

## **Northwest College Live-In Exemption Request**

Residential living is an integral part of the educational process at Northwest College and the Residence Halls were constructed with that in mind. The Residential Life program offers opportunities for the emotional and social development of the students as well as their academic and intellectual growth. We know the residency policy to be a major contributor in ensuring a campus living/learning environment that aids in the education of the whole person. NWC experiences the same results as the national research, in that halls gives the student better access to campus resources, provides a well-balanced meal plan, and provides the opportunity to participate in Residential Life programs. Students also interact more with peers while living on campus.

### **FIRST YEAR HOUSING RESIDENCY REQUIREMENTS**

Students under the age of 21 and enrolled in 9 or more credit hours are required to live in college residence halls their first two semesters. Exceptions are:

- First Year students age 21 and over;
- First Year students who are married or are single parents with custody of child(ren);
- Students who have completed two semesters of full-time credit at NWC or another college/university;
- First Year students living with parents or legal guardian full time within 60 miles of Powell, WY.

NWC's residency requirement will be waived only in cases of exceptional need, hardship or special circumstances. If you are requesting to live off campus, you should be prepared to present a strong case and provide documentation for it (see examples on back page.) Residential Life reserves the right to uphold or waive the residency requirement. **Those who disregard the residency requirement run the risk of having their registration dropped.**

### **TO REQUEST A RESIDENCY REQUIREMENT WAIVER:**

- 1) Complete the back of this form.
- 2) Submit a written request to the Residential Life Office that includes the following three (3) components and how they pertain to your situation:
  - a) Your specific needs that cannot be met in a residence hall and/or how residential living poses a hardship for you. Keep in mind that living on campus presents a lifestyle and financial responsibilities for everyone who attends NWC. It is your responsibility to prove the uniqueness of your situation and/or the differences between your current circumstances and those of the past which enabled you to live on campus.
  - b) How you have tried to meet your needs and/or resolve your hardship within the Residential Life system and/or the NWC community.
  - c) Your alternative plans for residency and how these plans will meet your needs and/or alleviate hardship.
- 3) Attach statements, letters, and other forms of documentation that will verify the information you provide in your request. Again, remember that the intent of the policy is to help develop and maintain a nurturing community for the education of the "whole" person. Statements of approval or verification of your maturity level from parents and others are not viewed as reasons for granting a waiver.

The following are examples of appropriate forms of documentation. This list is not complete and not every example applies to all situations. **WAIVER REQUESTS MUST BE ACCOMPANIED BY SUBSTANTIATED DOCUMENTATION.**

- Letters from a medical professional such as a doctors, counselors, psychologists, or others from whom you have sought assistance.
- Copies of financial records such as: bank statements, income tax returns, financial aid packages.

- A copy of your proposed lease or rental agreement. Remember signing a lease with an alternate Landlord does not substantiate a hardship or condition that will be approved to waive the live-in requirement for all first-year students.
- Letter of confirmation from parent or legal guardian.

Return waiver form, typewritten request and documentation to [housing@nwc.edu](mailto:housing@nwc.edu)

Or mail to:

Northwest College, Residential Life  
Housing Office  
231 W. 6th St.  
Powell, WY 82435

Once your request is reviewed, you will receive a letter or email to your NWC email account from Residential Life informing you of the decision reached. Residential Life reserves the right to determine the length of a Residency Requirement Waiver and may require that you reapply.

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**PLEASE COMPLETE**

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NAME \_\_\_\_\_ DATE OF REQUEST \_\_\_\_\_

ID # \_\_\_\_\_ AGE \_\_\_\_\_ BIRTHDATE \_\_\_\_\_

NUMBER OF SEMESTERS AT NWC \_\_\_\_\_ NUMBER OF SEMESTERS IN RESIDENCE HALL \_\_\_\_\_

CREDIT HOURS EARNED AT END OF CURRENT SEMESTER \_\_\_\_\_

CURRENT ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ PHONE \_\_\_\_\_

PERMANENT ADDRESS (IF DIFFERENT) \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ PHONE \_\_\_\_\_

PROPOSED ADDRESS (IF DIFFERENT FROM CURRENT) \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ PHONE \_\_\_\_\_

I declare under penalty of perjury that the information furnished is, to the best of my knowledge and belief, true, correct and complete. I understand that deliberate falsification of housing eligibility requirements may result in a disenrollment recommendation to the Vice President for Student Services.

\_\_\_\_\_  
Student Signature

Office Use Only

Date Received \_\_\_\_\_

Received by \_\_\_\_\_

Date Processed \_\_\_\_\_

Date Response Sent \_\_\_\_\_

Nature of Response: Approved   Denied

Response Sent By \_\_\_\_\_