



## FIRST-YEAR HOUSING EXEMPTION PETITION

The Department of Residence Life & Housing allows residents who feel they should be exempt from the on-campus housing requirement the ability to submit a petition for consideration in circumstances not outlined by the exemption requirements. The petition is reviewed on the 1<sup>st</sup> and the 15<sup>th</sup> of each month and can take up to 30 days for a decision once all documents have been received. Students must complete the steps listed below for consideration.

### INCOMPLETE PETITIONS WILL NOT BE REVIEWED.

Petitions should be placed in a sealed envelope addressed **ATTN: Housing Operations**. Submissions are received in-person at the Housing Operations office located at the **La Plata House**, Monday-Friday from 8am-5pm or by email at **housing@uccs.edu**. Email submissions must be in PDF form to ensure reader compatibility.

## Petition Checklist and Documentation

PLEASE READ AND COMPLETE ALL REQUIREMENTS FOR SUPPORTING DOCUMENTATION.

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### Student Information:

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Student ID \_\_\_\_\_

### Petition Checklist:

- Completed Petition Form**
- Clear Personal Statement – written by the student**
  - Explain rationale for why you should be exempt from the first year on-campus living requirement.
  - Detail where you will live if exempt (who you will live with, how far from UCCS campus)
  - Describe the documentation provided with your petition.
- Provide applicable documentation to support your reason for exemption.**

## Supporting Documentation

Decisions may not be finalized within 30 days if the Committee requests additional documentation. Documentation can include financial statements, official medical DSM or ICD diagnosis codes, or anything that will further clarify your circumstances, or written statements from individuals other than the student. Documentation must be clearly scanned or printed; **photos of documents will not be accepted**. You should always redact social-security numbers.

*I acknowledge that submission of this petition does not guarantee exemption from on-campus housing. I understand that if this petition is denied, I shall honor the first year on-campus living requirement as outlined by the University of Colorado Colorado Springs. I shall remain responsible for completing all necessary applications in order to secure on-campus housing.*

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

### FOR OFFICE USE ONLY:

Date Received \_\_\_\_\_ Date Decision Finalized \_\_\_\_\_ \_\_\_\_\_ Granted \_\_\_\_\_ Denied \_\_\_\_\_

### Residence Life and Housing

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