

University Housing Exemption Request Form: Special or Extreme Circumstances

University of Wisconsin-Whitewater

In order to provide a consistent format and have sufficient documentation for the Exemption Review Team to consider in the recommendation to the Chancellor’s Office for an exemption request for special circumstances, students must complete this document and attach it to the on-line exemption request on student portal. *Please be prepared to attach this completed document and any other supporting documents when submitting the on-line request.*

- Instructions:** Complete and sign this form
 Scan completed form along with all other supporting documents
 Attach scanned documents to the on-line Exemption Application on Student Portal
<http://www.uww.edu/housing/assignments/housingexemption>

Student Name	
Student ID #	
Home Address	
Exemption Year	
Signature	

Reason for the Request

(Additional attachments are acceptable for this section)

Supporting Documentation is required for all requests that can provide verification of the reasons for the request. Some examples of supporting documentation, but not limited to, include:

CHECK ALL THAT APPLY

- Financial Reasons:
 - Budget comparison of off campus living arrangements vs. on campus living showing a significant cost savings. Should include details of off campus living arrangement (Landlord and location) as well as include the following monthly costs: Rent, Heat, Electric, Water, Cable, Internet and any other financial obligation you want the review team to consider in the recommendation.
 - A signed letter from a third party (i.e. parent or guardian) verifying financial need/hardships.
 - Do you receive Financial Aid and have you considered how this may impact your financial aid package? Circle one: YES or NO
- Medical Reasons:
 - Signed letter from physician or other medical provider on letterhead verifying treatment, circumstances or needs, and recommendation of off campus living.
 - Recommendation from the Center for Students with Disabilities (CSD) that your circumstances requires off-campus living.
- Other Reasons:
 - All other reasons should have some sort of verification of the circumstances cited in your reason that can serve as supporting documentation/justification. Documentation that can confirm the circumstances.
 - Preference is for documents to be either signed or on company letterhead.