



THE CATHOLIC UNIVERSITY OF AMERICA

Office of Housing Services

RESIDENCY REQUIREMENT EXEMPTION PROCESS

Approved by: Housing Services

History: Issued -- October 2011
Revised -- October 2012
-- May 2013
-- October 2018
-- October 2021
-- September 2025

Responsible Official: Executive Director or their Designee

I. Policy

The Catholic University of America [Student Housing Policy](#) requires all students* to live on campus for their first six semesters (including fall and spring semesters only) unless they reside with a parent or legal guardian within 20 miles of campus or are 23 years of age or older by the first day of fall semester classes.

II. Exemption Process

Requests for an exemption to the Student Housing Policy will be reviewed on a case-by-case basis. Generally, the review process will follow the steps below:

1. Students who wish to obtain an exemption from the residency requirement must submit a request by completing the online form found on the Housing Services website and providing supporting documentation.
2. Housing Services will review the request and supporting documentation based on the criteria below and will respond to the request by the advertised deadline. It is the student's responsibility to provide documentation sufficient to justify the exemption. If supporting documentation is not received within two (2) weeks of the request date, Housing Services may deny the request.
3. Housing Services will email the student via their University email account the decision regarding the exemption request.
 - a. If approved, the student account in Housing Director will be updated using the residency exemption custom fields. If the student has already received a room assignment, the student will be held to the terms of the Cancellation of Housing Policy; refunds will be based on the University Refund Schedule and the student may be assessed the housing cancellation fee.
 - b. If approved during the Room Selection process but prior to assignments being confirmed, the student's housing application will be cancelled.
 - c. If denied, the student will be held to the terms of the Student Housing Policy.
4. If the student would like to appeal the decision, an appeal must be made in writing and emailed to Housing Services at cua-housing@cua.edu by the advertised deadline. Housing Services reserves the right to deny late appeals. The appeal must state the reason the decision should be reversed and include any new information the student believes supports the request.
5. Housing Services will respond to the appeal by the advertised deadline by emailing the decision to the student's University email account.
 - a. If approved upon appeal, the student account in Housing Director will be updated using the residency exemption custom fields. If the student has already received a room assignment, the student will be held to the terms of the Cancellation of Housing Policy; refunds will be based on the University Refund Schedule and the student may be assessed the housing cancellation fee.
 - b. If approved during the Room Selection process but prior to assignments being confirmed, the student's housing application will be cancelled.
 - c. If denied, the student will be held to the terms of the Student Housing Policy.

III. Exemption Criteria

Review of residency exemptions will be based on the following criteria and supporting documentation.

Commuter	Student lives with a parent or legal guardian within 20 miles of the Catholic University campus. Owning a secondary residence within 20 miles of campus does not satisfy this requirement.	Address must be established prior to initial enrollment. If the parent/guardian's primary address has changed since initial enrollment, the student should submit the Residency Exemption Address Verification Form
Married	Student is legally married.	Official copy of the marriage license (photocopies are not accepted)
Age	Student has reached the age of 23 prior to the first day of classes for the fall semester	Date of birth is established prior to initial enrollment.
Disability/Medical	Student has a diagnosed disability that cannot be accommodated appropriately within on campus housing.	Confirmation from the Office of Disability Support Services
Live with Family Member	Student lives with a grandparent, aunt, uncle, or sibling at an address within 20 miles of campus not established prior to initial enrollment. Currently enrolled students at Catholic University do not meet this criteria. Requests for multiple students to live at the same address will be evaluated accordingly. The approval of this request is limited to 50 students per academic year.	Completed Residency Exemption Address Verification Form. A recent utility bill or lease must be submitted verifying the listed family member's current address that matches the address on the notarized form.

*Other: Students enrolled in fully asynchronous programs or enrolled at the Tucson campus are exempted from the Student Housing Policy. Students not meeting one or more of the reasons above may submit a request to Housing Services for consideration. Exemptions not meeting one of the above reasons will be reviewed only under extenuating circumstances.

IV. Reasons Exemption Requests are Not Approved

The following reasons for an exemption will generally not be approved:

- **Already signed a lease off-campus:** Students who sign leases without having received an approval email from The Office of Housing Services will still be responsible for fulfilling the on-campus residency requirement. Students are advised to not sign an off-campus lease unless they have received such approval.
- **Bad experience with roommate, past or current living situation, and/or preferred room type not available:** Living in an undesirable situation can often be avoided by working with the professional residence hall staff to resolve the issue. Previous negative experiences in the residence halls does not indicate a future negative experience. Students are strongly encouraged to participate in the Room Selection process allowing them the highest level of input for their future assignment and roommates.
- **Financial Savings:** If a student chooses to attend the University, there is a reasonable assumption that he/she has the financial resources to do so. Financial savings is not considered valid for financial hardship.
- **Food/Dining:** Dining Services offers a wide variety of dining options to meet varying dietary needs and can almost always accommodate students who are on special diets and have food allergies (with supported medical documentation). The Campus Dietician can also meet with students to review dining options within the student's dietary needs.