



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 _____ Cell/Home Phone: (____) _____

Southeast Email: _____

Home/Forwarding Address

Street Address: _____

City/State/Zip Code: _____

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

- | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> I have resided in the residence halls for 4 semesters (<i>excluding summers</i>) | <input type="checkbox"/> I am/will be 21 years of age by the start of the Fall semester | <input type="checkbox"/> Financial hardship , see notes on back page (<i>documentation required</i>) |
| <input type="checkbox"/> I have completed 57 credit hours towards a Southeast degree (<i>minimum 42 of these hours must be obtained post high school graduation</i>) | <input type="checkbox"/> I am exclusively attending a Southeast Regional Campus or in an exclusive Southeast Online program | <input type="checkbox"/> Military Commitment , see notes on back page (<i>DD214 required</i>) |
| <input type="checkbox"/> I have been enrolled full-time (excluding summers) at a postsecondary institution for 4 semesters, post high school graduation (<i>transcripts may be required</i>) | <input type="checkbox"/> I am married or have dependent child/ren living with me (<i>birth certificate of child/ren required</i>) | <input type="checkbox"/> I qualify for Temporary Protected Status (TPS) Exemption , see notes on back page (<i>documentation required</i>) |
| | <input type="checkbox"/> I qualify for a 2nd Year Residency Exemption : I have completed 30 Southeast degree credit hours during my first year of living on campus, achieved a 3.25 GPA in those classes, and I am in good judicial standing | <input type="checkbox"/> Living with parent/legal guardian within a 50-mile commuting distance of Academic Hall (900 Normal Ave) in Cape Girardeau (Notarization required) |

Important Information

1. Attach 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.

Acknowledgment of “Terms of the Residency Release”

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

1. **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 release request.**
2. I understand this is an application for exemption from the University’s 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 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.***
3. I understand that I will be held to the expectations of the University’s Residency Requirements, unless I meet an exemption outlined in the University Residency Release policy stated on the back side of this application.
4. 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.

Student Signature

Date

___ Residency Request - Approved

(Residence Life use only)

___ Residency Request - Denied

By: _____ Date: _____ Mercury Code: _____ Email Sent: _____

All requests to be released from the University Residency Requirement must be submitted in writing, with sufficient documentation. The University may contact other persons or agencies in order to verify this information.

Required Documentation to Complete the Application for Residency Release

Living with parent or legal guardian within 50-mile commute of Academic Hall. Fill out the information, notarize, and sign below:

Parent/legal guardian's name

Address

City, State, Zip Code

I understand that 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 (2) academic years, or until a residency release exemption is met. **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 does not meet a residency exemption, 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.

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

____ 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

Southeast Missouri State University requires that all full-time students (enrolled for at least 12 credit hours) live on campus for two (2) years (four semesters, excluding summers) unless they meet one of the following criteria:

- **Resided in University housing** at Southeast, or another college or university, for 2 years (4 semesters, excluding summers). Documentation from previous institution may be required.
- **Earned 57 credit hours:** have obtained 57 credit hours at Southeast or hours that have transferred to Southeast, 42 of these credit hours must be obtained post high school graduation.
- **Have been enrolled full-time (12 or more hours) for 4 semesters (excluding summers) at a postsecondary institution:** full-time enrollment at a postsecondary institution for 4 semesters (excluding summer periods/sessions), post high school graduation.
- **I am/will be 21 years of age prior to the start of the Fall semester classes.**
- **Taking classes exclusively online or are exclusively attending one of Southeast's regional campuses.**
- **Married and/or have dependent child/ren** living with the student. If married, 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.
- **2nd year residency exemption:** completed 30 Southeast degree hours during the first year of living on campus and maintained a 3.25 GPA in these specific hours, and be in good judicial standing. Transfer, advanced placement, dual enrollment, etc hours do not count towards the 2nd year exemption, only Southeast credit hours taken while living on campus will be applied for this exemption.
- **Financial hardship:** the following are examples of reasons financial hardship may be granted, documentation required –
 - o loss of primary provider's income due to death, loss of employment, catastrophic health issues, natural disaster, or bankruptcy
 - o **NOTE: requests for residing off campus for financial savings is not a valid reason for a financial hardship exemption**
- **Military Commitment:** Are a military veteran having served one year of active duty military service, post Initial Entry Training (IET). A copy of your DD214 (Long) required.
- **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:
 - o Evidence of country of origin from Passport or I20, and completion of at least 1 semester living on campus at Southeast.
- **Living with parent(s) or legal guardian,** and are claimed on their tax form and commuting from their primary residence within a 50 mile commuting distance of Academic Hall (900 Normal Ave) in Cape Girardeau. Documentation may be required. 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 2-year residency requirement or be approved for a release from the requirement.
- A residency release obtained due to false, inaccurate, or misleading information being provided to the University will be rescinded. The student will then be required to either move on campus or pay the residency penalty equal to the lowest cost room and board option, and/or reapply for a release from residency, and may be referred to the Office of Student Conduct.

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