



## Office of Residence Life University Housing Exemption Request Form

Per University policy, all full-time freshmen and sophomore students of Kentucky State University are required to live in University housing excluding the four designated exceptions (listed below). NOTE: Exceptions must be met before the first day of classes AND requested before signing a Two-Semester Residence Hall contract. Students who are currently in a residence hall contract agreement will not be granted a requested exception during the contracted period.

*Please print and write legibly.*

Student's Name: \_\_\_\_\_ SID#: \_\_\_\_\_

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Street Address

*For Office Use Only*

Date Documentation Submitted: \_\_\_\_\_ Received by: \_\_\_\_\_

Request Decision: \_\_\_\_\_ Amount of Charges Accessed: \$ \_\_\_\_\_

Dir. of Res. Life's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date Decision E-mail Sent: \_\_\_\_\_

*Appeal Process*

Date Appeal Received: \_\_\_\_\_ Date Forwarded to Committee: \_\_\_\_\_

Committee's Meeting Date: \_\_\_\_\_ Committee's Appeal Decision: \_\_\_\_\_

Date Decision E-mail Sent: \_\_\_\_\_ Date Banner System Updated: \_\_\_\_\_