



East Central University

Freshman Residence Requirement Exemption Request

All freshman students are required to live on campus unless they meet one or more criteria to be exempt from the Freshman Residence Requirement. This form and all supporting documents may be delivered to the Office of Housing and Residence Life, Administration Building Room 155 or mailed to Housing and Residence Life, 1100 E. 14th Street, PMB R-7, Ada, Oklahoma 74820. **This form will not be accepted after the first ten (10) days of classes during the fall and spring semesters.**

STUDENT INFORMATION:

Full Name: _____ ECU ID #: _____

Address: _____ Phone #: _____

City/State/Zip: _____ Email: _____

I am requesting an exemption from the ECU Freshman Residence Requirement for the following reason (check one):

I reside with my parent(s) or legal guardian(s) full-time in their primary residence within a 35-mile radius of Ada, Oklahoma. Required documentation (copy of one of the following): current utility bill, lease, mortgage, or recent Federal Income Tax return (SSN and income may be blocked out). *This form must be notarized with signatures from the student and parent or legal guardian.

I am 21 years of age or older. Required documentation: Proof of age (birth certificate, copy of passport, or government issued ID).

I have other circumstances. Please choose one below and provide an explanation if necessary.

I am married. Required documentation: Copy of marriage license.

I have a dependent who lives with me. Required documentation: Copy of birth certificate(s) or a copy of your Federal Income Tax return showing exemptions claimed for dependent(s) (SSN and income may be blocked out).

I have 24+ hours earned post high school. If transfer student copy of unofficial transcript(s) required.

I have other extreme circumstances. Please provide explanation and all supporting documents.

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*I, _____, declare that the student named above is my son/daughter/legal ward appointed by a court and will reside in my primary residence listed above as a freshman student at East Central University. I declare that this student will commute to and from classes from this address for the entire academic year. I declare that if this student moves out of my residence, I will notify the Office of Housing and Residence Life and this student will move into the residence halls within 5 days.

Parent/Legal Guardian Signature _____ Date _____

I understand that submitting false information to the University is a violation of the Student Code of Conduct (Section IV. B) and may result in disciplinary action and/or financial penalties.

Student Signature _____ Date _____

Subscribed and sworn before me this _____ day of _____, 20 _____.

Notary Public: _____

FOR OFFICE USE ONLY:

STAFF: _____ DATE: _____ APPROVED: Y / N REASON: _____