

All undergraduate students enrolled as full time students (taking 12 or more credit hours at Tulane) are **REQUIRED** to reside in the residence halls during their first and second year (freshman and sophomore years). Submitting this request does not guarantee Residency Exemption. If this request is not approved, a space on-campus will be reserved for the requestor and the student will remain responsible for all housing charges.

## STUDENT INFORMATION:

|              |                    |                     |                     |
|--------------|--------------------|---------------------|---------------------|
| NAME         |                    | SPLASH ID #         |                     |
| CELL PHONE # |                    | ALTERNATE CONTACT # |                     |
| TULANE EMAIL |                    | ALTERNATE EMAIL     |                     |
| REQUEST TYPE | FIRST-YEAR STUDENT |                     | SECOND-YEAR STUDENT |

## PARENT/GUARDIAN INFORMATION:

|                 |  |                         |  |
|-----------------|--|-------------------------|--|
| NAME            |  | RELATIONSHIP            |  |
| CONTACT PHONE # |  | HOME OR WORK PHONE #    |  |
| STREET ADDRESS  |  | CITY, STATE, ZIP        |  |
| EMAIL ADDRESS   |  | ALTERNATE EMAIL ADDRESS |  |

All undergraduate students enrolled full time (taking 12 or more credit hours at Tulane) are **REQUIRED** to reside in the residence halls during their first and second year (freshman and sophomore years). Class year is based on total academic years in college, not credit hours earned. This policy does not apply to transfer students entering Tulane as a freshman (mid-year) or as a sophomore/second-year student (either in August or mid-year). To request an exemption to the residency requirement, students must provide verification of one of the following by **June 30 (first-year students) or March 1 (second-year students)**:

- 1) Local residency with a parent or legal guardian (see explanation and details below)
- 2) 21 years of age by the class day of the fall semester
- 3) Legally married by June 10 (first-year students) or March 1 (returning students)

For local freshmen and sophomores who prefer to live at home with a parent or legal guardian, the following items must be submitted by **June 30 (first-year students) or March 1 (second-year students)**. Letter of consent from the parent or guardian verifying your residency with them for the following academic year,

- 1) Verification of local address as primary residence of the parent or guardian. This can be verified by submitting one of the following:
  - a) Current utility bill with parent or guardian name included, along with a matching driver's license (copies one, please delete or "blackout" social security information).
  - b) Current lease or rental agreement along with matching driver's license or matching utility bills.

*Note: Living in a parent or guardian's secondary or non-primary residence (such as a rental unit) does not constitute living with a parent or guardian in their primary residence.*

Signing and submitting this form signifies that you have read and understand and agree with all information on this form. I understand that:

- Submitting this request does not guarantee that I will be granted Residency Exemption and that if my request is not approved, a space on-campus will be reserved for me and I will remain responsible for all housing charges.
- If applying for local residency, I verify that the address provided above is the primary residence of the student and parent/guardian during the academic year and that the student will be commuting to and from Tulane University.
- We acknowledge that this exemption must be renewed annually.

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Student Signature & Date

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Parent Signature & Date