

# Freshman Residency Requirement

## Request for Exemption Form

Students that do not plan to live on campus are required to submit **a Freshman Residency Request for Exemption Form**. The form must be submitted no later than June 15<sup>th</sup> in order to ensure a timely response. (In all cases, it will take a minimum of one week for a determination to be made.) Students will receive written notification from the Office for Housing and Residence Life stating whether the request for exemption has been approved or denied. (Please note that exemption is NOT automatic.) Please type or print:

Student's name: \_\_\_\_\_ SE ID #: \_\_\_\_\_  
Last First Middle

Current physical address: \_\_\_\_\_  
Street City State Zip

Current mailing address: \_\_\_\_\_  
Street City State Zip

Telephone: ( ) \_\_\_\_\_ Date of birth: \_\_\_\_\_ Credit hrs completed as of last semester: \_\_\_\_\_

Indicate the semester for which the exemption is being requested:

Fall \_\_\_\_\_  Spring \_\_\_\_\_  Summer \_\_\_\_\_  
Year Year Year

I would like to be exempt from living on campus because (check all that apply and attach required documentation):

- I will be commuting from home and living with my parent(s) or legal guardian(s) in their permanent residence, which is located within 60 miles of the SE Durant campus. (Attach verification statement)
- I am married or will be married prior to my first day of classes at SE. (Attach valid marriage certificate.)
- I will be taking fewer than 9 credit hours. (Attach a sheet explaining reason.)
- I have already lived on campus for two full (non summer) semesters.  
Indicate semesters, years and location: \_\_\_\_\_
- I am 20 years of age or older (Attach a copy of birth certificate or driver's license.)
- I have completed 24 or more credit hours at SE. (Attach a copy of your transcript.)
- I am a veteran. (Attach a copy of Department of Defense form 214, aka DD214)
- Other. (Attach an additional sheet explaining your reason for requesting an exemption.)

Anticipated address while attending SE: \_\_\_\_\_  
Phone #: \_\_\_\_\_

I have read this Freshman Residency – Request for Exemption Form and understand that I am NOT automatically exempt from SE's residency requirement. I understand that written notification will be sent, indicating whether my request has been approved or denied. I also understand that if I have already signed a contract and am now trying to move out of on-campus housing, this form does NOT constitute a contract cancellation and therefore does not release me from any amount due or from the contract cancellation fee detailed in the cancellation section of my Residence Hall & Food Services Contract.

\_\_\_\_\_  
Student's signature Date Parent's signature (required if student is under 18) Date Parent's Phone #

Return both copies to: Housing and Residence Life Office – 425 W. University – Durant, OK 74701-0609

For office use only:

Initial Request:  Approved  Denied DRL signature \_\_\_\_\_ Date \_\_\_\_\_

DHRL Comments: \_\_\_\_\_

Appeal Outcome:  Approved  Denied Committee Chair: \_\_\_\_\_ Date: \_\_\_\_\_

**FRESHMEN RESIDENCY PROGRAM  
COMMUTER PARENT/GUARDIAN VERIFICATION STATEMENT**

Please note, this form must accompany Freshmen Residency Program Waiver Request application and be notarized as indicated below.

**TO BE COMPLETED BY PARENT/GUARDIAN**

I do hereby affirm that my son/daughter \_\_\_\_\_  
(Name) (SE I.D. #)

Will be commuting daily to Southeastern Oklahoma State University. Furthermore, my son/daughter shall be residing with me at my permanent residence on a full-time basis and commuting from my primary legal residence ascribed herein:

Street: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_  
(Please Print)

Subscribed and sworn before me by \_\_\_\_\_ on this  
\_\_\_\_ day (Parent/Guardian – Signature)  
of \_\_\_\_\_, 20\_\_\_\_.

Affix Notary Seal Here:

\_\_\_\_\_  
NOTARY PUBLIC

Notary of the county of \_\_\_\_\_ in the state of \_\_\_\_\_

My Commission expires: \_\_\_\_\_

Please contact Housing and Residence Life, (580) 745-2948, for additional information about the Freshmen Residency Program