



On-Campus Housing Residency Requirement

Full-time students under the age of 21 with freshman or sophomore standing are required to live on campus. A student may be granted an exemption if s/he submits an exemption form documenting that s/he meets at least one of the criteria listed below:

- Lives with immediate family within Alameda, Contra Costa, San Francisco, San Mateo, or Santa Clara counties AND claim a financial hardship. Student must also have a FAFSA on file with the University.
- Is a primary care-giver for a dependent child or parent (must provide a copy of the birth certificate or court papers).
- Has a medical condition(s) for which the University cannot achieve reasonable accommodations (approved request/ documentation must be on file with the Disability Services Specialist).
- Is married or in a registered domestic partnership (must provide documentation).
- Claims an extreme hardship not listed above (must provide a detailed explanation).

The requested must be submitted thirty (30) days prior to the first class day of the semester for which the exemption is requested. Students admitted within the 30-day period, should submit their request immediately upon admission.

Age is determined as of August 1st for Fall Semester and January 1st for Spring Semester. For new students, the basis for class standing will be transferable credits on transcripts submitted to the Office of Admission. For continuing students, the basis for class standing will be academic units reflected on the NDNU transcripts. Any student requesting an exemption must submit an exemption form to the Housing & Residential Life Office for approval. Approval of exemptions is on a case-by-case basis and is not automatic. Failure to attain an approved exemption from the Housing & Residential Life Office will automatically result in the posting of the semester housing and meal plan charges to the student's NDNU account.



Housing Exemption Request Form

Step 1: Please complete the following information:

Last Name	First	Middle	NDNU ID #	
Mailing Address-Number and Street			City	Zip Code
NDNU Email		Phone Number		

Step 2: Please check any that apply to you in the sections below:

- I am a primary care-giver for a dependent child or parent (must provide a copy of the birth certificate, doctor's verification or court papers).
- I live with immediate family within Alameda, Contra Costa, San Francisco, San Mateo, or Santa Clara counties AND claim a financial hardship. Please include an additional page listing the full address and contact information for this address and the relationship of the person(s) you will be living with to you. Student must also have a FAFSA on file with the University.
- I am married or in a registered domestic partnership (must provide documentation).
- I claim an extreme hardship not listed above (must include detailed explanation and supporting documentation if applicable).
- I have a medical condition(s) for which the University cannot achieve reasonable accommodations (approved request/ documentation must be on file with the Disability Services Specialist).

Step 3: Please attach any documentation with this form.

Step 4: Please sign and confirm this information is true and correct.

I have read the University Housing On-Campus Residency Requirement policy and understand that I am NOT automatically exempt from NDNU's residency requirement. I understand that written notice will be sent to me via my NDNU email regarding whether my request has been approved or denied. I also understand that if I have already signed a contract and am now trying to move out of on-campus housing, this form does NOT release me from any amount due or from the contract cancellation process as outlined in the cancellation section of my housing license.

Signature

Printed Name

Date