



## HOUSING AND FOOD SERVICE CONTRACT EXEMPTION REQUEST

### **POLICY**

First-year students attending Penn State University Park are required to reside on campus in University Housing as part of the offer of admission to the University and are guaranteed a room assignment. The Housing and Food Service (HFS) Contract is a legally binding contract and once accepted, the student is obligated to reside on campus and is financially responsible for room and board fees for the entire HFS Contract term. Failure to pick up a room key and/or check-in to a room assignment will not release a student from the HFS Contract obligation. A student may submit a request for an exemption from the residency requirement for a reason that meets the criteria described below. The University reserves the right to deny any request and may offer an alternative housing accommodation to satisfy a student’s situation. A request for a spring exemption will not be considered once the student has accepted the HFS Contract and lived on campus after the HFS Contract term has begun.

### **EXEMPTION REASON    DEFINITION**

<b>LOCAL STUDENT</b>	A student who has graduated from a Centre County high school (State College, Bellefonte, Grace Prep, Centre County Christian Academy, Penns Valley, Bald Eagle, Philipsburg-Osceola, and Saint Joseph) and will continue to reside with their parent(s) or guardian(s) at their primary residence in the Centre County area. The student’s parent or guardian must be a permanent Centre County resident and pay Centre County taxes and will need to submit an accompanying letter that supports the student’s decision to commute from home.
<b>AGE</b>	Student will be 21 years of age or older prior to initial registration at the University.
<b>MARRIAGE or DEPENDENT FAMILY</b>	Student is married and/or has dependent family members who will be living with them during the HFS Contract term. A copy of the official marriage license, wedding announcement, and/or other material to verify the marriage or that a dependent will be permanently living with you may be required. University Housing is available for married students or those with a family.
<b>VETERAN STATUS</b>	Student is a veteran who has performed active-duty military service prior to admission to the University.
<b>SPONSORED STUDENT</b>	Student is part of a sponsored international program. Two letters, one from the student’s parent(s) <u>and</u> one from the sponsoring entity, must be attached that show support of rationale for living off campus. Refer to TCRs for submission deadline and penalty fees.

**Deadlines:** HFS Contract Exemption Requests must be received by the following deadline dates, as based on the student’s admitted semester:

**Summer** | JUNE 1

**Fall-Spring** | JUNE 30

**Spring** | DECEMBER 1

A student who was offered and accepted the offer of admission to Penn State after the submission deadline must submit the HFS Contract Exemption Request within ten (10) days of the acceptance date.

**Determination:** The HFS Contract Exemption Request form will be reviewed by a University committee comprised of staff members from the Housing Assignment Office, Housing Operations, and Residence Life. The student will be informed of the final determination by email within 7-10 business days after the initial submission of paperwork.

## HOUSING AND FOOD SERVICE CONTRACT EXEMPTION REQUEST

### Section A: STUDENT INFORMATION

Student Name \_\_\_\_\_ PSU ID: \_\_\_\_\_

Penn State Access Account \_\_\_\_\_ Email: \_\_\_\_\_

Home Address \_\_\_\_\_ Local Address \_\_\_\_\_

Home Phone Number \_\_\_\_\_ Local Phone Number \_\_\_\_\_

Semester(s) HFS Contract exemption effective:  Summer \_\_\_\_  Fall – Spring \_\_\_\_  Spring \_\_\_\_

### Section B: HFS CONTRACT EXEMPTION REASON

Indicate the reason you are requesting to be exempted from the HFS Contract, as defined on page 1:

- LOCAL STUDENT
- AGE
- MARRIAGE/DEPENDENT FAMILY
- VETERAN STATUS
- SPONSORED STUDENT

#### REQUIRED

I have read the HFS Contract Exemption Policy, and understand the following conditions:

- I agree to provide supporting documentation to substantiate my request.
- I understand this is only a request to be exempted from the HFS Contract, and the exemption request may not be granted by the University.
- I may be offered an alternative housing arrangement.
- I reviewed the deadlines for submitting this form and understand that my request may be denied if I submit the form after the deadline indicated or may be charged a penalty fee.
- I understand that if this exemption request is submitted after the beginning of the HFS Contract term, that the request will be denied, and I will be financially obligated for room and board charges for the full HFS Contract term.
- If my exemption request is approved, I understand I will be ineligible from participating in the LiveOn Housing Process for on-campus housing for a future semester.

By signing below, I verify that all information contained on this form is true and accurate, and that I have read and understand the information outlined on this form.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

### Section C: COMPLETED FORM SUBMISSION

Submit the completed *HFS Contract Exemption Request* form to the Housing Assignment Office:

**Mail:** The Housing Assignment Office **Fax:** 814-863-8364 **Email:** [assignmentoffice@psu.edu](mailto:assignmentoffice@psu.edu)  
201 Johnston Commons  
University Park, PA 16802