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**Full Name (Printed)** \_\_\_\_\_

**Student ID #** \_\_\_\_\_

**Student Type:**  First Time Freshman  
 Transfer Student  
 Current Resident

**Semester Exemption would start:** \_\_\_\_\_

**Webster.edu Email:** \_\_\_\_\_

**Phone #:** (\_\_\_\_\_) \_\_\_\_\_

### RESIDENCY EXEMPTION REQUEST FORM

Webster University requires that all freshmen enrolled at the St. Louis main campus are required to live-on campus for their first two years at Webster University. Exceptions to this requirement are granted for freshmen living with their parent(s) or active legal guardian(s) within a 35-mile radius of the main campus in Webster Groves. Undergraduate international transfer students are also required to live on campus for their first year enrolled in classes at the main campus. All undergraduate and graduate study abroad students are required to live on campus for the duration of their study abroad. Additionally, all site transfer students are required to reside on-campus for their first year enrolled at the Webster Groves Campus.

We are unable to approve requests based on financial situations. If you would like to discuss financial aid options that may be available to help pay for the cost of living in the residence halls, please contact the Financial Aid Office.

Please select the applicable reason for your request for residency exemption:

- You live at home with a parent or active legal guardian within the 35-mile commuting radius to campus.** *Note: only requests to live with a parent or active legal guardian<sup>1</sup> will be considered—any requests to live with a sibling, relative, friend, or friend's family will **not** be considered.*
  - Documentation: Notarized form signed by parent or active legal guardian, if resident will be residing with a parent or active legal guardian at an address different than the permanent address provided to the University upon admission. If residing with an active legal guardian, documentation of guardianship must be provided.
- Your parents are permanently relocating inside of the 35-mile radius from the University.**
  - Documentation: Proof of permanent parental relocation, from at least two (2) of the following items showing the relocation address:
    1. Vehicle registration
    2. Voter registration
    3. Any other document that would verify permanent address.
    - **Do not submit** proof of purchase of property or lease/rental agreement as this does not provide proof of relocation. University records must show the parental address as being within 35 miles from campus.

- You are 26 years of age or older.**
  - Documentation: Not required; your age will be verified with University records.
- You are married.**
  - Documentation: Copy of marriage license.
- You are a parent.**
  - Documentation: Copy of birth certificate of the dependent child.
- You are under active military orders.**
  - Documentation: A copy of your military orders, which must be applicable for the period covered by the requested exemption.
- You have a medical or psychological condition.**
  - Documentation: A personal statement, as well as a signed and dated statement from your treating physician, psychologist, therapist, or psychiatrist on office letterhead is required and must include: your diagnosis, treatment plan and how each relates to your housing request. The medical statement must be dated no more than one month prior to when you request exemption. Upon receipt of medical documentation, the Housing and Residential Life Office will defer to the Reeg Academic Resource Center's Americans with Disabilities Act (ADA) Coordinator, who will review the situation and provide a recommendation to the Housing and Residential Life Office. By submitting this documentation, you are agreeing to allow any information shared with the Housing and Residential Life Office to be shared with the University ADA Coordinator.

Please attach the applicable documentation for your request for residency exemption to this form (stapling, printing double-sided, including in an email as a PDF, etc.) and submit to:

**OFFICE OF HOUSING AND RESIDENTIAL LIFE**  
**240 Edgar Rd | Saint Louis, MO 63119**  
**(314) 246-4663 (phone) | (314-246-4664 (fax) | [housing@webster.edu](mailto:housing@webster.edu)**

**Guidelines for Requesting an Exemption for New Incoming Students:**

1. Complete this Request for Exemption form and submit documentation that supports or verifies the reason for your request as indicated.
2. A decision will be emailed to the student's Webster University email address. An exemption is not considered granted until you have received an approved notice from the Housing & Residential Life Office. Please note that not all requests are granted.
3. If an exemption is granted and you have previously submitted a housing deposit, you may be eligible for a refund by notifying the Assignments & Billing Coordinator. Refund eligibility and amount will be determined by the date of your deposit refund request. For more details, please contact the Housing & Residential Life Office (314) 246-4663.
4. **Appeal Process:** If your Request for Exemption from Webster University's residency requirement is not approved, you may wish to appeal the decision. Students wishing to appeal a denial of the exemption request may do so by contacting the Director of Housing & Residential Life. The decision of the appeal by the Director is final and there is no further appeal of the exemption decision beyond this level.

<sup>1</sup> Defined as someone who currently has court-appointed authority to act in the capacity of a guardian