address at which you will reside if granted a waiver: 
Street Address, City, State, Zip Code

Home Phone: (_____) ____________ Cell Phone: (_____) ____________ Email: _________________________

I am applying for a waiver under the category of:
☐ Family Residency ☐ Married Student ☐ Single Parent Student

The information provided in association with this waiver request is accurate, and I understand that this petition will not be processed until this form and all related materials are received. I also understand that the University of Saint Mary reserves the right to rescind any approved waiver of the on-campus housing policy if:

a) Circumstances described in the waiver request or accompanying materials are changed without approval, or
b) False information is provided and later discovered.

Student Signature ___________________________________________ Date _________________________

Parent/Guardian Signature __________________________________ Date _________________________
(If student is under the age of 18)

OFFICE USE

____ Approved  ____ Denied  Staff Initials: __________  Date: __________

Notes:
________________________________________________________________________________________
________________________________________________________________________________________