



## Residence Life and Housing

### Residency Exemptions

All full time (over 11 credit hours) undergraduate students who live outside of a 30-mile radius from campus are required to live on-campus according to BW's residency requirement. There are instances in which the University might grant an exemption from this policy to students. You may request a residency exemption by following the steps below. Applying for an exemption does not guarantee an exemption. The request should be filled out thoroughly and include any documentation to support your exemption request. Residency exemption requests are located at [bw.erezlife.com](http://bw.erezlife.com) under "Housing Overview" and called "Residency Exemption."

### **Returning Students:**

Residency exemptions will be accepted and reviewed on the following dates:

Application Received by:	Application approved by:
January 1 <sup>st</sup>	January 31 <sup>st</sup>
February 1 <sup>st</sup>	February 28 <sup>th</sup>
March 1 <sup>st</sup>	March 31 <sup>st</sup>

For returning students, applications received after March 1 will be subject to up to a \$500 housing cancellation fee, if approved.

Application Received by:	Amount Billed to Student Account:
Before March 1	\$0
March 2-June 1	\$100
June 2-July 31	\$400
After August 1	\$500

### **New Students:**

Residency exemption applications for incoming students must be received by July 1st. Students will be informed by July 15<sup>th</sup> of the status of their residency exemptions. Incoming students who apply after the residency exemption due date will be reviewed on a case-by-case basis.

Residency exemption requests will be reviewed by a committee comprised of a representative from each the following offices:

- Residence Life and Housing
- Financial Aid
- 1 -2 Student Affairs staff members

Students can expect to receive a communication through their official University e-mail account with the committee's decision by the dates listed above.

Qualifying residency exemptions for **current** BW students (started by Spring 2023) students include:

- Student will be 21 years or older prior to September of this academic year. (Will be validated with University record.)
- Student is married, divorced or widowed. (Include copy of court-certified marriage certificate.)
- Student is a single parent with a dependent child. (Include official copy of child's birth certificate.)
- Student has one or more years of active duty in the military. (Include copy of DD214.)
- Student has lived on a college campus for 4 consecutive semesters. (Include letter from previous college or university verifying residency, if applicable.)
- Student resides with parent or legal guardian at their permanent address and the address falls within 30 miles of Baldwin Wallace University. Address must match permeate address listed on University records.

Qualifying residency exemptions for *incoming* **BW Students** (starting Fall 2023) include:

- Student is married, divorced or widowed. (Include copy of court-certified marriage certificate.)
- Student is a single parent with a dependent child. (Include official copy of child's birth certificate.)
- Student has one or more years of active duty in the military. (Include copy of DD214.)
- Student has lived on a college campus for 6 consecutive semesters. (Include letter from previous college or university verifying residency, if applicable.)
- Student resides with parent or legal guardian at their permanent address and the address falls within 30 miles of Baldwin Wallace University. Address must match permeate address listed on University records.

Potential Residency exemptions include:

- Student has documentation from medical professionals indicating a medical necessity to live off campus. If a student's medical need(s) can be met with on campus housing, the exemption will be denied, and student will be directed to complete an [accessible housing application](#).
- Extreme financial hardship. Please include any documentation that supports financial hardship. Student must have completed FASFA and Special Circumstance Review with financial aid for consideration.
- Religious exclusions. Provide detailed documentation on what needs cannot be met by living on campus.
- Special hardship. Documentation of severe and compelling circumstances that exist prior to the initial semester of enrollment. Include personal statement and any supporting documentation.

## FAQs

### ***Can I get an apartment or house within the radius and be exempt from the requirement***

No, changing your permanent address does not exempt you, even if you get a lease for an apartment or house within the radius unless your family/guardian is moving within the radius and proper documentation is submitted. **Students should never get an apartment or house before being approved for an exemption.**

### ***Can someone complete the application for me? (e.g., parent)***

No, each application is created through our housing portal for the student so they must log in to complete it. This enables the student's application to be connected to their student record for the committee to review and it authenticates the application with an electronic signature.

### ***I live 30 miles away from BW, do I have to live on campus?***

All students who live outside of 30 miles from main campus are required to live on campus according to BW's residency requirement. You may fill out a residency exemption request form, with supporting documentation of your permanent address and reason for commuting, and it will be reviewed by the committee.

### ***I am an International Student, am I required to live on campus for two years?***

All students who live outside of 30 miles from main campus are required to live on campus, including international students according to BW's residency requirement. You may fill out a residency exemption request form, with supporting documentation of your permanent address and reason for commuting, and it will be reviewed by the committee.

### ***The committee denied my request for residency exemption. Is there an appeal process?***

To appeal the committee's decision, you can email, [reslife@bw.edu](mailto:reslife@bw.edu) and an appointment will be set up with the Senior Director of Residence Life and Housing to hear your appeal. Please provide any documentation not already considered in your appeal as well as available times to meet over the next two weeks.

***My request was approved. What happens next?***

Residence Life and Housing will process your exemption and remove any charges or issue any credits necessary to your student account. You will be notified through your BW email account if there are any additional steps that need to be taken.

***I was given an exemption for my first year, do I need to reapply the following year?***

Yes, you will need to submit a residency exemption during your second year, even if it was approved your first year.