WEBER HONORS COLLEGE

LIVE-ON REQUIREMENT EXEMPTION FORM FOR LOCAL SERVICE AREA STUDENTS

Submit both completed forms and documentation to:
Live-On Requirement Exemption Request
San Diego State University
Weber Honors College
5500 Campanile Drive
San Diego, CA 92182-1623

(Submit by April 15 with FERPA DISCLOSURE FORM ON PAGE THREE)

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Please indicate your exemption status below. To view requirements for supporting documentation, please refer to the attachment “LIVE-ON REQUIREMENT EXEMPTION FORM FOR LOCAL SERVICE AREA STUDENTS EXEMPTION CRITERIA AND DOCUMENTATION INFORMATION.”

☐ Married/Domestic Partnership and/or with Legally Dependent Children

☐ Independent Student Status

☐ Medical and/or Disability Circumstances

☐ Work Experience and/or Care Provider Requiring a Live-In Situation

☐ Other

**Deadline:** To ensure timely consideration and notification by the May 1 Intent to Enroll deadline, please submit the form and documentation to the Weber Honors College Office no later than April 15 for the Fall semester.

**Student Housing License Agreement:** It is highly recommended that you submit a Student Housing License Agreement for prior to or at the same time as your exemption request as student-housing preferences are considered, as students will be assigned a space depending on availability on a first-come, first-serve basis. If you delay submitting or do not submit a License Agreement while awaiting your exemption decision and your request is denied, you may not receive your preferred housing choices.

**Questions:** If you have questions regarding your exemption, please contact our office at (619) 594-2872.

**Certification:** I hereby certify that all information provided is true and correct.

Signature ___________________________ Date ____________

Office Use Only

Date Received: _______________________

Documentation Provided: Yes ☐ No ☐

Exemption Granted: Yes ☐ No ☐

Weber Honors College Signature ___________________________ Date ____________
MARIED/DOMESTIC PARTNERSHIP AND/OR WITH LEGALLY DEPENDENT CHILDREN – Copies of the marriage certificate, domestic partnership agreement and/or child’s birth certificate and proof of child custody are required.

INDEPENDENT STUDENT STATUS – If you are independent for federal financial aid, as defined by the Free Application for Federal Student Aid, submit your exemption request with a photocopy of your SDSU Financial Aid Award Notification (print a copy from your SDSU AidLink record).

MEDICAL AND/OR DISABILITY CIRCUMSTANCES – Exemption requests for medical or disability reasons must be submitted as early as possible with required documentation to the Student Disabilities Services Office (SDS). Appropriate medical documentation including a description of diagnosis must be provided by a licensed physician. The letter must be typed (not hand written) on the physician’s letterhead stationary and must include a statement of how living in the residence halls is not recommended. SDS will render a decision and notify the student and the Office of Housing Administration.

WORK EXPERIENCE AND/OR CARE PROVIDER REQUIRING A LIVE-IN SITUATION – If it is verified that the student has a job requiring that they live in to maintain their employment, an exemption may be granted. A release due to work requiring living in must include the appropriate employment verification including a notarized statement from the employer.

A release due to a live-in situation for an illness/care provider must include the appropriate medical documentation including a description of diagnosis provided by a licensed physician or appropriate clinician (i.e. social worker, etc.). The letter must be typed (not hand written) on the physician/clinician’s letterhead stationary and must include a statement of how living in the residence halls will affect the applicant’s work experience or care providing.

OTHER – Where it can be conclusively demonstrated that special circumstances exist which would create a substantial personal hardship. Verification of the special circumstances will be required.
Submit completed forms and documentation to:
Live-On Requirement Exemption Request
San Diego State University
Weber Honors College
5500 Campanile Drive
San Diego, CA 92182-1623

(Submit by April 15 with LIVE-ON REQUIREMENT EXEMPTION FORM ON PAGE ONE)

First Name: ___________________________  Last Name: ___________________________

RED ID: ___________________________  Email: ___________________________

Address: ___________________________  City, ST, Zip: ___________________________

Home Phone: ___________________________  Cell Phone: ___________________________

Under the Family Educational Rights and Privacy Act (FERPA), the San Diego State University is permitted to disclose information from your education records to your parents if your parents (or one of your parents) claim you as a dependent for federal tax purposes. Please indicate whether your parents claim you as a tax dependent.

Please check the appropriate box:

☐ Yes. I certify that my parents claim me as a dependent for federal income tax purposes.

☐ No. I certify that my parents do not claim me as a dependent for federal income tax purposes.

Signature ___________________________ Date ___________________________

If you are not claimed as a dependent or you do not know whether you are claimed as a dependent for federal income tax purposes, but you agree that San Diego State University may disclose information from your education records to your parents, please sign the following consent:

I consent to the disclosure of any personally identifiable information from my education records to my parent(s), for reasons determined by the San Diego State University as appropriate. This authorization will remain in effect for the coming school year.*

If parents live at the same address, please list both in #1.

#1 Name(s) #2 Name(s)

Address

City, ST, Zip

Telephone Number

Telephone Number

Students cannot be denied any educational services from the San Diego State University if they refuse to provide consent.