



Bethune-Cookman University

Department of Housing and Residence Life

FRESHMAN AND SOPHOMORE RESIDENCY REQUIREMENT POLICY

- A. Bethune-Cookman University requires that all freshman and sophomore single students, enrolled for twelve (12) or more semester credit hours, reside in the University's residence halls and participate in a meal plan. This requirement excludes summer sessions and is applicable until the attainment of junior academic standing, or the receipt of an exemption from the Department of Housing and Residence Life.
- B. Exemptions to this requirement must be requested in writing. All requests must be submitted by July 15 for Fall Semester release, or November 15 for a Spring Semester release. ***No Freshman and Sophomore Residency Requirement Release Requests will be accepted after those dates. Requests must be submitted with a written signature; this can be the original document or a scanned copy of the original document.***
- C. Possible exemptions may be granted to freshman and sophomore students who:
1. Commute to class from the principal residence of a parent or legal guardian living within the 50 (road) commuting miles. To live with a parent or legal guardian the student must provide a birth certificate signed by one or both parents or legal documentation of guardianship, and a valid driver's license and current utility bill in the parent's/guardian's name to verify the address of his/her residence.
 2. Are twenty-one years of age or older. Student must have reached that age no later than the first day of classes for the applicable semester.
 3. Are married. A copy of the marriage certificate must be submitted as documentation.
 4. Have custody of dependent children. A copy of the birth certificate or custody decree must be submitted as documentation.
 5. Can demonstrate other acceptable extenuating circumstances and provide compelling documentation.
- D. Upon receipt, all exemption requests will be reviewed by the Housing Review Committee. A written approval or denial will be emailed to the student University provided email. If the student's request is denied he/she will have five (5) days in which to submit a written appeal and additional documents to the Housing Review Committee.
- E. *Non-exempt freshman and sophomore students not residing on campus will be considered in violation of this policy.* Their records may reflect a *Housing Hold* with the University; thus, preventing future registration and be held accountable for the financial obligation for room and board costs. Students found to be in violation must fulfill their on-campus requirement immediately.

Presentations of false information will be referred to the Office of Judicial Affairs for further action
Directions: Please read all of the information below before completing the Freshman and Sophomore Residency



Requirement Release Request Form. An incomplete request will be rejected without action. The specific housing requirements are stated in the Freshman and Sophomore Residency Requirement Policy.

Please refer to the following when applying for a release:

1. All Freshman and Sophomore Residency Requirement Release Request Forms must be completed entirely and submitted by July 15 for a Fall Semester release, or by November 15 for a Spring Semester release.
2. All supporting documentation and information must be furnished along with the request form. *Do not submit documentation and Release Request separately.*
3. When providing a letter of support, be specific and orderly in presenting your reason(s) for requesting a release from the Freshman and Sophomore Residency Requirement. Be sure to avoid generalizations. List your reasons in priority of importance and reference the documentation that you intend to include in your submission.
 - If you previously signed the Housing Agreement Acknowledgement and reserved a housing assignment, *the letter of support must establish how your circumstances or conditions have changed since the agreement was first signed.*
4. The rendering of a decision regarding the Freshman and Sophomore Residency Requirement will be made *via email*, generally no later than two weeks after the deadline if all necessary documentation was provided.

NOTE: *You should not make alternative housing plans until a decision has been received.*

Necessary documentation for consideration:

The following examples pertain to the most frequent reasons for seeking a release from the contract or residency agreement. Your rationale is not limited to these examples.

1. **Marriage:** Please include date of marriage on the Release Form. A notarized copy of your marriage certificate must be submitted within ten working days after the marriage and prior to any refunds processed for a room and/or board. Release will be effective the day after marriage occurs.
2. **Commute:** A request to commute and live with a parent or guardian will require the additional completion of a "Release Request to Commute" form. Commuting distance is **ONLY** considered if the permanent residence is less than 50 travel miles from campus. Students must show that proof of parental or legal guardianship in addition to at least two forms of proof of address. *Please note that this address must have commenced as a permanent address prior to graduation from high school or before applying to Bethune-Cookman University.*
3. **Age:** Please provide a copy of your birth certificate in addition to your State I.D. or Driver's License.



4. **Medical:** A statement should be obtained from your personal physician and submitted to the Office of Student Accessibility Services. This information will not be shared with others who are not in the need to know. The statement should indicate
 - A. History of medical problem(s);
 - B. Pertinent physical finding(s);
 - C. Diagnosis;
 - D. Report on related laboratory or X-ray findings;
 - E. Treatment, including a copy of any special diet or restriction; and
 - F. How the medical problem prohibits you from residing in a residence hall.
5. **Dependents:** Please provide a copy of the birth certificate/ guardianship decree for each dependent in addition to your State I.D. or Driver's License.
6. **Other:** Please provide appropriate and relevant documentation supporting any request that is not covered by the above categories.

IMPORTANT: Conditions such as noise, food, roommate conflict, dissatisfaction with the living arrangements or amenities, etc. are not considered valid in terms of release from the Freshman and Sophomore Residency Requirement. Problems such as these can be solved by communicating with the Housing and Residence Life staff either by a room change, building change, or strict enforcement of rules and regulations.

REVIEW PROCEDURES

1. Upon receipt of all required information, the Housing Review Committee will evaluate your request based on the criteria contained herein. You will be notified via email of the decision no later than two weeks after the deadline date.
2. Appeals must be submitted, in writing to the Housing Review Committee, within five (5) days of receipt of the denial notification.
3. Submission of an appeal does not release you from any current financial or residential obligations. The effective date of action will be specified in the notification. You will be accountable for all financial charges up to and including that date, and for any charges occurring as a result of damage to your room.
4. Students who are not granted a release from the Freshman and Sophomore Residency Requirement are required to immediately comply with their financial and residential obligations. Inversely, students who are granted a release from the Freshman and Sophomore Residency Requirement, are free of all financial and residential obligations with regard to the Department of Housing and Residence Life.



**FRESHMAN AND SOPHOMORE RESIDENCY REQUIREMENT
RELEASE REQUEST**

Wildcat ID Number: _____ Date of Birth (MM/DD/YYYY): _____

Full Name: _____
(Last) (First) (Middle Initial)

Mobile Phone Number: _____ Home Phone Number: _____

Date of High School: _____
Month Day Year

Hometown Address: _____

City: _____ State: _____ Zipcode: _____

Establishment Date of Hometown Address: _____
Month Day Year

Parent/Guardian's Name: _____

Mobile Phone Number: _____ Home Phone Number: _____

Desired Date of Release: _____
Month Day Year

Request Reasoning:

- Medical Commute Age Marriage Dependents Other

Check Below The Documents That Will Accompany This Request:

- | | | | |
|--|---|--|---|
| <input type="checkbox"/> Letter of Support
(Required) | <input type="checkbox"/> Marriage Certificate(s) | <input type="checkbox"/> Birth Certificate(s) | <input type="checkbox"/> Proof of Address |
| <input type="checkbox"/> Guardianship
Documents | <input type="checkbox"/> Medical
Documentation | <input type="checkbox"/> Commute Certification | <input type="checkbox"/> State Identification
Card |
| <input type="checkbox"/> Driver's License | <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Other: _____ |

This request must be submitted with a letter of support clearly stating your reasons for requesting this release. Remember, appropriate documentation is required as stipulated in the directions. All supporting materials must be attached.

This information supplied on and with this request is, to the best of my knowledge, accurate. If false information is submitted, I understand that my release will automatically be denied and I will be referred for disciplinary action.

Student Signature: _____ Date: _____



**FRESHMAN AND SOPHOMORE RESIDENCY REQUIREMENT RELEASE
COMMUTE CERTIFICATION**

I, _____, verify that I am the parent or have legal
Parent or Guardian's Name
guardianship of _____. I affirm that the aforementioned
Student's Name

student will be residing with me (the parent or guardian) at the address listed below, which is within the maximum 50 travel mile radius of the Bethune-Cookman University main campus located in Daytona Beach, FL. I understand that violation of this policy, including but not limited to the submission of false documentation will result in the aforementioned student being require to move on campus, pay the housing cost for the academic year, and/or subject the student for disciplinary action through Judicial Affairs. I also understand that valid proof of parental or guardianship status as well as at least two documents to serve as proof of address dated before the aforementioned student's graduation date must be included with this request.

Our permanent address is: _____

Number of travel miles from Bethune-Cookman University: _____

Parent or Guardian's relationship to the student: _____

Date: _____ Student's Wildcat I.D. Number: _____

Student's Signature: _____

Parent/Guardian Signature: _____

Signature Agent: _____

(This form must be notarized if not signed in the presence of a B-CU Housing Representative)