Residency Exemptions

All full time (over 11 credit hours) undergraduate students who live outside of a 50-mile radius from campus are required to live on campus according to BW’s residency requirement. There are instances in which the University might grant students an exemption from this policy. You may request a residency exemption by following the steps below. Applying for an exemption does not guarantee an exemption. The request should be filled out thoroughly and include any documentation to support your exemption request. Residency exemption requests are located at bw.erezlife.com under Housing Overview, the form is called Residency Exemption.

Returning Students:

Residency exemptions will be accepted and reviewed on the following dates:

<table>
<thead>
<tr>
<th>Application Received by:</th>
<th>Application approved by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1st</td>
<td>January 31st</td>
</tr>
<tr>
<td>February 1st</td>
<td>February 28th</td>
</tr>
<tr>
<td>March 1st</td>
<td>March 31st</td>
</tr>
</tbody>
</table>

For returning students, applications received after March 1 will be subject to up to a $500 housing cancelation fee, if approved.

<table>
<thead>
<tr>
<th>Application Received by:</th>
<th>Amount Billed to Student Account:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before March 1</td>
<td>$0</td>
</tr>
<tr>
<td>March 2-June 1</td>
<td>$100</td>
</tr>
<tr>
<td>June 2-July 31</td>
<td>$400</td>
</tr>
<tr>
<td>After August 1</td>
<td>$500</td>
</tr>
</tbody>
</table>

New Students:

Residency exemption applications for incoming students must be received by July 1. Students will be informed by July 15 of the status of their residency exemption. Incoming students who apply after the residency exemption due date will be reviewed on a case-by-case basis.

Residency exemption requests will be reviewed by a committee comprised of a representative from each the following offices:

- Residence Life and Housing
- Financial Aid
- 1-2 Student Affairs staff members

Students can expect to receive a communication through their official University email account with the committee’s decision by the dates listed above.
Qualifying residency exemptions include:

- Student will be 21 years or older prior to September of this academic year. (Will be validated with University record.)
- Student is married, divorced or widowed. (Include copy of court-certified marriage certificate.)
- Student is a single parent with a dependent child. (Include official copy of child's birth certificate.)
- Student has one or more years of active duty in the military. (Include copy of DD214.)
- Student has lived on a college campus for four consecutive semesters. (Include letter from previous college or university verifying residency, if applicable.)
- Student resides with parent or legal guardian at their permanent address and address is within 50 miles of Baldwin Wallace University. Address must match permanent address listed on University records.

Potential residency exemptions include:

- Student has documentation from a medical professional indicating a medical necessity to live off campus. If the student’s medical need can be met with on campus housing, the exemption will be denied and the student will be directed to complete an accessible housing application.
- Extreme financial hardship. Please include any documentation that supports financial hardship. Student must have completed the FAFSA and Special Circumstance Review with financial aid for consideration.
- Religious exclusions. Provide detailed documentation on what needs cannot be met by living on campus.
- Special hardship. Documentation of severe and compelling circumstance that existed prior to the initial semester of enrollment. Include personal statement and any supporting documentation.

FAQs

Can I get an apartment or house within the radius and be exempt from the requirement?
No, changing your permanent address does not exempt you, even if you get a lease for an apartment or house within the radius unless your family/guardian is moving within the radius and proper documentation is submitted. **Students should never get an apartment or house before being approved for an exemption.**

Can someone complete the application for me? (e.g. parent)
No, each application is created through our housing portal for the student so they must log in to complete it. This enables the student’s application to be connected to their student record for the committee to review and it authenticates the application with an electronic signature.

I live 51 miles away from BW, do I have to live on campus?
All students who live outside of 50 miles from main campus are required to live on campus according to BW's residency requirement. You may fill out a residency exemption request form, with supporting documentation of your permanent address and reason for commuting, and it will be reviewed by the committee.
I am an international student. Am I required to live on campus for three years?
All students who live outside of 50 miles from main campus are required to live on campus, including international students, according to BW’s residency requirement. You may fill out a residency exemption request form, with supporting documentation of your permanent address and reason for commuting, and it will be reviewed by the committee.

The committee denied my request for residency exemption. Is there an appeal process?
To appeal the committee’s decision you can email reslife@bw.edu and an appointment will be set up with the Senior Director of Residence Life and Housing to hear your appeal. Please provide any documentation not already considered in your appeal as well as available times to meet over the next two weeks.

My request was approved. What happens next?
Residence Life and Housing will process your exemption and remove any charges or issue any credits necessary to your student account. You will be notified through your BW email if there are any additional steps that need to be taken.

I was given an exemption for my first year, do I need to reapply the following year?
Yes, you will need to submit a residency exemption during your second year, even if it was approved your first year.