Residence Life

University Campus ~ MC 2068
Post Office Box 6665
Saint Leo, FL 33574-6665
Office: (352) 588-8268
Fax: (352 588-8901

REQUEST TO BE EXEMPT OR TERMINATE HOUSING

This completed form and any supporting documentation should be returned to the Office of Residence Life. Once all necessary information is received in our office a decision will be rendered.

Name _____ **Date of Birth** _____ **Age** _____

Student ID _____ **Credits Earned** _____ **Class** _____

Residence Hall/Room _____ **Semesters on Campus** _____

Phone _____ **Email** _____

Reason for Request (Please check all that apply. Documentation independent of narrative is required for asterisked items.)

All University campus students MUST live on campus. Exceptions to the policy include:

- ☐ Senior status, defined as completion of 90 semester hours, or 3 years of full-time enrollment;
- ☐ 23 years of age or older – (Note: Saint Leo's residence halls are designed for traditional age students. All requests for housing made by a student 28 years of age or older at the time of the request must be submitted to the Director or Residence Life.);
- ☐ Married; or living locally while pregnant or with minor children;
- ☐ Military Veteran with two years of active service;
- ☐ Registered for less than 12 hours;
- ☐ Living at home with legal parent(s), legal guardian(s), or in family owned property within a reasonable geographical radius of the saint Leo University Campus Location as determined by the Director of Residence Life or designee;
- ☐ Medical documentation substantiating the existence of a disability that cannot be reasonably accommodated in residential housing/ and or Meal Plans (requires Office of Accessibility Services approval);
- ☐ Internship or student teaching responsibilities that require an extended absence from the Saint Leo campus.
- ☐ Transfer to another college or university;
- ☐ Withdraw (Reason please specify):_____

Parent/Legal Guardian Information (Any student commuting from parental/legal guardian owned property or home)

Name _____
Printed Signature Date

Address _____
Number & Street City & State Zip Code

I understand that if I am found reporting false information on this agreement I will automatically be billed for the cost of a standard double room and the standard meal plan. I understand that students who are released from their housing agreement within the first week of class will be charged for one week of room occupancy. After the first week of classes, full room charges will apply. I understand meal charges will be prorated through the fifth week of class and that refunds are not issued after fifth week of class. Any other charges such as recoring of locks, damages and etc. will be placed on my student account.

Students who move off campus must return their Saint Leo-issued laptop within three days of their last day in residence. Laptops are due back to the UTS building during regular working hours with all parts originally included with the laptop.

Student _____
Printed Signature Date

OFFICE USE ONLY

Termination/Exemption ☐ Denied ☐ Approved

*If approved, you must be completely moved out of your room and return all University issued and/or owned property on _____. Until this has been taken care of all rates/fees may be continued to be billed to your student account.

Residence Life Staff _____
Printed Signature Date

Last Updated – May 2022