

**Valid Only for 2026-2027 | REQUEST FOR EXEMPTION**  
**COMMUTING WHILE LIVING WITH PARENTS/GRANDPARENTS/LEGAL GUARDIAN**

Students seeking exemption for any other reason other than commuting should view our general exemption request form located at [ucmo.edu/housingforms](http://ucmo.edu/housingforms).

Students seeking an exemption due to a disability as defined under ADA, should contact the Office of Accessibility Services at 660-543-4983 or [access@ucmo.edu](mailto:access@ucmo.edu). Exemption requests related to the conditions listed below should be submitted prior to the residence halls opening for the semester for which you are applying for exemption. Students filing for exemption two weeks into the semester for which they are requesting will be billed a processing fee of \$50.

Students 21 or over prior to the date that the halls open for the semester and/or with 60 or more UCM accepted credit hours need not apply

**ACKNOWLEDGMENT OF INFORMATION AND PROCEDURES:**

- This form is for students submitting requests for exemption who are actively and permanently living with a parent, grandparent and/or legal guardian within 65 mile driving distance from University of Central Missouri (as determined by google maps and address of 301 Anderson St., Warrensburg, MO 64093).
- I understand this is an application for exemption from UCM's residential policy, BOG policy 5.1.020. Release from the requirement is subject to approval by the office of University Housing at the University of Central Missouri. If denied, I am required to carry out the residential requirement of residing on campus or pay the applicable penalty fee. **It is not recommended to make off-campus residency plans until official approval is given.**
- If approved, the exemption is for only one academic year (or semester if applied for beginning with spring semester). A new exemption form is required for each additional academic year until the residency requirement is satisfied.
- Submission of an exemption request **does not** supersede or void an existing residence hall agreement (unless submitting prior to start of fall semester). Students cannot submit for/apply for exemption once they already moved into their campus assignment.
- Please note that students must actively be living with parent/grandparent/legal guardian at the address listed on this form. Note that the rental or purchase of living space for student by parent/grandparent/legal guardian does not qualify for this exemption.

**What Documentation is Needed to Complete Exemption Request:**

**Living with a PARENT:**

- Request for exemption signed by parent and notarized
- Address on file must match permanent address on file with University of Central Missouri, or additional documents may be requested.
- Document showing proof of parent(s) address. Examples provided below.
- If parent last name does not match, student's birth certificate showing parent's name and parent's marriage license (showing previous name and new name).

**Living with a GRANDPARENT:**

- Request for exemption signed by grandparent and notarized.
- Proof of relationship (e.g.: Student birth certificate showing parent and parent's birth certificate showing grandparent listed.
- Document showing proof of Grandparent(s) address. Examples provided below

**Living with a LEGAL GUARDIAN:**

- Request for exemption signed by legal guardian and notarized
- Proof of established guardianship. Court documentation must showcase proof of US guardianship granted.
- Address on file must match permanent address on file with University of Central Missouri, or additional documents may be requested.
- Document showing proof of Legal Guardian(s) address. Examples provided below.

**Accepted proof of address for parent/grandparent/legal guardian to be provided along with exemption request:**

- Copy of driver's license, state issue ID or passport showing the same address as the student

**If the above cannot be provided, you must submit exactly two (2) different documents from the list below.**

**Only one document per category will be accepted.**

**Multiple documents of the same type (e.g., two utility bills) will not be accepted and may delay processing.**

- Mortgage statement for parent/grandparent/legal guardian showing the same address as student
- Utility bill in parent/grandparent/legal guardians name showing same address as student
- Valid insurance card/policy of parent/grandparent/legal guardian showing same address as student
- Voter registration card of parent/grandparent/legal guardian showing same address as student
- Federal or state tax form or payroll stub for parent/grandparent/legal guardians name showing same address as student



**Student's Name:** \_\_\_\_\_ **Student ID# (700#)** \_\_\_\_\_

**Address, with city/state/zip** \_\_\_\_\_ **Student Email:** \_\_\_\_\_

**I am requesting exemption for the following semester(s) (Check all that apply):**      **FALL 2026**      **SPRING 2027**

**Student will be living with (please check one):**      **Parent(s)**      **Grandparent(s)**      **Legal Guardian(s)**

**Parent/Grandparent/Legal Guardian name:** \_\_\_\_\_

**Address (including city/state/zip):** \_\_\_\_\_ **Phone:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Is this the first year you have submitted an exemption request and documentation for residency at UCM?**      **Yes**      **NO**

**I am including/attaching the requirement documentation as required per page 1.**      **Check to Acknowledge**

As student and as parent, legal guardian, or guardian, I have read the Board of Governors Residential Requirement Policy and agree to this request for exemption from the University of Central Missouri Board Of Governors Residential Requirement Policy. If any of the above information is inaccurate or falsified, I understand the University of Central Missouri reserves the right to fulfill the Board of Governors Policy and assess charges to the student account for room and board as per the terms in the UCM University Housing Agreement. The parent listed above must be the parent who signs the portion below in front of a Notary Public. Student signature required twice below.

**I certify the above information is correct** \_\_\_\_\_ **(Student Signature)** \_\_\_\_\_ **(Date)** \_\_\_\_\_

**NOTARIZATION REQUIRED:**

\_\_\_\_\_  
**Parent/grandparent/legal guardian signature**

\_\_\_\_\_  
**Date**

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

\_\_\_\_\_  
**Date**

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

On this day \_\_\_\_\_ in the year \_\_\_\_\_, do certify that that \_\_\_\_\_

\_\_\_\_\_ (student and parent/grandparent/legal guardian listed), known to me to be the

person(s) whose name(s) is/are subscribed to the within instrument  
acknowledged that he/she/they executed the same for the purposes  
therein contained.

In witness whereof, I hereunto set my hand and official seal.

**Notary Public:**

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

My commission expires: \_\_\_\_\_

**Notary Seal:**