

# Montana Tech Office of Residence Life

## *Request for Housing Exemption*

This form is a request to be declared exempt from the Montana Tech Freshman On-Campus Living requirement. The policy reads as follows:

“All first-year freshmen are required to live in-hall. In accordance with Montana Tech residence hall requirements and Policy 502.1 of the Montana Board of Regents of Higher Education, all “freshman” students are required to live on campus during their first year at Montana Tech. Exceptions may be requested by students who are married or living with immediate family within a reasonable commuting distance from campus. Students requesting exception to this policy must complete and submit an exemption form to the Montana Tech Office of Residence Life. Appeals to residence hall decisions may be brought before an appeals board. The decision of the campus body established to hear residence hall appeals shall be final.”

If you meet the guidelines outlined or have special needs that would be best met by living off-campus, fill out this form and return it to the Office of Residence Life. Each request will be evaluated on an individual basis. Any supporting documentation that is requested or that would be helpful to the committee in the evaluation of your request should be attached directly to this form.

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Address: \_\_\_\_\_

**Reason For Request:** (Please check all that apply)

Living with immediate family member within commuting distance of college.  
*Immediate family is defined as a parent, grandparent, or sibling.*

Name of family member: \_\_\_\_\_

Address: \_\_\_\_\_

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

**(If you are living with your parents, please attach a signed letter from them. If you are living with other family, please attach a letter from your parents and your other relatives.)**

Married or have children.

Other: (Please attach a letter explaining in detail)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Exemption Granted: Yes No

\_\_\_\_\_  
Director of Residence Life

\_\_\_\_\_  
Date