



Residency Exemption Process 2026-2027

Please Read Thoroughly

OVERVIEW

All full time (over 11 credit hours) undergraduate students who live more than 30 driving miles from campus are required to live on campus for three full academic years according to BW's residency requirement. There are instances in which the University might grant an exemption from this policy to an individual student. Students 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" and called "Residency Exemption".

Students attending Baldwin Wallace University as part of a tuition-exchange program are required to live on campus for the entirety of their exchange benefit period and will not be granted an exemption.

TIMELINE / DUE DATES

Returning Students:

Residency exemptions will be accepted from returning students and reviewed as follows:

Application Received by:	Application reviewed by:
January 1 st	January 31 st
February 1 st	February 28 th
March 1 st	March 31 st

For returning Students with housing assignments, applications received after March 1 will be subject to a housing cancellation fee of up to a \$500 if the exemption is approved.

Application Received:	Cancellation Fee if Approved:
By March 1	\$0
March 2-June 1	\$100
June 2-July 31	\$400 (plus \$30 reservation fee)
After August 1	\$500 (plus \$30 reservation fee)

New Students:

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

EXEMPTION TYPES

Qualified Exemptions:

Qualified exemptions are for reasons that the student meets or does not meet based on information contained in university records or that supporting documentation establishes without question. These requests will be reviewed by Residence Life and Housing staff and be approved or denied based on the supporting documentation or information contained in university records. These reasons are:

- Student resides with parent(s) or legal guardian(s) at their permanent address and that address falls within 30 driving miles of Baldwin Wallace University. The permanent address listed on university records and FASFA will be used to determine driving distance from the University.

- Student is married, divorced or widowed. (Provide a copy of court-certified marriage certificate)
- Student is a single parent with a dependent child. (Provide official copy of child's birth certificate)
- Student has served one or more years of active duty in the military. (Provide copy of DD214)
- Student has lived on a college campus for 6 semesters. (Include letter from previous college or university verifying residency, if applicable)

Potential Exemptions:

Potential exemptions can be requested for reasons not listed under qualified exemptions. To be approved, potential requests require documentation that clearly establishes that the student cannot live in campus housing due to the reason listed in the request. Potential exemptions include:

- **Medical Condition** – Only in exceptional circumstances, when it is determined that we are unable to meet a student's disability-related needs in on-campus housing, will a residency exemption be considered for disability-related reasons. Requests due to medical or disability reasons should only be submitted after proper documentation has been submitted to the [Office of Accessible Education](#). OAE will work with the student to ensure that their disability-related needs can be met within on-campus housing through reasonable accommodations. Residence Life and Housing will be notified of any approved accommodations. If the approved accommodation(s) can be made within campus housing, the accommodation(s) will be provided. Only when on-campus housing accommodations cannot be made will the student be granted a residency exemption.
- **Extreme Financial Hardship** – requires any documentation that supports financial hardship. Student must have completed FASFA and Special Circumstance Review with financial aid for consideration.
- **Religious Exclusion** – requires detailed documentation describing what needs cannot be met living on campus.
- **Special hardship** - requires documentation of severe and compelling circumstance that exist prior to the initial semester of enrollment, including a personal statement and any supporting documentation.

Requests for potential exemptions will be reviewed by a committee comprised of members from:

- Residence Life and Housing
- Financial Aid
- 1 -2 staff members from other student services offices

COMMUNICATION

- All Residency Exemption Applications must be submitted through bw.erezlife.com. Requests sent via email, dropped off or mailed to office, or faxed to the office will not be considered.
- Students will receive all communication regarding their application through their official University e-mail account. This includes messages sent through the [bw.erezlife](http://bw.erezlife.com) communication portal, which are delivered to the student's University e-mail account.
- Applications submitted by the dates listed above will receive a decision, or a request for more information for potential exemptions, by the dates listed above.

EXEMPTION CANCELLATION / REVOCATION

A student can cancel their exemption at any time by applying for a housing assignment.

A student who is found to have misrepresented information on an approved application that otherwise would have been denied will have their exemption revoked and will be responsible for satisfying the three-year residency requirement. For non-seniors, this will be accomplished through housing assignments for subsequent academic years. For seniors, this may be accomplished through a housing assignment made that academic year. A student who has an exemption revoked will not be able to apply for the same exemption for subsequent academic years.

FAQs

Q. If my permanent address is within 30 driving miles of campus, can I live off-campus in any house or apartment?

A. No - students who live within 30 driving miles of campus are required to either live on campus or at home with their parent/guardian at their permanent address as reflected in university records. Students granted an exemption for this reason who are found to be living anywhere other than the address on record will have their exemption revoked and be required to the three-year residency requirement. They will also not be able to apply for this exemption again for subsequent academic years.

- Ex 1: A sophomore student who lived on campus their first year and was granted an exemption to live with their parents at their permanent address 20 miles away for their sophomore year is found to be leasing an apartment two blocks off campus. This would result in the revocation of the exemption, and the student would be required to live on campus during their junior and senior years to satisfy the three-year residency requirement. They would not be able to apply for further exemptions to live at their permanent address with their parents.
- Ex 2: A student transfers to Baldwin Wallace their junior year, having never lived on campus at their previous institution and, therefore, required to complete the three-year residency requirement. During their senior year, with an exemption to live at their permanent address, they are found to be living in an off-campus apartment. Their exemption would be revoked, and they would be immediately assigned to housing and billed for the year.

Q. Can I get an apartment or house within the radius and be exempt from the requirement

A. 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 parent(s)/guardian(s) also change their permanent address and proper documentation is submitted. Students should never get an apartment or house before being approved for an exemption.

Q. Can someone complete the application for me? (e.g. parent)

A. 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.

Q. I live 31 miles away from BW, do I have to live on campus?

A. All students who live further than 30 driving miles from campus are required to live on campus according to BW's residency requirement. You may apply for a potential exemption with supporting documentation explaining your medical, financial, or other hardship reason for wishing to commute, and it will be reviewed by the committee.

Q. I am an International Student, am I required to live on campus for two years?

A. All students who live further than 30 driving miles from main campus are required to live on campus, including international students, according to BW's residency requirement. You may apply for a potential exemption with supporting documentation explaining your medical, financial, or other hardship reason for wishing to commute, and it will be reviewed by the committee.

Q. The committee denied my request for residency exemption. Is there an appeal process?

A. To appeal the committee's decision, you can email reslife@bw.edu with new documentation to be reviewed by the Director.

Q. My request was approved. What happens next?

A. Residence Life and Housing will process your exemption and cancel an existing assignment, remove any charges or issue any credits necessary to your student account. You will be notified through your BW e-mail account if there are any additional steps that need to be taken.

Q. I was given an exemption for my first year, do I need to reapply the following year?

A. Yes, you will need to submit an application every year you are requesting to be exempted from living on campus.