

Required ULM Forms:

- > HOUSING EXEMPTION APPLICATION
- > MEMORANDUM OF UNDERSTANDING FORM
- > NOTARY FORM (If Applicable)
- > ULM MEDICAL FORM (If claiming medical exemption)

STEP 4 *SUBMIT COMPLETED FORMS* along with the other required documentation to the Office of Auxiliary Enterprises.

- > Mail to 700 University Avenue, Strauss Hall 260, Monroe LA 71209-5400.
- > Fax to (318) 342-3505
- > or email to auxiliary@ulm.edu

Failure to submit the housing exemption application form along with the required documentation by the posted deadline may result in the application being denied.

STEP 5 *YOU WILL RECEIVE A RESPONSE VIA YOUR WARHAWK EMAIL* in regards to whether you have been granted approval, been denied, or additional information is needed.

Once the approval e-mail has been sent to you, you are required to complete a cancellation form so we can remove the housing and meal plan charges. You will be **CLEARED TO REGISTER** once your application has been approved and the cancellation form received. Students who have been denied an exemption for off-campus living by the Office of Auxiliary Enterprises may appeal the decision. Please note that decisions rendered by the Housing Appeals Committee per University policy are final.

On-Campus Housing Exemption & Appeal Guidelines

The University of Louisiana System Housing Policy, Section XX Parietal Rules states the following: “**ALL UNMARRIED FULL-TIME UNDERGRADUATE STUDENTS ARE REQUIRED TO LIVE IN ON-CAMPUS RESIDENCE HALLS AS LONG AS SPACE IS AVAILABLE.**” Students who believe they meet the criteria for an allowable exemption must complete and submit a *Housing Exemption Application* along with a Memorandum of Understanding (MOU) and/or other required supporting documentation by the posted deadline.

Application Deadlines:

April 1st (Summer and Fall semester)

November 1st (Spring semester)

- > Failure to adhere to the deadlines listed above will result in the housing exemption application being rejected and/or denied for the requested semester.

- > Housing Pre-Payment fees will be forfeited if exemption is granted after the designated deadline dates.

- > Approval to live off campus **must be** granted from the Office of Auxiliary Enterprises BEFORE the student makes any binding arrangements to live off campus. Students are cautioned about entering into binding contracts, leases or rental agreements before exemption decisions have been made. Mandatory housing, meals and associated fees may still be assessed if a student moves prior to approval.

HOUSING EXEMPTION APPEALS

Applicants will read and explicitly follow all steps prior to submitting their written appeal to the Office of Auxiliary Enterprises (Strauss Hall 260). All communication will be sent to the students Warhawks email address. Students are responsible for contacting the Office of Auxiliary Enterprise in regard to the status of their application.

APPEAL PROCEDURES:

1. Student must appeal in writing or by email response within 3 business days, regarding the determination made by Office of Auxiliary Enterprises.
2. Submit the appeal letter to the Office of Auxiliary Enterprises. The appeal will be reviewed by the Housing Appeals Committee.
3. A determination will be made by the Housing Appeals Committee, based on the information

NOTE: The University reserves the right to amend this policy at any given time / Should we reach capacity in on-campus housing the university reserves the right to make exceptions accordingly.

ADDITIONAL INFORMATION: Please refer to the most current information in the following locations: (revised 2023)

ULM Student Policy Manual: <https://ulm.edu/studenthandbook/>

ULM Residential Life Office: <https://ulm.edu/reslife/>

Office of Auxiliary Enterprises, Strauss Hall 260, (318) 342-5242, auxiliary@ulm.edu