

UNIVERSITY OF NORTH CAROLINA SCHOOL OF THE ARTS

Application for Release from College Housing

PLEASE REFER TO THE ATTACHED SHEET FOR THE HOUSING REVIEW BOARD POLICY, EXCEPTIONS AND PROCEDURES FOR COMPLETING THIS APPLICATION.

An application for release from college housing during the academic year must be submitted according to the following schedule:
April 20, 2012 and July 13, 2012 for fall semester release
November 2, 2012 for spring semester release

Return completed form with all additional supporting documentation to:

UNCSA Residence Life Programs & Housing Office
Hanes Student Commons
UNCSA, 1533 South Main Street; Winston -Salem, NC 27127

Date of Application _____

Requested semester(s) for release

Fall Semester 2012 _____

Spring Semester 2013 _____

Name _____

Campus Box No. _____

Art School _____

Campus Phone No. _____

Permanent Address _____

Res. Hall/ Room No. _____

Cell Phone No. _____

Date of Birth _____

Phone _____

Level (Circle One) C1 C2 C3 C4 Grad

Please describe below your reasons for requesting exemption from campus housing. Be as thorough as possible. You may use a separate sheet of paper if additional space is needed. (Please type or write clearly in black ink).

Multiple horizontal lines for writing reasons for exemption.

Does medical/professional documentation exist to support your reasons for release? _____

If yes, documents of explanation by medical professional must be attached.

By signature, I hereby acknowledge that the contents of this application are complete and truthful. I further understand and agree that any medical or psychological documentation included in this appeal will be reviewed by the Director of Student Health or the Director of Counseling Services in order to issue a certificate of acknowledgement that the condition(s) outlined are substantiated through my treatment history within the UNCSA Wellness Center.

Signature _____

Decision- Housing Review Board Approve Deny Date

College Housing Appeal Process

Application for exemption during the academic year must be submitted by the dates outlined at the top of the application

The Board of Trustees of the School of the Arts has a policy, which requires all college freshmen and sophomores to live on campus. Students who have unusual circumstances, e.g., medical or psychological related conditions may appeal to the Housing Review Board to live off campus.

What are predetermined exceptions?

If a student qualifies by reason of a predetermined exemption, no action needs to be taken.

What are unusual circumstances?

The circumstances may include medical or psychological needs or restrictions, as well as other unusual conditions. The student must outline what his/her unusual circumstance is as part of the appeal process and provide written medical and/ or other documentation to support the request.

Documentation

Supporting documentation must be attached to the application form for release from the requirements. Such documentation should describe in detail the medical condition; time period of treatment and how living on campus may impact that condition. The Director of Student Health Services and/or the Director of Counseling Services will be asked to review all medical or psychological documentation and will designate by certification of endorsement if the problem is currently substantiated through treatment within the Wellness Center.

The process for submitting an appeal:

A form for an appeal may be secured from and returned to the Housing Office. All completed applications will be forwarded to the Chair of the Housing Review Board (HRB) committee. If the appeal is upheld, the HRB will notify the student, the Residence Life Programs & Housing Office, and the Business Office. Please note: Until the HRB notifies the various offices that an appeal has been upheld, a student will be enrolled and billed for housing and the affiliated board plan. The advance housing payment should be paid. ***Failure to pay the advance housing payment has no effect on the success or failure of an appeal, nor does signing a long term lease within the community effect the outcome of an appeal.*** Every college student should contact the Housing Office to select a desirable on-campus housing assignment in case their appeal is denied.

Application for exemption during the academic year must be submitted by the dates outlined at the top of this application.

The following students are exempt from the requirement to live on campus:

- ◆ Students who are married or living with a dependent
- ◆ Students who are domiciled with a parent within 25 miles of the campus at the time of enrollment
- ◆ Graduate students
- ◆ Part-time students (less than 8 credit hours)
- ◆ College students who are classified as a CIII (juniors) CIV (seniors)
- ◆ Students over 21

Any student representing one of the aforementioned classifications may apply for on-campus housing. Approval shall be based upon available space.

To request an exception to the policy, students must make application to the Residence Life Programs & Housing Office. The application will require approval by the Housing review Board who will be appointed by the Chancellor.

Membership shall include:

- ◆ One undergraduate faculty member
- ◆ One undergraduate arts faculty member
- ◆ A college student representative from SGA
- ◆ A staff member from financial services
- ◆ The committee will be chaired by a UNCOSA school administrator