

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 THE 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 parents or legal guardian must also buy out of the contract.

UWG students taking 100% of their academic load on the Newnan Campus will be exempt from this policy. All Newnan 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 to be exempt from this requirement. To request exemption, please complete a Residency Waiver.

UWG students taking at least 75% of their academic course load online via eCORE will be exempt from housing requirements as long as that load level is maintained. Should a student's eCORE/on-line status change, they would be expected to move on campus for the remainder of the current semester until the Residency Requirement is met, or submit a request for exemption of the Freshmen Residency Requirement Residency Waiver. Students are expected to notify Housing and Residence Life of any change in their eCORE status in writing via email to housing@westga.edu, and could be subject to the residency requirement for subsequent semesters. All on-line students seeking to be exempt must receive written permission from the Department of Housing and Residence Life, for the live on-campus requirement.

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 – Requires copy of state issued ID, photo must be visible
- 2) Married/Have a child – Requires copy of marriage license/birth certificate
- 3) Independent financial status – Must provide supporting documentation
- 4) Lived on campus for two (2) semesters at another institution- must provide documentation
- 5) An eCore/on-line student **OR** enrolled for 100% of their academic load on the Newnan Campus
- 6) Living at home with my parents/legal guardian, at their permanent address, 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

**OR FAX TO:
678-839-6427**

Residency Requirement Waiver / Exemption Policy

Semester of Request: _____

University of West Georgia requires ALL FRESHMEN to reside on campus unless one of the below exceptions applies and is approved. 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) semester hours of academic work.

Please complete this form and mark only the areas that apply to you.

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: _____

Please mark only what applies to you.

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, within the commuting distance * (Please have your parent/legal guardian attach a notarized letter stating that you are living at home with parents and commuting from your home address).

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

_____ 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).

_____ Independent financial status (Please attach complete "Financial Independence Verification" form).

_____ I am 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: _____

Signature of Parent/Guardian: _____ Date: _____

Note: Parent/guardian signature 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

OR FAX TO:

678-839-6427

HOUSING STAFF ONLY

Request Approved: _____ Emailed: _____ Official Signature: _____ Date: _____

Request Denied: _____ Comment(s): _____