



## Residency and/or Meal Plan Exemption Form

Langston University policy states that enrolled students with less than 60 earned credit hours must have housing and a meal plan, unless the student has an APPROVED exemption.

PLEASE CIRCLE ONE OF THE FOLLOWING:

MEAL ONLY EXEMPTION

HOUSING AND MEAL EXEMPTION

Print Name: \_\_\_\_\_

Campus Wide ID: **A** \_\_\_\_\_

Current residential building/room: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Permanent Home Address (off campus): \_\_\_\_\_

Langston Email: \_\_\_\_\_ Other Email \_\_\_\_\_

Reasons for requesting exemption: (Check all that apply)

- I have earned 60 or more credit hours **and** I do not live in campus housing - May require a transcript.
- I have a documented disability that requires off-campus accommodations - Requires a doctor's verification.
- I am married or will be married by the first day of classes **and** will live off campus- May require a marriage license copy.
- I am living in property owned by my parents or legal guardians within a 30 mile driving distance from Langston University - Requires address verification (a utility bill in parents name).
- I am a part-time or graduate student **and** I do not live on campus - May require a class schedule or transcript.
- I have a medical dietary need that cannot be met by the meal plan - Requires a doctor's verification.
- I have religious dietary need that the meal plan cannot fulfill - Requires a letter from your religious leader.
- OTHER (please be specific) \_\_\_\_\_

Exemption requests will be granted on a case-by-case basis. Submissions of a residency or meal exemption form does not guarantee approval to live off-campus or to be exempt from a meal plan or charges related to housing and meal plans. Students must make a written request and submit the request to the Office Residential Life & Housing Services.

### DEADLINE FOR SUBMISSION IS 2 WEEKS BEFORE CLASSES START FOR THE SEMESTER—NO EXECPTIONS

The student's full name and campus wide ID number must be on all documentation. If you have requested a residency exemption due to a special situation that was not listed above, provide documentation explaining your situation, including specific reasons for your request.

Required documentation:

- Letter from the student detailing why you are requesting the exemption.
- Supporting documentation--some examples may include but are not limited to the following: child's birth certificate, marriage certificate, utility bill showing parent/guardian residence, letter from medical doctor, letter from religious leader, transcripts.

Students should submit all required documentation along with the residency exemption form to the Office of Residential Life & Housing Services.

- Email: [luhousing@langston.edu](mailto:luhousing@langston.edu)
- In person at Scholars' Inn clubhouse office

Requests for exemptions will be reviewed and a written notice of approval or denial will be provided via the student's Langston email account. If denied an exemption, an appeal may be sent to: [luhousing@langston.edu](mailto:luhousing@langston.edu)

I have read and agree to the terms and conditions listed on this form.

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### OFFICE USE ONLY

\_\_\_ Approved, Date: \_\_\_\_\_

\_\_\_ Appeal Granted, Date: \_\_\_\_\_

\_\_\_ Denied, Date: \_\_\_\_\_

\_\_\_ Appeal Denied, Date: \_\_\_\_\_

Staff Signature \_\_\_\_\_ Notes \_\_\_\_\_