Residency Requirement Waiver / Exemption Policy

Waivers of the residency requirement are required for all freshmen who do not reside on campus.

If you wish to request waiver of the University Residency Requirement in order to live at home with a parent, you must complete the enclosed form prior to the first day of classes. A certified notary public must **NOTARIZE THE SIGNATURE OF THE PARENT OR GUARDIAN**. Freshman students with a current housing contract who wish to request a waiver of the University Residency Requirement in order to live at home with parent/legal guardian must also complete a Housing Appeals Packet.

UWG students taking 100% of their academic load on the **Newnan Campus** or at least 75% of their academic load through **eCORE** will be exempt from this policy. All Newnan or eCORE enrolled students seeking to be exempt from the Freshmen Residency Requirement must receive an approved Residency Waiver no later than the first day of classes from the Department of Housing and Residence Life in order to be exempt from this requirement. Should a student’s eCORE or Newnan Campus registration status change, they will be expected to move on campus for the remainder of the current semester until the Residency Requirement is met. Students are expected to notify Housing and Residence Life of any change in their eCORE or Newnan status in writing via email to housing@westga.edu.

The following categories of freshmen students will be exempt from the residency requirement following verification of their status:

1) 21 years of age or older
2) Married/Have a child – Requires copy of marriage license/birth certificate
3) Independent financial status – Please attach completed “Financial Independence Verification” form
4) Lived on campus for two (2) semesters at another institution- must provide documentation
5) 75% eCore academic load student **OR** 100% of their academic load on the Newnan Campus
6) Living at home with my parents/legal guardian, at the permanent address on file with the University at the time of application, located within the commuting distance

Falsification of Record – 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 University discipline system.

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.

**Residency Requirement Waiver/Exemption Request form is below:**

**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

Semester of Request: ________________

University of West Georgia requires ALL FRESHMEN 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 or thirty (30) earned semester hours of academic work. Meeting the residency requirement mid contract year does not cancel a housing contract. Please mark only the areas that apply to you.

Please allow five (5) business days from receipt of a COMPLETED waiver request for processing.

Please Note: All correspondence will be via your my.westga.edu email account

Name: ____________________________________________________________________________

Last                                                     First                                                       Middle

Home Address: ___________________________________________________________________________

Street                City                State              Zip Code

ID#: 917/_____/______  Birthday: ___________ Age: _____   Phone Number: _______________________  

I hereby request a waiver of the residency requirement for the following reason(s):

____ I will be living at home with my parents/legal guardian, at their permanent address on file with the University at the time of application, located within the commuting distance *

(Please sign this form in the presence of a NOTARY. In lieu of notary, both parent/guardian and student may complete form in person with a Housing and Residence Life Staff Member and show their government issued ID).

____ I am 21 years of age or older.

____ 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 breakdown showing where you lived).

____ Independent financial status (Please attach completed “Financial Independence Verification” form from Financial Aid).

____ I am taking at least 75% of my academic load as an eCORE student OR I am enrolled for 100% of my academic load on the UWG Newnan Campus.

My signature below indicates that the information attached is accurate and should I be found falsifying information to the University, I understand that I may be held accountable through the University’s judicial system. Additionally, I have read and understand the Residency Requirement Waiver policy.

Signature of student: __________________________________________________________ Date: ______________

Parent/Guardian Name* (printed): _____________________________________ Date: ______________

Signature of Parent/Guardian*: ___________________________________________ Date: ______________

*Note: Parent/guardian is required ONLY for students living at home with parents at their permanent address.*

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
www.westga.edu/housing

In Person Signature Verified By: _______ Comment(s): ____________________________________

Request Approved: _____Denied: ______ Signature: ______________________________________ Date: __________