



SOUTHEAST MISSOURI
STATE UNIVERSITY · 1873

Office of Residence Life

Student Residency Release Application

Student Information – Please Print Clearly

Last Name: _____ First Name: _____ Southeast ID: S0 _____

Southeast E-mail: _____ Cell/Home Phone: (____) _____

Home/Forwarding Address

Street Address: _____

City/State/Zip Code: _____

Reason for Residency Release Request, check all that apply (see back for details)

I am/will be **21 years of age** prior to the start of the Fall semester

Have completed **57 credit hours accepted by Southeast**

I am **married or have dependent child/ren** living with me (*birth certificate of child/ren required*)

Military Commitment (*documentation required*)

Medical/Disability Concern (*documentation required*)

Financial hardship, see notes on back page (*documentation required*)

Have **resided in the residence halls for 4 semesters**, excluding summers

I qualify for a **2nd Year Residency Exemption**: completed 30 Southeast degree credit hours during the first year of living on campus, achieving 3.25 GPA in those classes, and be in good judicial standing

I will be **exclusively attending a Southeast Regional Campus** or am **taking classes exclusively online**

I qualify for **Temporary Protected Status (TPS) Exemption** (*see notes on back page, documentation required*)

Living with parent or legal guardian (claimed as a dependent on tax form) within a 50-mile commuting distance of Academic Hall (900 Normal Ave) in Cape Girardeau (**Notarization required**)

Important Information

1. Attach any required documentation to this form to complete the application.
2. If you have submitted a *Contract for University Housing* for this upcoming academic year, prior to submitting this form, please contact the Office of Residence Life for information.
3. Any student providing false, incomplete, or inaccurate information as a basis for release from the residency requirement will be held accountable through any and all appropriate Office of Residence Life, Judicial Affairs, civil, and criminal systems. Students providing false information will be required to move on-campus immediately. Non-students who provide false information on a notarized, sworn, or other legally-attested statement may be held accountable through civil or criminal systems.

Acknowledgment of “Terms of the Residency Release”

You must read, agree to, and sign the following statement:

1. I understand this is an application for exemption from the University residency requirement. Release is subject to approval by the Office of Residence Life. If this release application is denied, I will be obligated to live on-campus or be assessed charges equaling a room in Towers East/South and a Classic 5-meal plan. **Be advised that you should not make off-campus arrangements until you have received WRITTEN notice of approval.**
2. I understand that I will be held to the expectations of the University Residency Requirements, unless I meet the criteria outlined in the University Residency Release policy stated on the back side of this application.
3. I understand that if the information I have submitted is proven to be false or inaccurate, the request will be denied or the release will be terminated and I will be required to live on-campus.

Student Signature

Date

___Residency Request - Approved

___Residency Request - Denied

By: _____ Date: _____ Code: _____ RMS Entry: _____ Email Sent: _____

The University requires that all requests to be released from the University Residency Requirement be submitted in writing, with sufficient documentation to support and verify the reason for the request. The University may review all official student records and may contact other persons or agencies in order to verify the information provided in the request.

Required Documentation to Complete the Application for Residency Release

Living with parent or legal guardian within 50-mile radius of Cape Girardeau. Fill out the information, notarize, and sign below:

Parent/legal guardian's name Address City, State, Zip Code



**Notary Public stamp required
in space below:**
Subscribed and sworn before me, this

I understand that under the requirements of the *University Residency Release*, the applicant is making a commitment to reside with their parent(s)/legal guardian, full time, living in no other residence, for the next two academic years, or until the age of 21. **Please note that the rental or purchase of living space by a parent or guardian DOES NOT qualify for this exemption.** If the applicant chooses to no longer reside with his/her parent(s) or legal guardian and have not reached age 21, the applicant must contact the Office of Residence Life to sign a *Contract for University Housing*, or request a release from the residency requirement for different reasons. If at any point the applicant moves out from the residence listed above and is no longer living with the parent(s) or legal guardian identified on this document, the University reserves the right to enforce the residency requirement. This will result in assessment of charges for the residency requirement being applied to the applicant's student account.

_____ day of _____,
a Notary Public in and for

_____ County, State of _____

Notary Public Signature
My commission expires _____

Student's signature Date Parent/legal guardian's signature Date

Southeast Missouri State University Residency Requirement

The Board of Regents at Southeast Missouri State University requires that all full-time students (enrolled for at least 12 credit hours) live on campus for two years (four semesters, excluding summers). In accordance with the residency requirement, all full-time students must live on campus unless they meet at least one of the following criteria for an exemption from the residency requirement:

- **I am/will be 21 years of age** prior to the start of the Fall semester classes.
- **Earned 57 credit hours accepted by Southeast:** submit a copy of your transcript (unofficial copies accepted).
- **Married and/or have dependent child/ren** living with the student. If so, send in a copy of a marriage license. If you have a dependent child, send in a copy of the birth certificate or prior year's tax return with child/ren listed.
- **Military Commitment:** Are a military veteran having served one year of active duty military service, post Initial Entry Training (IET). If so, send in a copy of DD214 (long) if under age 21 by the beginning of the semester for which you are enrolling.
- **Medical/Disability Concern:** Southeast Missouri State University residence halls are in compliance with ADA requirements and provide accessible housing accommodations for students with disabilities. If you have a physical limitation or medical condition that might warrant special consideration for housing, please have a current letter from your medical physician sent to our office, accompanied by appropriate documentation and history specifying the nature of the medical condition or disability and the restriction or needs of the student in his/her living environment.
- **Financial hardship:** the following are some examples of reasons financial hardship may be granted, documentation required –
 - loss of primary provider's income due to death, loss of employment, catastrophic health issues, natural disaster, or bankruptcy
 - **NOTE: requests for residing off campus for financial savings is not a valid reason for a financial hardship exemption**
- **Resided in University housing** at Southeast, or another college or university, for two years (four semesters, excluding summers). Documentation from previous institution required. Contact the Office of Residence Life.
- **2nd year residency exemption:** completed 30 Southeast degree hours the first year of living on campus and maintained a 3.25 gpa in these hours, must be in good judicial standing. Transfer, advanced placement, dual credit, etc hours do not count towards the 2nd year exemption, only Southeast credit hours taken while living on campus will be accepted.
- **Taking classes exclusively online or are exclusively attending one of Southeast's regional campuses** and not a student on the main Cape Girardeau or River campuses. Send in copy of classes.
- **Temporary Protected Status (TPS):** Use this option if you are experiencing financial hardship and are from a country with TPS designation, as identified by the US Department of Homeland Security, within the past 3 years. Submit the following for consideration:
 - Evidence of country of origin from Passport or I20 and completion of at least one semester living on campus at Southeast.
- **Living with parent(s) or legal guardian**, and are claimed on their tax form and commuting from their residence within a 50 mile commuting distance of Academic Hall (900 Normal Ave) in Cape Girardeau. Complete section above.

Terms and Limitations of the Release from Residency

- The release from residency remains in effect as long as the student continues to meet the criteria for an exemption from the residency requirement. If the student's situation changes (i.e., moves out of parent's home and moves into other off-campus housing) the residency release becomes invalid and the student must meet the University's residency requirement or be approved for a release from the requirement.
- A residency release obtained due to false, inaccurate, or misleading information provided to the University will be rescinded. The student will then be required to move on campus and/or reapply for a release from residency and may be referred to the Office of Student Conduct.
- **The Office of Residence Life does not use verbal notification for any residency release request decisions. You will receive written notification of the decision regarding your residency request.**

Return this form to: **Office of Residence Life, One University Plaza, MS 0055, Cape Girardeau, MO 63701**
Telephone: 573.651.2274 Fax: 573.651.2557 Email: residencelife@semo.edu