



JOHNSON & WALES UNIVERSITY

On-Campus Housing Exemption Request Form

Student Name: _____

J #: _____

Contact #: _____

Wildcat Email: _____

Please select your current class standing:

Incoming First Year

First Year

Second Year

Johnson & Wales University-Denver requires all full-time undergraduate students to live on campus for the first 2 years of enrollment unless certain requirements are met. If a student meets any of the below requirements they are able to request an exemption from the live on requirement. We will typically grant exemptions for the following reason: you are over the age of 21, you are married, you are a transfer student, you are a parent, or you will be living with a relative within 20 miles of the university.

In the event significant and unforeseen circumstances hinder a student's ability to live on campus, this form must be submitted to reslife.den@jwu.edu. Requests for release will be reviewed by the Contract Exemption Committee and termination of the requirements is not guaranteed. **Note: Moving in with friends or committing to a lease off campus is not considered grounds for release from your JWU live-on requirement.**

Reason for Exemption

Consideration for release from the housing requirement generally fall into the following categories. Please check all that apply.

- Family status change** (*Birth of a dependent child for whom the student is the parent and will be the primary caregiver; marriage; family obligations - change in family status due to family member health issues, need for additional care, death.*) Supporting documentation must be submitted to the [Contract Exemption Committee](#) along with this form.
- Financial hardship** (*Financial Aid Award adjustment; change in family income; change in personal income.*) Supporting documentation must be submitted to student's JWU financial planner.
- Medical accommodation** (*Personal physical or psychological health issues.*) Supporting documentation must be submitted to JWU's Center for Academic Support.
- Military commitment** Supporting documentation must be submitted to the [Contract Exemption Committee](#) along with this form.

Personal/other Supporting documentation must be submitted to the [Contract Exemption Committee](#) along with this form.

Supporting narrative (Please provide detailed information regarding the reason for release below):

Process & Timeline

All requests for the live on requirement exemption must be documented using this form and submitted to reslife.den@jwu.edu. Requests for exemption must be received **at least 3 weeks in advance of the academic year starting**.

The student will be notified of the committee's decision as soon as possible; however, at any point a member of the Contract Exemption Committee may request additional information or to meet with the student submitting the request. Depending on the information provided or additional information needed by the committee, it could take several weeks to reach a decision. Notification of a decision will be made via email to the JWU email address provided on this form.

Approved housing exemptions are effective for the future term(s).

Students who vacate their assigned building without obtaining an official decision from the release committee will continue to accrue room/room and board charges to their student account.

By submitting this form and any supporting documentation, the student understands this is a request for termination of a university policy. Termination is subject to approval by the Contract Exemption Committee at Johnson & Wales University. If this housing exemption release request is denied, the student will be obligated to live on-campus or, if (s)/he chooses to live elsewhere while the contract is still in effect, to pay the full amount of charges under the terms set forth in the Room Terms Agreement (Housing Contract).

Questions?

For clarification or more information, contact Residential Life at 303-256-9642 or reslife.den@jwu.edu.