

Student Services, Residential Life and Study Abroad Office
Request for Exemption
From the On-Campus Housing Requirement



General Instructions:

This form is for freshmen (first year) students requesting exemption from the one-year residency requirement at Webster University Geneva. Students are expected to honor this requirement unless certain criteria are met. There is no appeal process and all decisions are final.

- 1) Please complete this Request for Exemption and present reasons for your request in a clear and organized fashion. Provide specific information and make sure to sign and date the form.
- 2) Requests for Exemption have to be submitted within 10 days of accepting the offer of admission to Webster University and no less than two weeks prior to the arrival date of the semester in which the student is enrolled.
- 3) After submitting your Request for Exemption, you will be notified if your request has been approved or denied within approximately two weeks of the receipt of your request. Students are to refrain from making any alternate living arrangements prior to receiving a written confirmation from Residential Life Office that their request has been approved.
- 4) Any request related to medical or health concerns will include consultation with professional staff in appropriate departments at Webster University. Please do not send copies of medical records.
- 5) Any request based on financial hardship will need to include clear documentation from the bank. These requests may also include consultation with professional staff in the Office of Undergraduate Admissions.
- 6) Any request based on family residence within 50 km from campus will need to include copies of residence permits of parent(s).
- 7) Any freshman student registered for the fall semester that fails to sign up for housing and has not been approved for exemption will automatically be assigned a room and will be financially responsible for all room charges for the academic year in which the student is enrolled.
- 8) Any student found to be providing false information on the Request for Exemption form may be subject to university disciplinary action.

Please make sure to retain a copy for your records.

Submit the original application by email to Ms. Selina Brú, *Student Services & Residential Life Associate*:
bru@webster.ch

Please Print or Type

Name: _____ Today's Date: _____
Last First M.I.

Webster ID: _____ Date of Birth: _____ Gender: ___M ___F

Permanent Address: _____
Street City Country Postal Code

Permanent Phone: _____ Mobile Phone: _____

Email Address: _____

Current address (if applicable): _____

At what address would you live if granted the exemption?

Street

City

Postal Code

I am applying for exemption for the following term(s). Please include the year for each term (i.e., 2020 or 2021):

____ Fall Semester, _____. ____ Spring semester, ____.

Exemption from the On-Campus Housing Requirement: I am applying for an exemption for the following reason(s):

- Live with my family within 50 km from Webster Geneva campus¹
- Financial hardship²
- Twenty-one years of age or older
- Married and/or have dependent child(ren) living with me
- Medical condition which the university is unable to accommodate on campus

Please use this space to articulate your reasons for requesting an exemption. The reasons you state are the basis for the decision you are requesting. It is important to be concise, factual, and detailed in your written comments. Only cases which clearly meet exemption criteria will be considered. Please attach additional pages and other documentation that supports your request as necessary.

¹ At least one parent who has a permanent Swiss residency permit, not a tourist visa. Owning or purchasing real-estate or renting an apartment within 50 km from Webster Geneva campus does not qualify for a request for exemption.

² This does not include the financial burden created when the student signs an off-campus lease.

I acknowledge that all information contained within this request is accurate and true.

Signature of student

Date

Signature of parent (necessary if student is under 18 years of age)

Date

SSRLSAO Use Only: <input type="checkbox"/> Approved <input type="checkbox"/> Denied Effective date: _____ Notification sent: _____ Initials/date: _____
