

PLEASE READ BEFORE TAKING ACTION TO MOVE OFF-CAMPUS

Students are cautioned about entering into binding contracts, leases, or rental agreements before exemption decisions have been rendered. Mandatory housing, meals, and associated fees may still be assessed if a student moves prior to approval of their exemption request. Students and their parent/guardians are advised that neither a lack of awareness nor a failure to read or review any University or System Board policy provisions will cause any such policy to lose neither force nor effect. Students and legal guardians are responsible for adherence

and promptness when examining all University policies. The above information also applies to students who are required to live on campus yet wait until very late

day of class and should a bed become available, charges and fees, as listed above, may off campus.

Once you submit an application for on-campus living, you automatically fall under these guidelines.

REQUEST TO MOVE OFF-CAMPUS PROCEDURES

To provide for an efficient expedition of your application to live off campus, you should adhere to the following procedure:

STEP 1 *START EARLY* Begin the process thirty (30) days prior to the deadline for the semester the exemption will be effective. Application deadlines are strictly enforced.

STEP 2 *READ THE ON-LINE INFORMATION*

Review the **Housing Exemption Policy**, allowable exemptions, and other important information.

- > *DO NOT* send others to conduct your business.
- > *DO NOT* make any binding off-campus living arrangements before you are granted housing exemption approval.

STEP 3 *COMPLETE AN APPLICATION* (**Housing Exemption Application**) to seek housing

Required ULM Forms:

- > HOUSING EXEMPTION APPLICATION
- > MEMORANDUM OF UNDERSTANDING FORM
- > NOTARY FORM (If Applicable)
- > ULM MEDICAL FORM (If claiming medical exemption)

On-Campus Housing Exemption & Appeal Guidelines

The University-endorsed allowable exemptions are:

1. Current students that will have 75 qualified hours prior to the application deadline of the semester that he/she is requesting to live off-campus. Current enrolled hours are included. *Dual enrollment hours do not count towards the 75 hour requirement for an off-campus exemption.*
2. If the student will be residing with a parent, immediate family member (grandparent, sister, brother), or legal guardian, in any of the following exempt parishes: **Bienville, Caldwell, Catahoula, East Carroll, Franklin, Jackson, LaSalle, Lincoln, Madison, Morehouse, Ouachita, Richland, Tensas, Union, West Carroll, or Winn.** You will need a copy of the lease agreement if the home is rented or a copy of the homestead exemption/mortgage if the property

HOUSING EXEMPTION APPEALS

Applicants will read and explicitly follow all steps prior to submitting their written appeal to the Office of Auxiliary Enterprises (Strauss Hall 260). All communication will be sent to the student's Warhawks email address. Students are responsible for contacting the Office of Auxiliary Enterprises regarding the status of their application.

APPEAL PROCEDURES:

1. Student must appeal in writing or by email response within 3 business days, regarding the determination made by Office of Auxiliary Enterprises.

NOTE: The University reserves the right to amend this policy at any given time / Should we reach capacity in on-campus housing, the university reserves the right to make exceptions accordingly.

ADDITIONAL INFORMATION: Please refer to the most current information in the following locations (revised 2024)

ULM Student Policy Manual: www.ulm.edu/studentpolicy/

ULM Residential Life Office: www.ulm.edu/reslife/

Office of Auxiliary Enterprises, Strauss Hall 260, (318) 342-5242, auxiliary@ulm.edu