



**HOUSING AND FOOD SERVICE CONTRACT EXEMPTION REQUEST**

**POLICY**

First-year students attending Penn State University Park are required to reside on campus in University housing as part of the offer of admission to the University, and are guaranteed a room assignment. A student may submit a request for an exemption from the residency requirement. The reason for an exemption request must meet the criteria described below, and the University reserves the right to deny any request. The University may also offer an alternative housing accommodation to satisfy a student’s situation.

The Housing and Food Service (HFS) Contract is a legally-binding contract. Once the HFS Contract is accepted, the student is obligated to reside on campus and is financially responsible for room and board fees for the entire HFS Contract term. Failure to pick up a room key will not release a student from the HFS Contract obligation.

**Determination:** The submitted form will be reviewed by a committee. The student will be informed of the final determination by email within 1-2 weeks after the initial submission of paperwork.

**Deadlines:** HFS Contract Exemption Requests must be received by the following deadline dates, as based on the student’s admitted semester:

<b>Summer</b>	JUNE 1
<b>Fall-Spring</b>	JUNE 30
<b>Spring</b>	DECEMBER 1

A student who was offered and accepted the offer of admission to Penn State after the submission deadline must submit the HFS Contract Exemption Request within ten (10) days of the acceptance date.

**Section A: STUDENT INFORMATION**

**Student Name** \_\_\_\_\_ **PSU ID:** \_\_\_\_\_

**Penn State Access Account** \_\_\_\_\_ **Email:** \_\_\_\_\_

Home Address \_\_\_\_\_ Local Address \_\_\_\_\_

\_\_\_\_\_

Home Phone Number \_\_\_\_\_ Local Phone Number \_\_\_\_\_

Semester(s) HFS Contract exemption effective:  Summer \_\_\_\_  Fall – Spring \_\_\_\_  Spring \_\_\_\_

## Section B: HFS CONTRACT EXEMPTION REASON

Indicate the reason you are requesting to be exempted from the HFS Contract:

**LOCAL STUDENT**

- **I am a local student** (as defined by the University) who graduated from a high school in the local area and will continue to reside with my parent(s) or guardian(s) at my primary residence in the Centre County area. An accompanying letter from your parent(s) or guardian(s) must be attached, supporting your decision to commute from home. A request for a spring exemption will not be considered once the student has accepted the HFS Contract and lived on campus after the HFS Contract term has begun.

**AGE**

- **I will be 21 years of age or older** prior to initial registration at the University.

**MARRIAGE/DEPENDENT FAMILY**

- **I am married and/or have dependent family members who will be living with me** during the HFS Contract term. A copy of the official marriage license, wedding announcement, and/or other material to verify the marriage or that a dependent will be permanently living with you will be required. University housing is available for married students or those with a family.

**VETERAN STATUS**

- **I am a veteran** who has actively served in the military prior to admission to the University.

**SPONSORED STUDENT**

- **I am a sponsored international student.** Two letters, one from your parent(s) **and** one from the sponsoring entity, must be attached that show support of your rationale for living off campus.

### REQUIRED

I have read the HFS Contract Exemption Policy, and understand the following conditions:

1. I agree to provide supporting documentation to substantiate my request.
2. I understand that this is only a request to be exempted from the HFS Contract, and that the exemption may not be granted by the University.
3. I may be offered an alternative housing arrangement.
4. I reviewed the deadlines for submitting this form, and understand that my request may be denied if I submit the form after the deadline indicated.
5. I understand that an exemption request received after the beginning of the HFS Contract term will be denied, and I will be financially obligated for room and board charges for the full HFS Contract term.
6. If my exemption request is approved, I understand I will be ineligible from participating in the housing lottery process for on-campus housing for a future semester.

By signing below, I verify that all information contained on this form is true and accurate, and that I have read and understand the information outlined on this form.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

## Section C: COMPLETED FORM SUBMISSION

The completed *HFS Contract Exemption Request* form should be submitted to The Assignment Office:

Mail: The Assignment Office  
201 Johnston Commons  
University Park, PA 16802

Fax: 814-863-8364

Email: [assignmentoffice@psu.edu](mailto:assignmentoffice@psu.edu)