## 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 y	ear I am applying for an exemption:	Fall	Spring	20		
				year		
Home Phone Number:		Cell Phone Number:				
•	rent\Guardian (Requires Notarization) formation above and I confirm that my son/daughter/w radius of KU.	vard is residing in ou	ır permanent residence a	and commuting to Kutz	ctown University from	
Parent\Legal (	Guardian Signature:			Date:		
hall and for me to be cha to obtain permission for		I understand that if	my plans change, I must	notify the Director of I	Housing and Dining Services	
_	ature:		_			
Commonwealth of I	•					
On this, theday	of , 20 , before m	ne,	, th	e undersigned o	fficer, personally	
appeared	subscribed to the within instrume	, Known t	o me (or satisfacto	orily proven) to b	the same for the	
	ontained. In witness whereof, I hereunto			executed	the same for the	
Notary Public			Not	tary 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 housing@kutztown.edu