

HUSTON-TILLOTSON UNIVERSITY  
Department of Residence Life

**RESIDENCE HALL WAIVER**

Please be advised that \_\_\_\_\_ is a freshman or sophomore  
(Student's Name) (Student ID #)

student at Huston-Tillotson University who has provided appropriate documentation\* (see following page), and is hereby granted a waiver from the requirement to live in the campus residence hall due to the following reason(s):

- Resides in the Austin area home of parents or legal guardian(s)
- Married and living with spouse
- Veteran of a minimum of two years active military service
- Responsible for one or more dependent children living with student
- 24 years of age or older
- Legal owner of his/her home in Austin area
- 60 or more credit hours from (and/or accepted by, if transfer student) HT
- Other (specify; attach additional pages if necessary) \_\_\_\_\_

***Any student receiving an Institutional Award (e.g., Athletic, DuBois, Presidential, Music) must reside on campus and is not eligible for a Residence Hall Waiver.***

**Contact Information**

Address (Must be Austin area) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Submit your waiver to the Student Affairs Office (in Student Union) in as soon as possible before completing your registration.

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

<b>FOR RESIDENCE LIFE OFFICE USE ONLY</b>	
Disposition of Waiver:	<input type="checkbox"/> Granted <input type="checkbox"/> Denied
Reason for Denial/Special Conditions _____	
Residence Life Official Signature _____ Date _____	

\*Must attach documentation to the Student Affairs file copy of the waiver. See reverse for examples of accepted documentation.

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**Examples of Accepted Documentation for Residence Hall Waiver**

In order to be approved for the Residence Hall Waiver, you must provide adequate documentation to support your reason(s) for a waiver. You must submit **all** of the required documentations listed below that pertain to your reason to be considered for approval. **Note: You do not have a waiver form on file until it has been reviewed and signed by the Dean of Student Affairs or a Housing Designee. If your waiver form is incomplete or not approved, you are subject to be charged for Room and Board.**

The Austin area is defined as Travis, Hays, Bastrop or Williamson Counties.

**Resides in the Austin area home of parents or legal guardian**

- **Notarized** letter from parent or legal guardian and  
°If **legal Guardian**: Proof of legal guardianship and
- Copy of student's and parent's/guardian Texas Driver's License with the **same address**.

**Married and living with spouse.**

- Copy of Marriage License and
- Copy of student's and spouses Texas Driver's License with **same address**.

**Veteran of a minimum of two years active military service.**

- Proof of military service from official documents

**Responsible for one or more dependent children living with student**

- Child/children's' birth certificate(s) and
- Student's Texas Driver's License and
- Medical bills, insurance card, etc., with child/children's' address

**24 years of age or older**

- Student's driver's license or other state or federally issued photo identification with birth date.

**Legal owner of his/her home in Austin area**

- Copy of contract, title, or other official documentation

**60 or more credit hours from (and/or accepted by, if transfer student) HT**

- Confirmation by University Registrar

**Denial of Residence Hall Waiver Appeal Process**

In order to appeal the denial of a waiver, the student must provide a typed-written letter to the Dean of Student Affairs, stating the reason for the appeal. The appeal letter must explain in detail why the waiver should be granted, beyond the language originally provided by the waiver. Any supporting documentation should be submitted with the letter at the time of the appeal. The appeal letter must be submitted no later than three business days following the notification of denial to the office of the Dean of Student Affairs (Student Union).

*Please note that this Residence Hall Waiver will be revoked if a student receives an institutional award after receiving an approved residence hall waiver.*