

Residency Requirement Waiver / Exemption Policy

University of West Georgia requires **ALL FIRST-TIME IN COLLEGE STUDENTS** to reside on campus unless they have an approved exemption. This policy applies to **ALL STUDENTS ENTERING UNIVERSITY OF WEST GEORGIA** and remains in effect until completion of two (2) semesters of residency (Fall/Spring or Spring/Fall).

Mark only ONE area that applies to you. Allow two (2) weeks from receipt of a **COMPLETED** waiver request for processing.

Note: All correspondence will only be through your my.westga.edu email account.

Semester of Request: _____

Name: _____
Last First Middle

Home Address: _____
Street City State Zip Code

ID#: 917/ _____ / _____ Phone Number: _____

I hereby request a waiver or exemption from the residency requirement for the following reason (please initial by one):

_____ I will be living at my legal parent/guardian's permanent address, which is on file with the University. *This permanent address is within the **approved zip code list** provided by UWG Housing. (Please sign this form and provide a copy of government issued IDs (parent and student) then fax, mail, or email it to our housing office OR have both parent/guardian and student complete this form in person with a Housing and Residence Life Staff Member and show their government issued IDs).*

_____ I am 21 years of age or older *(Please attach a legible copy of your state issued ID; photo must be visible; DOB _____).*

_____ I am married or I am the sole caregiver of my child *(Requires copy of marriage license/birth certificate).*

_____ I have lived on campus at another institution for two (2) semesters *(Requires proof of residency in the form of a bill break down showing where you lived).*

_____ I have an independent financial status *(Housing and Residence Life will confirm status with Financial Aid Office).*

_____ I am taking at least 75% of my academic course load online **OR** 100% Newnan Campus Courses – *if approved, this is **only** in effect for 1 semester, and therefore, another waiver must be submitted for the 2nd semester*

_____ I am taking a **combination** of both Newnan Campus Courses and Online Courses at 100% - *if approved, this is **only** in effect for 1 semester, and therefore, another waiver must be submitted for the 2nd semester*

_____ I am requesting an exemption based on being in the Hope/Pell Exemption zip code range *(see instructions for required documents)*

My signature below indicates that my reason above and the information attached is accurate. Should I be found falsifying information to the University, I understand that I may be held accountable through the Office of Community Standards. Housing and meal plan charges will be posted to your student account as a violation. Additionally, I have read and understand the Residency Requirement Waiver/Exemption policy.

Signature of student: _____ Date: _____

Signature of parent: _____ Date: _____

HOUSING STAFF ONLY

In-Person Signature Verified by: _____ Comments: _____

Request Approved: _____ Request Denied: _____ Signature: _____ Date: _____

Department of Housing and Residence Life
ATTN: Assignments Staff
University of West Georgia 1601 Maple Street
Carrollton, GA 30118

Email: housing@westga.edu
Fax: 678-839-6427

Residency Requirement Waiver / Exemption Policy

Waivers are required for all First-Time in College (FTIC) who do not wish to reside on campus.

- **Waiver:** If you wish to request a waiver of the University Residency Requirement, you **must complete** the form and be approved to not receive housing charges on your student account.
- **Contract:** Students, who have completed a housing contract and wish to submit a residency waiver, must complete the Housing Cancellation Form, pay associated fees, submit a residency waiver and receive an approval email before being released from the contract. Meeting the residency requirement, prior to the start of classes, does not cancel a housing contract. ***See request for cancellation within the Housing Contract for more details.*
- **Exemption:** The following categories of FTIC students qualify for exempt from the residency requirement following verification of their status:
 - Live at home with a legal parent/guardian within an **approved zip code**
 - Your legal parent/guardian's address must be the same as **your official address on file with the university and the address on your valid, government-issued ID**. Please sign the form and provide a copy of government issued IDs (parent and student) then fax, mail, or email it to our housing office OR have both parent/guardian and student complete this form *in person* with a Housing and Residence Life Staff Member and show their government issued IDs.
 - 21 years of age – *attached copy of your government issued ID with Date of Birth*
 - Marriage/Have a child – *Certified copy of marriage license or birth certificate must be presented for students under 21*
 - Independent financial status – *Must provide supporting documentation from Financial Aid.*
 - Lived on campus for two (2) semesters at another institution – *Requires proof of residency in the form of a bill break down showing where you lived.*
 - 75% of academic course load is online OR 100% of academic course load is at the Newnan Campus - *must provide academic schedule*
 - Combination of both Newnan Campus Classes and Online Courses at 100%
 - Hope/Pell Eligible Exemption Request - *Must attach a copy of your legal guardians government issue ID that matched your official address on file with the University AND a copy of your financial aid award letter that shows your Pell and Hope amounts.*
- **First-Time in College Students:** FTIC students are defined as students who have earned a standard high school diploma or its equivalent in the last 12 months **and** who have earned less than 30 transferable college credit hours **after** receiving their high school diploma.
- **Transfer Students:** You are considered a **freshman** until you have completed 30 credit hours, which is proven through the West Georgia Admissions Office. If you have not completed 30 credit hours, but have lived on campus at another institution for 2 semesters; please submit a completed residency waiver request and attach proof via student break down bill from your previous institution.
- **Falsification of Records:** Students will be held accountable for the accuracy of all information provided to the University. Section 13.02 of the University of West Georgia Student Conduct Code prohibits students from intentionally furnishing false information to the University. Violators of this regulation will be referred to the Office of Community Standards and appropriate charges will be added to your student account.

Please be advised that completion of the attached form does not guarantee approval. The University reserves the right to approve or deny the request based on established criteria.