



On-Campus Living Requirement Policy and Exemption Process FOR HOUSING AUGUST 2023 THROUGH MAY 2024

All full-time students under the age of nineteen on the first day of their fall semester are required to live on campus for one academic year. If a student matriculates in the spring semester, the requirement for on-campus housing applies to the student's age as of the first day of the fall semester. A full-time student is defined as one registered for 12 or more credit hours in one term. This policy does not apply to students who are registered for an online program that does not require attendance on UNK's campus.

Students who meet criteria may request an exemption to the On-Campus Housing Requirement. Exemption requests must be accompanied by supporting documentation. Full-time students under the age of 19 registered for 12 hours or more on the first day of classes that do not complete a housing application, or an exemption form will be charged the double room rate and full meal plan rate for both the fall and spring semesters. Students who have been charged the double room rate and full time may move on campus at any time.

The On Campus Housing Requirement serves important educational and developmental purposes. Students who live on campus benefit from living in environments that are close to academic resources and organized student activities that promote community, social interaction, and exposure to new and diverse life experiences. Research has consistently shown that students who live in on-campus housing are more likely to succeed academically, to complete more credit hours, to be involved/attend campus activities, and to graduate.

An exemption to the On-Campus Living Requirement Policy may be submitted for one of the following reasons. Documentation is required with the completed On-Campus Living Exemption Application.

Residency: The student is residing with a parent/legal guardian at their permanent address while attending the University of Nebraska at Kearney for the 2023-2024 academic year. The student will commute to all classes at UNK from this address as an occupant living with their parent/guardian. The permanent address is located in one of the approved towns based on zip code, which are located approximately thirty miles from the UNK campus.

Provide documentation to fulfill Section I & II requirements: *Section III if applicable.*

Section I: Proof of Identity of Parent or Legal Guardian - Provide one

- a) Driver's license – must be valid, with current address showing permanent residence listing a town on the approved zip code list. If a current driver's license is provided, only one additional proof of address from Section II is required.
- b) Passport – must be current. Two additional documents with proof of address in Section II are required.
- c) Government issued photo identification – if the address is not listed on identification, then two additional documents with proof of address in Section II are required.

Section II: Proof of Address of Parent or Legal Guardian - Provide one. Two forms required if a Driver's License is not provided.

- a) Valid Nebraska vehicle registration
- b) Current Nebraska voter registration card
- c) Federal, state, or local government document, issued within the last 90 days.
- d) Valid real estate tax statement or receipt

If Applicable – Section III: Proof of Guardianship – Provide one

If the student's last name is different than the legal parent/guardian they will be living with – OR – if the parent/guardian's address they are residing at is different than the student's permanent address on file as listed in MyBLUE, the student must provide one of the following:

- a) Birth Certificate
- b) Order of Appointment for Legal Guardianship or Conservator

Approved Zip Codes for 'Residency': If the parent/guardian of the student's permanent residence is not one of the zip codes listed, the application for 'Residency' will be denied.

AMHERST	68812	HOLDREGE	68949	ODESSA	68861
ATLANTA	68923	KEARNEY	68845	OVERTON	68863
AXTELL	68924	KEARNEY	68847	PLEASANTON	68866
ELM CREEK	68836	KEARNEY	68848	RAVENNA	68869
FUNK	68940	KEARNEY	68849	RIVERDALE	68870
GIBBON	68840	LOOMIS	68956	SHELTON	68876
HAZARD	68844	LOOMIS	68958	SUMNER	68878
HEARTWELL	68945	MILLER	68858	WILCOX	68982
HILDRETH	68947	MINDEN	68959	WOOD RIVER	68883

Married Student: A state issued certificate of marriage.

Student is a Parent: The student is pregnant or is the parent or legal custodial guardian of a child. A birth certificate or Appointment for Legal Guardianship or Conservator is required. It is the policy of the University of Nebraska at Kearney to provide flexible and individualized reasonable accommodation to students who are pregnant. To receive accommodation services due to pregnancy, students must contact Cindy Ference in Student Health, 308-865-8218.

Designated Off-Campus Housing: The student will live in the Christian Student Fellowship (CSF) off-campus facility in Kearney that approximates the educational advantages of residence hall living. A letter from CSF confirming your housing for the academic year is required with the application.

Special Circumstance: To request a *Special Circumstances* exemption for a reason other than those noted, the student must submit the attached form with a DETAILED information summary explaining their circumstances for review. Additional time for this request is required for review.

Financial Hardship - Students experiencing an economic hardship because of unforeseen circumstances beyond their control may request a special circumstance exemption or termination from the campus housing requirement. Students should provide documented evidence of extreme financial need.

On-Campus Living - Exemption Application Review

The student should not complete a Residence Hall Contract until notified of the decision regarding the status of the submitted exemption. Residence Life will notify the student in an email response to the student and parent provided email addresses if the *Exemption Application* is approved, pending review for additional documentation, or denied. If the student has signed a housing contract, refer to the Housing Terms and Conditions for cancellation deadlines and applicable fees that may apply. Approval of an exemption does not negate the housing contract cancellation terms and June 1st deadline. Email a housing contract cancellation request to housing@unk.edu and provide name, NUID, phone number, and reason for cancellation.

A student who fails to complete the exemption process and is living off campus enrolled in 12 or more hours while under the age of 19 as of the first day of class in the fall semester will be billed room and board charges for the academic year (or Spring term if a Spring admit) on the student's account.

The University carefully reviews each request and accompanying documentation. Additional documentation may be required.

Deadline for submission: The *On-Campus Living – Exemption Application* should be turned in with accompanying documentation prior to the student attending New Student Enrollment or July 15, 2023. Students starting in Spring should complete the *Exemption Application* must be submitted by December 1st, prior to the start of spring semester.

**Return the completed *On-Campus Living - Exemption Application*
with accompanying documentation by email or in person to:**

Office of Residence Life, 2504 9th Ave - Warner Hall 2200, Kearney, NE 68849

Phone: 308.865.8519 | Fax: 308.865.8714 | housing@unk.edu