



Residential Living

Residency Requirement Guidebook

Washburn University requires first-year, full-time students to live on-campus to provide better access to campus resources and improve students' opportunities for success. Washburn recognizes that there may be certain circumstances for which a student is better suited to live off-campus. In order for students to be in compliance with the residency requirement simply means that a student should either have an active housing contract or have an approved exemption/qualifying accommodation on file with Residential Living. To complete a housing application or submit a request for an exemption a student must be able to log onto their [MyWashburn](#) account. Once a student is on their [MyWashburn](#) account they will select the Student Life tab, which is located across the top of the page. The Residential Living section can be found on the right side of the Student Life page. The next step is to click on the link that says Residential Living Housing Portal. It is on this portal that a student will choose whether to complete a housing application or to submit a request for an exemption to live off-campus.

It is important to note that submitting an exemption request does not guarantee the approval of the request and some requests may take longer to approve than others. This is why it is important to determine if completing both an online housing application and an exemption request would be to your advantage.

As a reminder, students who cancel their housing contract prior to June 1, 2020 will receive their \$200 pre-payment/\$100 damage deposit back in full. Canceling a housing contract between June 1, 2020 and prior to August 13, 2020 (the day the halls officially open) will result in the forfeiture of the \$200 pre-payment and a refund of the student's \$100 damage.

Those with questions regarding the residency requirement may call Residential Living at (785-670-1065) or send an email to wuhousingexemptions@washburn.edu. General housing questions should be emailed to resliving@washburn.edu.

Exemption Request Information

The exemption process should be completed by students who meet both of the criteria listed below.

- ❖ Students who are within one (1) year of their high school graduation date.
- ❖ Students who have not signed a room and board (meal plan) for the 2020-2021 academic year.

Students who are not sure if they meet these criteria, should contact Residential Living at 785-670-1065.

Complete the exemption request application online via their MyWashburn account.

First, students should log onto their MyWashburn account. Next, click on the Student Life tab. Once a student is on the Student Life tab they will see a Residential Living section. Students should click on the Residential Living Housing Portal. The next screen will prompt a student to select the term (2020-2021), which will be followed by the choice to either complete an application to live on-campus or to request an exemption. Once a student chooses to pursue an exemption this will notify the Residential Living staff to email you the necessary forms to complete. Completed forms and supporting documents should be emailed directly to wuhousingexemptions@washburn.edu. Students may also drop their paperwork off at the Residential Living Office located in the Living Learning Center (1801 SW Jewell).

Exemption Categories

The following are categories for exemption that if approved, would comply with the residency requirement. Students may apply for an exemption using one category per exemption request. The same category cannot be used more than once in a contract term.

- ❖ **Married/Partnered or with Legal Dependent/s (students who are married and/or have legal dependent/s).** Students must provide a valid marriage certificate, as well as complete the online exemption request. Engagement does not qualify as marriage under this exemption. Students who have legal dependent(s) must provide a government issued birth certificate or other legal documentation. Students who are expecting to have children/legal dependents during the contract term may also qualify for this exemption. An online exemption request and supporting documentation would be required.

- ❖ **Living with Immediate Family (students residing full-time with their parent/s or legal guardian).** Parent/s or legal guardian must have a permanent residence within 20 miles of Washburn University. A notarized parent verification form is required.

- ❖ **Financial Need or other Extenuating Circumstance (students experiencing a significant or unforeseen financial burden).** Significant burden is typically determined using a student's FAFSA information, which is provided by Washburn's Financial Aid Office. This information is used to calculate the parent's or legal guardian's combined annual income and student out of pocket expenses, as well as any other applicable financial information. Students must also complete and submit a Financial Need Verification Form. Students who have an extenuating circumstance that is not related to financial need are to complete an extenuating circumstance exemption form.
*Requests that are based on the assertion that living off-campus may be less expensive will not be approved.

- ❖ **Greek Life (for students who wish to reside in their sorority or fraternity house).** The Greek life recruitment process runs into September, which is why it is encouraged that students complete both a housing application and a Greek life exemption. Students will have until September 30, 2020 (fall) to move into their chapter house and still be in compliance with the residency requirement. In the spring, students will have until the last day of February to move to their chapter house. It is important to note that students who move into their chapter house from a Residential Living facility will be charged for cancelling their room and board (meal plan) contract early.

- ❖ **Active Military/Veteran (for students who are active military or who are a veteran).** Residential Living will confirm Military/Veteran status with the Office of Diversity and Inclusion. Documentation not needed, unless requested.

- ❖ **Distance Education (for students who are enrolled in twelve (12) or more Washburn online courses, both in the fall and spring semester).** Residential Living Staff will verify online course load. Documentation not needed, unless requested.

- ❖ **21 Years or Older (for first-year students who are 21 years or older).** Residential Living Staff will confirm age. Documentation not needed, unless requested.
- ❖ **Students seeking a medical, psychological or disability accommodation will be provided the necessary forms and information via their Washburn email account.**

Application Review

Requests will be reviewed once the exemption request and supporting documents have all been received. Results are confidential and only shared with applicants, those authorized by the applicant, and on-campus personnel who are in a need to know position. Exemption request results will be sent to student's Washburn email account.

Exemption Requests that are Approved

Be sure to retain the email with your official notification of approval. Students who have completed and signed a housing contract, should return to the Residential Living Housing Portal and cancel their room and board contract. A contract that has not been canceled will remain on a student's account until the student cancels their contract online. Once a student has an approved exemption on file they are no longer required to reside on-campus. Students who are interested in obtaining a meal plan, may click [HERE](#) to learn more information about commuter dining plans.

Exemption Requests that are Denied

If exemption request is denied, potential options include, 1) complete a room and board application and live on-campus, or 2) go through the exemption request process a second time and choose a different exemption category. In order to re-apply using a different exemption, a student will need to email wuhousingexemptions@washburn.edu and request that their previous exemption be cleared. This step will then allow a student to go back online and file a different exemption request.

Student who are not fulfilling the residency requirement will be contacted by the Student Life Office for failure to comply with university policy.

Residential Living

1801 SW Jewell

Topeka, KS 66621

785-670-1065

All questions pertaining to the exemption process should be sent to

wuhousingexemptions@washburn.edu.