

## **PLEASE READ BEFORE TAKING ACTION TO MOVE OFF-CAMPUS**

*Students are cautioned* about entering into binding contracts, leases, or rental agreements before exemption decisions have been rendered. Mandatory housing, meals, and associated fees may still be assessed if a student moves prior to approval of their exemption request. Students and their parent/guardians are advised that neither a lack of awareness nor a failure to read or review any University or System Board policy provisions will cause any such policy to lose neither force nor effect. Students and legal guardians are responsible for adherence to all student policies and should follow the University's established policies. Further, it is both a student's and guardian's responsibility to use reasonable care and promptness when examining all University policies. The above information also applies to students who are required to live on campus yet wait until very late to apply for campus housing. ULM's assignment process continues until the 14th day of class and should a bed become available, charges and fees, as listed above, may be applied to a student's account. Applying late is not an exemption to live off campus.

**Once you submit an application for on-campus living, you automatically fall under these guidelines.**

### **REQUEST TO MOVE OFF-CAMPUS PROCEDURES**

To provide for an efficient expedition of your application to live off campus, you should adhere to the following procedure:

**STEP 1 *START EARLY*** Begin the process thirty (30) days prior to the deadline for the semester the exemption will be effective. Application deadlines are strictly enforced.

#### **STEP 2 *READ THE ON-LINE INFORMATION***

Review the [Housing Exemption Policy](#), allowable exemptions, and other important information.

- > *DO NOT* send others to conduct your business.
- > *DO NOT* make any binding off-campus living arrangements before you are granted housing exemption approval.

**STEP 3 *COMPLETE AN APPLICATION*** ([Housing Exemption Application](#)) to seek housing exemption. Attach supporting documents to the completed "Housing Exemption Application."

**Required ULM Forms:**

- > HOUSING EXEMPTION APPLICATION
- > MEMORANDUM OF UNDERSTANDING FORM
- > NOTARY FORM (If Applicable)
- > ULM MEDICAL FORM (If claiming medical exemption)

**STEP 4 *SUBMIT COMPLETED FORMS*** along with the other required documentation to the Office of Auxiliary Enterprises.

- > Mail to 700 University Avenue, Strauss Hall 260, Monroe LA 71209-5400.
- > Fax to (318) 342-3505
- > or email to [auxiliary@ulm.edu](mailto:auxiliary@ulm.edu)

**Failure to submit the housing exemption application form along with the required documentation by the posted deadline may result in the application being denied.**

**STEP 5 *YOU WILL RECEIVE A RESPONSE VIA YOUR WARHAWK EMAIL*** in regards to whether you have been granted approval, been denied, or additional information is needed.

Once the approval e-mail has been sent to you, you are required to complete a cancellation form so we can remove the housing and meal plan charges. You will be **CLEARED TO REGISTER** once your application has been approved and the cancellation form received. Students who have been denied an exemption for off-campus living by the Office of Auxiliary Enterprises may appeal the decision. Please note that decisions rendered by the Housing Appeals Committee per University policy are final.

# On-Campus Housing Exemption & Appeal Guidelines

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The University of Louisiana System Housing Policy, Section XX Parietal Rules states the following: “**ALL UNMARRIED FULL-TIME UNDERGRADUATE STUDENTS ARE REQUIRED TO LIVE IN ON-CAMPUS RESIDENCE HALLS AS LONG AS SPACE IS AVAILABLE.**” Students who believe they meet the criteria for an allowable exemption must complete and submit a *Housing Exemption Application* along with a Memorandum of Understanding (MOU) and/or other required supporting documentation by the posted deadline.

## **Application Deadlines:**

**April 1st** (Summer and Fall semester)

**November 1st** (Spring semester)

- > Failure to adhere to the deadlines listed above will result in the housing exemption application being rejected and/or denied for the requested semester.
  
- > Housing Pre-Payment fees will be forfeited if exemption is granted after the designated deadline dates.
  
- > Approval to live off campus **must be** granted from the Office of Auxiliary Enterprises BEFORE the student makes any binding arrangements to live off campus. Students are cautioned about entering into binding contracts, leases or rental agreements before exemption decisions have been made. Mandatory housing, meals and associated fees may still be assessed if a student moves prior to approval.

## **The University-endorsed allowable exemptions are:**

1. Current students that will have 75 qualified hours prior to the application deadline of the semester that he/she is requesting to live off-campus. Current enrolled hours are included. ***Dual enrollment hours do not count towards the 75 hour requirement for an off-campus exemption.***
2. If the student will be residing with a parent, immediate family member (grandparent, sister, brother), or legal guardian, in any of the following exempt parishes: **Bienville, Caldwell, Catahoula, East Carroll, Franklin, Jackson, LaSalle, Lincoln, Madison, Morehouse, Ouachita, Richland, Tensas, Union, West Carroll, or Winn.** You will need a copy of the lease agreement if the home is rented or a copy of the homestead exemption/mortgage if the property is owned, along with a current utility bill. You will also be required to submit a notarized letter from your parents if you are residing with someone other than the parent.
3. If the student is going to be residing in the same apartment/house with a brother or sister that has previously been given an exemption to live off-campus.
4. If the student is going to be living in property OWNED by you (the student) in any exempt parish. Proof of ownership must be submitted along with a current utility bill.
5. If the student is married, divorced or has/expecting a child. (documentation required)
6. If the student is classified as a veteran with at least 24 months active duty. (DD-214 Form must be submitted).
7. If the student suffers from a severe medical condition. (documentation required-ULM Medical Form) Note: Allergies are not generally considered to be a severe medical condition.
8. If it appears the student will suffer significant financial hardship. Financial hardship is defined as extenuating circumstances that present a financial burden on a family; [ex. death of a primary provider, loss of employment (documentation required), natural disaster.] Living off-campus simply because it is less expensive is not considered a “financial hardship”.
9. If the student has been out of high school for at least three (3) years.
10. **Transfer students** accepted into professional programs.
11. **Transfer students** with at least 24 hours completed may reside off-campus. (transcript required, dual enrollment hours do not count towards the 24 hour requirement)

## **HOUSING EXEMPTION APPEALS**

Applicants will read and explicitly follow all steps prior to submitting their written appeal to the Office of Auxiliary Enterprises (Strauss Hall 260). All communication will be sent to the students Warhawks email address. Students are responsible for contacting the Office of Auxiliary Enterprise in regard to the status of their application.

### **APPEAL PROCEDURES:**

1. Student must appeal in writing or by email response within 3 business days, regarding the determination made by Office of Auxiliary Enterprises.
2. Submit the appeal letter to the Office of Auxiliary Enterprises. The appeal will be reviewed by the Housing Appeals Committee.
3. A determination will be made by the Housing Appeals Committee, based on the information received, and/or specifically the student's appeal letter and supporting documentation.

**According to University policy, the decision of the Housing Appeals Committee is considered final.**

## **UNIVERSITY POLICY STATEMENT REGARDING ALLERGIES**

*Allergies are not generally considered to be a severe medical condition.* Residential Life staff will assist students by providing (when possible) compatible roommate/suite mate situations and special janitorial/maintenance assistance to assure a reasonably controlled environment. In addition, students may take the same special control measures in the residence hall as they would in an off-campus residence. Based on these precautions, the University does not grant off campus exemptions for allergies. The Housing Appeals Committee has previously ruled that students should first notify the Housing Office of their condition. Residential Life will then set up a maintenance program to provide a reasonable environment.

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**NOTE:** The University reserves the right to amend this policy at any given time / Should we reach capacity in on-campus housing the university reserves the right to make exceptions accordingly.

**ADDITIONAL INFORMATION:** Please refer to the most current information in the following locations: (revised 2023)

**ULM Student Policy Manual:** <https://ulm.edu/studenthandbook/>

**ULM Residential Life Office:** <https://ulm.edu/reslife/>

**Office of Auxiliary Enterprises,** Strauss Hall 260, (318) 342-5242, [auxiliary@ulm.edu](mailto:auxiliary@ulm.edu)