

## Housing Exemption Form

Students in their first three years of college (not determined by credits) are required to live in University housing. Exempted from this policy are students who have reached their twenty-second birthday prior to the first day of the academic year; veterans of at least two years active military service; married students living with their spouse; students who have dependent children living with them; students who commute to school daily from the permanent, legal residence of their parent(s)/grandparent(s)/legal guardian (within 30 miles); students who have completed at least two years at another college or university following high school graduation; and students who commute daily from the permanent, legal residence of a close family relative due to a documented financial hardship. For purposes of the exemption criteria, a permanent legal residence matches the definition of a Domicile in Iowa Code 701.38.17. .

**Note:** Students currently living on campus may not apply for an exemption as a means of cancelling an active housing contract. This housing exemption form and any supporting documentation must be turned in before the first day of the fall term in order to be considered for that academic year.

If you are under the age of 22 prior to the first day of the term, you must do the following in order to be considered for a housing exemption:

- Complete, sign and return the housing exemption application.
- A parent, grandparent or legal guardian must also sign the housing exemption application and notarized statement on the back if you are under 22 and requesting an exemption to commute from the permanent home of your parent(s), grandparent(s) or legal guardian (within a 30 mile radius).
- A close family member must also sign the housing exemption application and notarized statement on the back if you are requesting to commute from their permanent residence (within a 30-mile radius) due to a financial hardship.

Name \_\_\_\_\_ Student ID # \_\_\_\_\_  
 Last First MI

Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Permanent Mailing Address (Home) \_\_\_\_\_  
 Street

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Please provide effective date and attach documentation if this is a new address \_\_\_\_\_

I am attending Grand View on an international student VISA:  Yes  No

I am requesting the exemption for:  Fall  Spring 20 \_\_\_\_\_

Reason Requesting Exemption: (check all that apply and attach any supporting documentation)

- I am married living with my spouse.
- I have graduated from high school three or more years ago. Year of high school graduation \_\_\_\_\_
- I am a veteran of two years active military service.
- I have dependent children living with me.
- I am a new transfer student who has completed at least two years at another college or university following high school graduation.
- I will commute daily from the permanent home of my parent(s), grandparent(s) or legal guardian within 30 miles.
- I am requesting a special financial hardship exemption to commute from the permanent home of a close family relative (as defined by Iowa Code)

Those commuting from a permanent home must complete the notarized statement on the back of this form.

Requesting exemption to live with:  Parent  Grandparent  Legal Guardian  Close family relative

Name of person residing with \_\_\_\_\_  
 Last First

Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Local Address of Family Member Residing with (if different than above): \_\_\_\_\_  
 Street

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Please provide effective date and attach documentation if this is a new address \_\_\_\_\_

I assert that the above information is true.

Student Signature **X** \_\_\_\_\_ Date \_\_\_\_\_

Parent, Grandparent, Legal Guardian or Close Family Relative Signature **X** \_\_\_\_\_ Date \_\_\_\_\_

Any student who wishes to appeal a housing exemption decision may do so. Appeals must be submitted in writing with any supporting documentation. The student should present the appeal to the Associate Dean of Students. Appeals must be received within five working days from the date of the original exemption decision. Questions regarding the process should be directed to the Student Life Office at 515-263-2885.

Housing is limited at Grand View. If your exemption is denied, it is critical that you submit a housing and meal contract, \$200 housing deposit and \$100 enrollment deposit as soon as possible. The receipt date for paperwork and deposits will determine housing placement priority. Contact the Admission Office at 515-263-2810 to receive a contract. Any falsification of this information will result in the student being assessed housing and meal plan charges.

Approved  Not Approved for Exemption

Director of Residential Life \_\_\_\_\_ Date \_\_\_\_\_

Dear Family/Guardian(s):

Your student has indicated that they will commute on a daily basis from your permanent, full-time residence at the address listed on the reverse side of this form. Grand View University requires students who are three years or fewer past their normal high school graduation date to live in the university residence halls, however commuting on a daily basis from the permanent residence of a parent/grandparent/legal guardian is an approved exemption from this policy. For GVNext, this also includes close family relatives as defined by Iowa Code.

In order to verify the information your student has provided, the Office of University Housing is requiring that you complete the form below and notarize and mail or hand-deliver it to our office upon receipt. Any falsification of this information will result in your student being assessed housing and meal plan charges in addition to being sent through the University judicial system.

Please have this form delivered to our office prior to your student's assigned move-in date in order to ensure they are not assessed housing and meal plan charges for the upcoming academic year. Should you have any questions, please feel free to contact University Housing by email at [residencelife@grandview.edu](mailto:residencelife@grandview.edu) or by phone at 515-263-2885. Thank you in advance for your cooperation.

Sincerely,

Residence Life

I certify that my student will be commuting on a daily basis from my full time permanent residence (listed below) for the upcoming academic year. For the purposes of this policy, a full time permanent residence matches the definition of a Domicile in Iowa Code 701.38.17.

Name \_\_\_\_\_ Student ID # \_\_\_\_\_  
Last First MI

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Parent/Guardian/Close Family Relative Name (*Print*) \_\_\_\_\_

Signature (*completed in the presence of a Notary*) \_\_\_\_\_ Date \_\_\_\_\_

Date on which this consent form was signed \_\_\_\_\_

Notary Public \_\_\_\_\_

SEAL

Date on which Notary's commission expires: \_\_\_\_\_

Please return the completed and notarized form to:

Residence Life  
2811 East 14th St  
Des Moines, IA 50316