



Southeast Missouri State University

Office of Residence Life

Student Residency Release Application

Student Information – Please Print Clearly

Last Name: _____ First Name: _____ Southeast ID: S _____
 Southeast E-mail: _____ Cell/Home Phone(_____) _____

Home/Forwarding Address

Street Address: _____
 City/State/Zip Code: _____

Reason for Residency Release Request, check all that apply (see back for details)

- | | | |
|---|--|--|
| <input type="checkbox"/> Have 57 earned credit hours toward a degree at Southeast Missouri State University (credits must be earned prior to your first semester at Southeast) | <input type="checkbox"/> I am/will be 21 years of age prior to start of my first semester | <input type="checkbox"/> I have earned an Associate's degree from an accredited college or university (attach copy) |
| <input type="checkbox"/> I am married or have dependent child/ren living with me (birth certificate of child/ren required) | <input type="checkbox"/> Have resided in the residence halls for 4 (four) semesters , excluding summers | <input type="checkbox"/> I will be exclusively attending a Southeast Regional Campus or Higher Education Center |
| <input type="checkbox"/> Living with parents or legal guardian within a 50-mile radius of Cape Girardeau (Notarization required) | <input type="checkbox"/> Military Commitment (documentation required) | <input type="checkbox"/> Qualify for the Sophomore Exemption (30 hours complete with 3.25 g.p.a. first year and good judicial standing) |

Important Information

1. Attach any required documentation to this form to complete the application.
2. If you have submitted a *Contract for University Housing* for this upcoming academic year, prior to submitting this form, please contact the Office of Residence Life.
3. Any student providing false, incomplete, or inaccurate information as a basis for release from the residency requirement will be held accountable through any and all appropriate Office of Residence Life, Judicial Affairs, civil, and criminal systems. Students providing false information will be required to move on-campus immediately. Non-students who provide false information on a notarized, sworn, or other legally-attested statement may be held accountable through civil or criminal systems.

Acknowledgment of "Terms of the Residency Release":

You must read, agree to, and sign the following statement:

1. I understand this is an application for exemption from the University residency requirement. Release is subject to approval by the Office of Residence Life. If this release application is denied, I will be obligated to live on-campus or be assessed charges equaling a double occupancy room in Dearmont Hall and a 15-meal plan. **Be advised that you should not make off-campus arrangements until you have received WRITTEN notice of approval.**
2. I understand that I will be held to the expectations of the University Residency Requirements, unless I meet the criteria outlined in the University Residence Release policy stated on the back side of this application.
3. I understand that if the information I have submitted is proven to be false or inaccurate, the request will be denied or the release will be terminated and I will be required to live on-campus.

Student Signature

Date

___Residency Request - Approved

___Residency Request - Denied

By: _____ Date _____ Code: _____ RMS Entry _____ Email Sent: _____

Required Documentation to Complete the Application for Residency Release

Living with parent or legal guardian within 50-mile radius of Cape Girardeau. Fill out the information, notarize, and sign below:

Parent/legal guardian's name Address City, State, Zip Code



Notary Public stamp required
in space below:
Subscribed and sworn before me, this

I understand that under the requirements of the *University Residency Release*, the applicant is making a commitment to reside with their parent(s)/legal guardian, full time, living in no other residence, for the next two academic years, or until the age of 21. **Please note that the rental or purchase of living space by a parent or guardian DOES NOT qualify for this exemption.** If the applicant chooses to no longer reside with his/her parent(s) or legal guardian and have not reached age 21, the applicant must contact the Office of Residence Life to sign a *Contract for University Housing*, or request a release from the residency requirement for different reasons. If at any point the applicant moves out from the residence listed above and is no longer living with the parent(s) or legal guardian identified on this document, the University reserves the right to enforce the residency requirement. This will result in assessment of charges for the residency requirement being applied to the applicant's student account.

____ day of _____,
a Notary Public in and for

_____ County, State of _____

Notary Public Signature
My commission expires _____

Student's signature Date Parent/legal guardian's signature Date

Southeast Missouri State University Residency Requirement

The Board of Regents at Southeast Missouri State University requires that all full-time students (enrolled for at least 12 credit hours) live on campus for two years (four semesters, excluding summers). In accordance with the residency requirement, all full-time students must live on campus unless they meet at least one of the following criteria for an exemption from the residency requirement:

- Are living with parent or legal guardian, and commuting from their residence, within a reasonable distance (50 miles) of Cape Girardeau. Fill in the above statement.
- Are 21 years of age by the beginning of the semester for which they are enrolled.
- Are a military veteran. If so, send in copy of DD214 or discharge documents.
- Have completed at least 57 credit hours, which are accepted by the University towards earning a degree from Southeast. *Credit hours must be earned as of the beginning of the semester for which the release is requested.* If so, send in copy of your degree.
- Are married and/or have dependent children in residence. If so, send in copy of marriage license, if impending a copy of the wedding announcement, if you have a dependent child send in a copy of the birth certificate or prior year's tax return with child listed.
- Have lived in University housing at Southeast or another college or University for two years (4 semesters, excluding summers). Contact the Office of Residence Life.
- Qualify for the Sophomore Exemption. Contact the Office of Residence Life.
- Are attending one of the regional campuses or higher education centers and not a student on the main Cape Girardeau campus. Send in copy of classes.

Terms and Limitations of the Release from Residency

- The release from residency remains in effect as long as the student continues to meet the criteria for an exemption from the residency requirement. If the student's situation changes (i.e., moves out of parent's home and moves into other off-campus housing) the residency release becomes invalid and the student must meet the University's residency requirement or be approved for a release from the requirement.
- A residency release obtained due to false, inaccurate, or misleading information being provided to the University will be rescinded. The student will then be required to move on campus and/or reapply for a release from residency and may be referred to the Office of Judicial Affairs.
- The Office of Residence Life does not use verbal notification for any contract or residency release request decisions. You will receive written notification of the decision regarding your residency request.

Documentation and Verification

- *The University requires that all requests to be released from the University Residency Requirement be submitted in writing, with sufficient documentation to support and verify the reasons for the request. The University may review all official student records and may contact other persons or agencies in order to verify the information provided in the request. In some instances, specific types of documentation are required, as indicated below:*
- **Living with parents or legal guardian and commuting from their home.** Complete the above section titled "Living with parents or legal guardian within 50-mile radius of Cape Girardeau". This section needs to be **notarized** before mailing the form to the Office of Residence Life.
- **Marriage and/or have dependent children living with the student.** A copy of a marriage license or birth certificate must be provided. A student may not be released from the residency requirement until such time as she/he is legally married.
- **Medical/Disability Concern:** Southeast Missouri State University residence halls are in compliance with ADA requirements and provide accessible housing accommodations for students with disabilities. If you have a physical limitation or medical condition that might warrant special consideration for housing, please have a current letter from a health care provider sent to our office, accompanied by appropriate documentation and history specifying the nature of the medical condition or disability and the restriction or needs of the student in his/her living environment have the expertise to assist the University in reviewing the request.

Return this form to: **Office of Residence Life, One University Plaza, MS 0055, Cape Girardeau, MO 63701**
Telephone: 573-651-2274 Fax: 573-651-2557 Email: residencelife@semo.edu