

Exemption Request

Gonzaga University Residence Requirement

"Full-time undergraduate students who are under the age of 21 must reside within the University residential system during their first and second years, and must take their meals in the dining halls."

<https://www.gonzaga.edu/student-life/student-services/community-standards/student-code-of-conduct/other-university-policies-regulations/residence-requirement-qualifications>).

Choose one below

Meal Plan Only

The University only recognizes two reasons to be 'considered' for exemptions from the requirement to dine on campus.

Check one reason for this request:

☐ **Financial** ☐ **Medical**

Hundreds of freshmen and sophomore residents live in apartment style residential facilities. The University **does not** authorize us to provide exemptions based upon the fact that students have access to kitchens in their chosen living quarters, nor is our dining requirement related to the lack of kitchens in many residence halls.

Full Exemption

(residency and meal requirement)

The University only recognizes five reasons to be 'considered' for exemptions for the requirement to live on campus.

Check one reason for this request:

☐ **Married** ☐ **Financial** ☐ **Medical** ☐ **Seminary** ☐ **Live with immediate family**

We will count aunts, uncles, grandparents, siblings at or over the age of 21 as immediate family

Please read the back of this form and give us more information

Important Related Information

Meal Plan Exemptions: 1) Proration of the meal plan charge will be according to the standard procedure and will be based on the date the exemption is granted and not retroactive to a prior date. So it is advisable that you continue to use your meal plan until a decision is made.

2) It is possible that a response would include a conditional exemption where participation in some aspects of university dining is still required.

Moving off campus:

1) Mid-year requests are complicated by a binding, written Rental Agreement between you and the University and could require financial penalties well in excess of \$1,000 associated with that Rental Agreement. For this reason, we suggest your request pertain to the following Academic Year.

2) Decisions are not made until the required supporting documentation is received

Married: A photocopy of your marriage certificate or license is all we need.

Financial: A letter of explanation. Additionally, information from your parents may be requested.

Medical: Communication between the Disability Resources Office [Foley 209] and the Department of Housing and Residence Life must occur prior to a decision. If you have not already met with someone from that office, we encourage you to accomplish that prior to submitting this form to speed up any decision.

Seminary: Verification of your participation in a formation program may requested.

Living with family: A letter of support from the parent (email accepted). If a grandparent, aunt, uncle, sibling over 21 years old: A letter of support from that person AND your parent(s).

Personal Information:

Name: _____

D Number: _____

Email Address if other than GU email: _____

Residents will submit this form to the Housing and Residence Life Department along with a concise letter highlighting the need for an exemption. The department may need some time to request information from other university departments or your parents. Once the necessary information is received, a Director level department employee will communicate with you.

Acknowledgement: I have fully read this entire document and understand my responsibilities in this process and understand how those responsibilities can impact the timing of a response to my request. I also validate my written explanation letter and other subsequent required or invited correspondence related to this process as truthful and honest. Lastly, I understand that the decision maker will seek information about my claim with appropriate university departments in order to collect information that will help in decision making.

Signature (if emailing, type name: _____

Date: _____

Return this form to housing@gonzaga.edu; or deliver to the Office of Housing and Residence Life, Crosby Suite 201 or mail to Gonzaga University Housing Office, 502 E Boone Ave, Spokane WA 99258-2515.