

INDIANA TECH

Housing Release Request Form

To help you make the most of your college experience, all freshman and sophomore students are required to live on campus. Students who live on campus are most likely to take full advantage of campus resources, be more involved in campus activities, achieve academic success, and be more satisfied with their overall university experience. There are exceptions in which students can request to be exempt from the requirement, but given the benefits of social interaction, learning to be independent, and connecting to the Indiana Tech culture, even those eligible for an exemption are encouraged to live on campus.

Process for Request

Step One: Review housing contract information. Determine if exemption requirements meet your situation.

Step Two: Obtain additional necessary documents. Any form submitted without supporting documentation will not be accepted. Required information is described below.

Step Three: Complete and submit request form. Form may be submitted to the Director of Residence Life –in the Office of Residence Life. Be sure to obtain a copy for your own records.

Step Four: Request Approval/Denial. You will be notified by Residence Life within 2 weeks if the release is granted or denied.

*Appeals may be submitted within 10 business days following the initial response to the Director of Residence Life. Appeals will be considered on the basis of new information or procedural errors only. If allotted time has passed, you cannot appeal decision.

Reasons for Exemption/Release

1. **Junior or senior standing:** Completion of 60 credit hours prior to start of the academic year (fall semester). Verification from an advisor or the registrar office must be submitted for proof of change in enrollment status.
2. **21 years of age:** Achieved 21 years of age prior to the start of the academic year (fall semester).
3. **Married and residing with spouse within 50 miles of campus:** Submission of a valid copy of marriage certificate, as well as proof of address, such as a utility bill, tax statement, or lease agreement.
4. **Residing with a responsible relative: Students may receive an exemption to live with a relative limited to parent, grandparent, or legal guardian whose residence is within 50 miles of campus.** The relative must have established 6 months of residency to qualify. A copy of a state issued identification for the relative showing the address of the residence and a copy of one of the following must be presented: utility bill, property tax statement, or a lease agreement in the relative's name. **Students who are approved for this exemption must live with the named relative and are not permitted to secure their own housing elsewhere.**
5. **Veteran of the U.S. Armed Forces:** A copy of military credentials must be presented.
6. **Living with a fraternity:** Must be an active member of a fraternity recognized by Indiana Tech, have a 2.0 grade point average, and completed your second semester of full time enrollment. Proof of membership must be provided.
7. **Financial need:** Demonstrated financial need that is verified and documented by the Financial Aid Department.
8. **Other:** A meeting must be set with a member of Residence Life to discuss situation and accommodation. Proper documentation will be determined on a case-by-case basis.

