Kutztown University Housing and Dining Services
Residency Requirement Appeal Request

Kutztown University has established a policy that full time undergraduate students (60 earned credits or less) who are not veterans, married or living with parents or 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 completed four (4) full semesters at Kutztown University (does not include summer sessions) before they can move off campus. 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 chose to study abroad. Students who wish to seek an appeal to this policy, are required to apply for permission to commute daily to campus. This request must be completed using the form below, including notarization. Only the information you submit in writing will be considered when reviewing your request. You will be notified in writing (Kutztown University E-Mail), regarding the status of your request.

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

Home Address:_____

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

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

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

Reason for Appeal (Please use additional paper if needed. Please provide any additional documentation necessary):

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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 or will 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

Submit this request form by either:
Scan and E-mail Information to Housing@kutztown.edu
Fax Information to: (610) 683-4038
Mail Information to: Housing and Dining Services, PO Box 730, Kutztown, PA 19530

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