

# Residential College Live On Campus Requirement Exemption Request Form



|   |  |                 |  |
|---|--|-----------------|--|
| Last Name   |  | Student ID      |  |
| First Name  |  | Entry Yr./Sem.  | 201( ) <input type="checkbox"/> Spring <input type="checkbox"/> Fall |
| School E-mail   |  | Personal E-mail | @  |
| Permanent Phone   |  | Mobile Phone    |  |
| Permanent Address   |  |                 |  |
| City  |  | State           |  |
| Country   |  | Postal Code     |  |
| Term(s) Applied for Exemption <input type="checkbox"/> 2017 Fall <input type="checkbox"/> 2018 Spring <input type="checkbox"/> 2018 Fall <input type="checkbox"/> 2019 Spring |  |                 |  |

**I am requesting exemption from the State University of New York, Korea housing requirement for undergraduate students. The specific qualifying factor is:**

|                          |  |
|--------------------------|--|
| <input type="checkbox"/> | A. MARRIED and/or WITH LEGALLY DEPENDENTS/CHILDREN<br>Copy of the marriage certificate and/or child(ren)'s birth certificate are required.   |
| <input type="checkbox"/> | B. MEDICAL AND DISABILITY CIRCUMSTANCES<br>Student's licensed private physician must provide a letter of explanation and a copy of medical records substantiating the request to the university. The records will be reviewed by the Academic & Student Affairs, who must concur that the medical condition warrants special housing consideration which cannot be accommodated on campus. |
| <input type="checkbox"/> | C. COMPELLING INDIVIDUAL CIRCUMSTANCES<br>Requests for exemption to Residential College Requirement on the basis of compelling individual circumstances will be considered on a case by case basis. (Please provide a narrative and any additional documentation necessary to support your position.)  |

**Providing false or misleading information in connection with a request for exemption may result in room charges being assessed to the student's account and/or cancellation of enrollment at the State University of New York, Korea.**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

To ensure priority consideration, exemption requests must be submitted no later than:  
Spring Semester – Friday of the 2nd week of January | Fall Semester – Friday of the 2nd week of July

Submit request via mail, fax, or email: Academic & Student Affairs  
The State University of New York, Korea  
A208 Academic Building  
119 Songdo Moonhwa-Ro  
Yeonsu-Gu Incheon, Korea  
21985  
Telephone: +82-32-626-1114  
Fax: +82-32-626-1199  
E-mail: student@sunykorea.ac.kr

|                        |  |
|------------------------|--|
| <b>OFFICE USE ONLY</b> |  |
| Date Received: _____   | DECISION : <input type="checkbox"/> Approved <input type="checkbox"/> Denied |
| Signature: _____       | Date : _____   |
| Comment:               |  |



## Residential College Live On Campus Requirement | Guidelines

The State University of New York, Korea is committed to providing all of its students with a comprehensive educational experience. There are numerous educational and social benefits for all students living in the residence halls that may not be realized by those living off campus. With this understanding, SUNY Korea requires all students to live on campus.

## Residential College Live On Campus Requirement | Requirement

All undergraduate students enrolled as full-time students will be required to live in on campus housing during the academic year until you have satisfied both of the following:

### **Bachelor Degree**

- The student must complete all 4 Semesters (Modules) of the Residential College Program (6 credits earned), and
- The students must have completed U3 (Junior) at the undergraduate student level with 84 or more credits earned.

### **Associate Degree**

- The student must complete all 2 Semesters (Modules) of the Residential College Program, and
- The students must have completed 3 regular semesters at the undergraduate student level with 51 or more credits earned.

## Residential College Live On Campus Requirement | Exemptions

Students may be exempt from the requirement to live in the residence halls if the student:

- is married and/or with legally dependent children,
- is deemed medically excusable,
- is under compelling individual circumstances.

Students desiring this exemption must submit an exemption request form and provide supporting documents. In addition, request for exemption to Residential College Live On Campus Requirement on the basis of compelling individual circumstances will be considered.

Requests for consideration of exemption must be submitted according to the following schedule:

Spring Semester – Friday of the 2<sup>nd</sup> week of January | Fall Semester – Friday of the 2<sup>nd</sup> week of July

For additional information regarding requests for exemption, contact the Academic & Student Affairs by email at [student@sunykorea.ac.kr](mailto:student@sunykorea.ac.kr) or by phone at 82-32-626-1114 (from outside Korea) or 032-626-1114 (from Korea).

Providing false or misleading information in connection with a request for exemption may result in room charges being assessed to the student's account and/or cancellation of enrollment at the State University of New York, Korea.

If a student is removed from on campus housing due to disciplinary action, the student may also be suspended from the University. As all students must live in on campus housing and housing is allocated accordingly, any first year student whose conduct results in their being forced to leave on campus housing due to violations of the contract shall be responsible for the ENTIRE housing fee. No refund or credit will be given to the student if removed from housing for cause.

## Residential College Live On Campus Requirement | Who is the exemption process not intended for?

The exemption process is generally not intended for students who:

- Dislike their room, roommate, residence hall, or on-campus living in general.
- Have dietary concerns or are on special diets.
- Want to live with a sibling, other relative or family friend.
- Parents bought a house or condo and want student to live in it.
- Already signed a lease for an off-campus house, apartment, condo, etc.
- Have problems or concerns that need to be addressed but have not sought staff assistance.

There are many avenues besides moving off-campus for students to address the above concerns including talking with the university housing professional staff, making a room change, moving to a different type of room, changing roommates, working with the Academic & Student Affairs, etc. Students are expected to explore all possible avenues before requesting an exemption to the University housing requirement.

## Residential College Live On Campus Requirement | Procedures for Reviewing Request for Exemptions

- I. Requests for exemption to the Residential College Live On Campus requirement will be considered and may be granted in the cases stated above or for compelling individual circumstances.
- II. All correspondence regarding exemption requests should be addressed to: Academic & Student Affairs via email at [student@sunykorea.ac.kr](mailto:student@sunykorea.ac.kr) or phone call at 82-32-626-1114 (from outside Korea) or 032-626-1114 (from Korea).
- III. The University will review written requests for exemption within a timely manner. Additional information may be required of some applicants. Applicants will be notified of decisions regarding requests for exemption in a timely manner.
- IV. Individual students may appeal, in writing, the denial of the request for exemption to an appeals committee. However exception appeals are rarely granted. Please be aware of that the appeal process is not to be taken lightly since many people are coming together to review each and every appeal. Carefully consider whether or not your situation is so extreme that it cannot be resolved in the university housing or that the consequences of remaining in the university housing would be severely negative for you.