

## **Alma College Residency Requirement Policy Statement**

Alma College is a residential college committed to the social, personal, and intellectual development of students. To this end, Alma College has constructed residence halls and purchased small housing units, and apartments to create a reasonable variety of housing options.

Residence halls are intended to provide an environment which encourages academic progress, promotes positive interpersonal contacts, and increases personal and social responsibility and effectiveness. The Residence Life staff is available to provide program leadership, advice of a personal and academic nature, and to help maintain standards of decorum and behavior necessary for an atmosphere conducive to academic achievement. The College requires students to live in residence halls or small housing units throughout their period of attendance at Alma College.

We recognize, however, that there are sometimes needs for exception to our residency requirement. To make decisions for special exceptions and keeping in mind the needs of individual students at the College, we will review and make decisions on petitions of students desiring an exception to the residency requirement. We will always seek to match expressed student needs with those housing arrangements on campus before granting any exceptions other than those listed below.

***Students are strongly cautioned against signing any type of leasing agreement until they are approved to secure Off Campus living. If a student signs a lease and has not been approved to reside off campus, the College reserves the right to charge them for a double room and default dining plan. In general, these forms will be reviewed no more frequently than once a month. If you do not hear within 30 days from the time you turn in this form please contact the Residence Life Office to check on your status.***

Students who do not complete the housing process to either register for on campus housing or receive a residency exemption will receive a bill for the standard double room rate and the college's default dining plan on July 15 for fall semester or November 15 for winter semester; students in this situation will not receive an on-campus housing assignment or be considered for a residency exemption until the appropriate process is completed through the residence life office.

### **Exceptions**

Exceptions will be considered and granted with appropriate documentation when the student is:

- A. Married (a copy of the marriage certificate must be attached to this application).
- B. Parenting (proof of parent/guardianship must be attached to this application).
- C. Caretaker for another person living within 25 miles of the Alma College campus and living with that person. Student must submit information about the caretaker relationship, proof of address for the person for whom they provide care, and a letter of support from at least one other adult involved in the person's care to be considered for this exemption.
- D. A veteran (must provide proof of service letter).
- E. Living with parents or guardian within 25 miles of the Alma College campus; for the purpose of this policy, students must have resided with the listed parent or guardian for at

least one year prior to enrolling at Alma College. The parent/guardian confirmation form and proof of address for the student and parent/guardian must be attached to this application. Acceptable proof of address includes two pieces of mail, drivers license, or equivalent state ID.

- F. Enrolled in six (6) or fewer credits, as verified by our Registrar's Office.
- G. Age 23 or older before September 1 for the fall semester or before January 1 for the winter semester.
- H. Has completed eight or more semesters of college study (semester is defined as a Fall or Winter semester at Alma College, or the equivalent at another institution). Spring and summer terms are not included. Enrollment will be verified by the Registrar's Office.
- I. Studying abroad or is part of an off-campus study program (as verified by Off-Campus Studies).
- J. Student teaching (as verified by the Education Department).
- K. Under the age of 18 for the duration of the applicable academic year (student will be required to live on campus for subsequent years when they turn 18).
- L. Transfer students who are not enrolling at any college as a full time college student for the first time and meet one or more of the following criteria:
  - a. Are 21 or older at the time of transfer
  - b. Transfer at least 60 earned credits from other higher education institution(s). Advanced Placement (AP), International Baccalaureate (IB), and dual enrollment credits do not count toward the 60 earned credits for the purpose of this policy.

#### **M. Financial Aid and Scholarships**

Students who are approved residency exemption will receive a reduction of their merit scholarship only. All other institutional, state, and federal aid are not impacted. Reduction amounts are determined by the financial aid office on a yearly basis. For more information regarding scholarship reductions, contact the financial aid office at [finaid@alma.edu](mailto:finaid@alma.edu) or 989-463-7347.

Students receiving a full-tuition scholarship (including the Distinguished Scholarship, Alma College Community Engagement (ACE) Scholarship, Detroit Promise, Detroit Future, Tuition Exchange, and Kalamazoo Promise) are required to live on campus.

#### **N. Appeal of Decisions**

If a student is denied exception to the residency requirement and feels they have additional information that needs to be considered, they should submit that information in writing within one week after the decision is sent. The Residence Life Office will review the appeal and either

- a. Re-submit the application for review of new information, or
- b. Refer the appeal to the Director of Residence Life/Assistant Vice President for Student Engagement or their designee for final review.

The decision on the appeal will be sent to the student via email and will be considered final.

**O. Accommodation Requests**

Students who need accommodations due to a disability, medical condition, religion, gender, or other reason should contact Student Success, located in the Learning Commons:

<https://www.alma.edu/disability-support-services/request-housing-accommodations/>.

**P. Address Information**

Off-Campus students are required to report their correct local address and telephone number at the time of registration and to report any change of address thereafter. Failure to notify the College of a change of address within five working days after the change becomes effective will be considered a falsification of College records and subject to disciplinary action. Change of address can be made by emailing [residencelife@alma.edu](mailto:residencelife@alma.edu).