Information About the 2011-2012 Live-on Requirement
For Local Service Area Students
Accepted Into the University Honors Program

The University Honors Program requires all first-time freshmen participating in the University Honors Program to live on campus in the Honors Residential College in Maya Hall. However, requests for exemption from the requirement will be considered. In a few circumstances, exemptions may be granted. The “Live-On Requirement Exemption Form for Local Service Area Students Form” can be downloaded at http://uhp.sdsu.edu/downloads/LiveOnExemptionFormLSAstudents 2011-2012.pdf (pdf format, Adobe Acrobat required).

To apply for such exemptions, fill out the Live-On Requirement Exemption form, the Family Educational Rights and Privacy Act (FERPA) form and attach any supporting documentation and return documents to:

Live-On Requirement Exemption Request
San Diego State University
University Honors Program
5500 Campanile Drive
San Diego, CA 92182-1623

Submit your request by April 15, 2011 for timely consideration and notification by the May 1, 2011 Intent to Enroll deadline.

The University Honors Program will evaluate your exemption request and documentation and determine whether or not an exemption will be granted. If the University Honors Program denies your request, your request will automatically be forwarded to the Live-On Exemption Review Committee (LERC) for final determination. Once a decision has been rendered, the university will inform you.

It is highly recommended that you submit a Student Housing License Agreement for 2011-2012 prior to or at the same time as your exemption request as student housing preferences are considered, but students will be assigned a space depending on availability on a first-come, first-serve basis. If you delay submitting or do not submit a License Agreement awaiting your exemption decision and your exemption request is denied, you may not receive your preferred housing choices.

It is recommended that you do not sign a lease or contract for off-campus living accommodations until after you are notified of a decision regarding your exemption. You will not be released from a legal, binding contract with the university.

If you have completed a License Agreement and are granted an exemption, you must write a letter requesting cancellation of your License Agreement. The License Agreement cancellation policy can be viewed at http://www.sa.sdsu.edu/housing/cancelhow.html. All written cancellations, signed and dated
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by the student Licensee, received on or before the License Agreement cancellation date will be charged a $50 cancellation fee.

Exemption Criteria and Documentation Information

- **Married/Domestic Partnership and/or with Legally Dependent Children** – Copies of the marriage certificate, domestic partnership agreement and/or child’s birth certificate and proof of child custody are required.

- **Independent Student Status** – If you are independent for federal financial aid, as defined by the Free Application for Federal Student Aid, submit your exemption request with a photocopy of your SDSU Financial Aid Award Notification (print a copy from your SDSU AidLink record).

- **Medical and/or Disability Circumstances** – Exemption requests for medical or disability circumstances must be submitted as early as possible with required documentation to the Student Disabilities Services Office (SDS). Appropriate medical documentation including a description of diagnosis must be provided by a licensed physician. The letter must be typed (not hand written) on the physician’s letterhead stationary and must include a statement of how living in the residence halls is not recommended. SDS will render a decision and notify the student and the Office of Housing Administration.

- **Work Experience and/or Care Provider Requiring a Live-in Situation** – If it is verified that the student has a job requiring that they live in to maintain their employment, an exemption may be granted. A release due to work requiring living in must include the appropriate employment verification including a notarized statement from the employer.

  A release due to a live-in situation for an illness/care provider must include the appropriate medical documentation including a description of diagnosis provided by a licensed physician or appropriate clinician (i.e. social worker, etc.). The letter must be typed (not hand written) on the physician/clinician's letterhead stationary and must include a statement of how living in the residence halls will affect the applicant’s work experience or care providing.

- **Other** – Where it can be conclusively demonstrated that special circumstances exist which would create a substantial personal hardship. Verification of the special circumstances will be required.