Kutztown University Housing and Dining Services
Residency Requirement
Living with Parent/Guardian Documentation Form

Kutztown University has established a policy that full time undergraduate students (less than 60 earned credits) who are not veterans, married or living with parents or a legal guardian with a zip code within a 30-mile radius of Kutztown shall be required to live in a university operated residence hall. Students interested in living off-campus must have earned at least 60 credits, or have lived on campus 2 years at Kutztown University or a previous institution of Higher Education. The 60 credit on campus requirement will only be waived for students who commute from their home of record, withdraw from the University, take a leave of absence or choose to study abroad. Students who wish to seek an exception to this policy, within the guidelines listed below, are required to apply for permission to commute daily to campus. **Students applying for the "Living With Parent/Guardian" reason for exception must attach this form to their online Residency Exception Request.** This request must be completed on the students MyKUhousing account, by selecting the Residency Exception Request application under the "Forms & Applications" tab**. Please note that upon approval of your residency exception request, your housing application or housing assignment will be removed. The approved residency exception request application will serve as an official cancellation form.** If you already have a housing assignment, it will be removed. If you have completed the Housing Application, it will be cancelled so you cannot participate in the room selection process. The student will be notified in writing (Kutztown University E-Mail), regarding the status of the request.

Name:_____ **KU ID#:**_____

Home Address:_____

Address on KU File **Street** **City** **State** **Zip**

The semester and year I am applying for an exemption: **Fall** **Spring** **20**_____ **year**

Home Phone Number:_____ **Cell Phone Number:**_____

☐ **Living with Parent\Guardian (Requires Notarization)**
I've read that information above and I confirm that my son/daughter/ward is residing in our permanent residence and commuting to Kutztown University from within a 30-mile radius of KU.

Parent\Legal Guardian Signature:_____ **Date:**_____

My signature below certifies that I am aware of Kutztown University Policy and that the information I am providing is true and accurate. I am aware that making false statements either orally or in writing, to a university employee on a university-related matter is a violation of the Kutztown Code of Conduct and may result in disciplinary action. I agree to remain in compliance throughout the semester(s) marked above. I understand that if I move from the above address without the written permission of the Housing Office that this agreement will be null and void. Violation of the Kutztown University Policy will cause the Housing Office to require me to move into the residence hall and for me to be charged from the first day of the period identified above. I understand that if my plans change, I must notify the Director of Housing and Dining Services to obtain permission for my new plans.

Student Signature:_____ **Date:**_____

Commonwealth of Pennsylvania
County of_____

On this, the____day of _____ , 20___ , before me, _____, the undersigned officer, personally appeared _____, known to me (or satisfactorily proven) to be the person whose name_____ subscribed to the within instrument, and acknowledged that _____ executed the same for the purposes therein contained. In witness whereof, I hereunto set my hand and official seal.

_____ _____
Notary Public Notary Seal

Once completed, submit this form as an attachment on your residency exception request application through your MyKU Housing profile (mykuhousing.kutztown.edu). There is a section to upload documents on the second page of the online application. You will not be approved for release without this documentation. If you have any questions, please feel free to reach out to Alec Leidy at leidy@kutztown.edu.