



Residence Life and Housing

Residency Exemptions

All full-time undergraduate students (enrolled in over 11 credit hours) who live more than 30 miles from campus are required to live on campus as per BW's residency policy. However, the University may grant exemptions in certain cases. To request a residency exemption, follow the steps outlined below. Please note that submitting a request does not guarantee approval. Ensure the form is completed thoroughly and includes any necessary documentation to support your request. Residency exemption forms can be found at bw.erezlife.com under "Housing Overview" and are labeled "Residency Exemption".

Returning Students:

Residency exemptions will be accepted and reviewed on the following dates:

Application Received by:	Application reviewed by:
December 1 st	December 15 th
January 1 st	January 31 st
February 1 st	February 28 th
March 1 st	March 31 st

For returning students, applications received after March 1 will be subject to up to a \$500 housing cancellation fee, if approved.

Application Received by:	Amount Billed to Student Account:
Before March 1	\$0
March 2-June 1	\$100
June 2-July 31	\$400
After August 1	\$500

New Students:

Residency exemption applications for incoming students must be received by July 1st. Students will be informed by July 15th of the status of their residency exemptions. Incoming students who apply after the residency exemption due date will be reviewed on a case-by-case basis.

Residency exemption requests will be reviewed by a committee comprised of a representative from each the following offices:

- Residence Life and Housing
- Financial Aid
- Student Affairs staff member

Students can expect to receive a communication through their official University e-mail account with the committee's decision by the dates listed above.

Qualifying residency exemptions for BW Students (starting Fall 2023) include:

- Student is married, divorced or widowed. (Include copy of court-certified marriage certificate.)
- Student is a single parent with a dependent child. (Include official copy of child's birth certificate.)
- Student has one or more years of active duty in the military. (Include copy of DD214.)
- Student has lived on a college campus for 6 consecutive semesters. (Include letter from previous college or university verifying residency, if applicable.)
- Student resides with parent or legal guardian at their permanent address and the address falls within 30 miles of Baldwin Wallace University. Address must match permanent address listed on University records.

Potential Residency exemptions include:

- Student has documentation from medical professionals indicating a medical necessity to live off campus. If a student's medical need(s) can be met with on campus housing, the exemption will be denied, and student will be directed to complete an application through the BW Office of Accessible Education ([visit website](#) and click on the Accessible Housing tab for application and details).
- Extreme financial hardship. Please include any documentation that supports financial hardship. Student must have completed FASFA and Special Circumstance Review with financial aid for consideration.
- Religious exclusions. Provide detailed documentation on what needs cannot be met by living on campus.
- Special hardship. Documentation of severe and compelling circumstances that exist prior to the initial semester of enrollment. Include personal statement and any supporting documentation.

Frequently Asked Questions

Can I get an apartment or house within the radius and be exempt from the requirement

No, changing your permanent address does not exempt you, even if you get a lease for an apartment or house within the radius unless your family/guardian is moving within the radius and proper documentation is submitted. **Students should never get an apartment or house before being approved for an exemption.**

Can someone complete the application for me? (e.g., parent)

No, each application is created through our housing portal for the student so they must log in to complete it. This enables the student's application to be connected to their student record for the committee to review and it authenticates the application with an electronic signature.

I live 30 miles away from BW, do I have to live on campus?

All students who live outside of 30 miles from main campus are required to live on campus according to BW's residency requirement. You may fill out a residency exemption request form, with supporting

documentation of your permanent address and reason for commuting, and it will be reviewed by the committee.

I am an International Student, am I required to live on campus for two years?

All students who live outside of 30 miles from main campus are required to live on campus, including international students according to BW's residency requirement. You may fill out a residency exemption request form, with supporting documentation of your permanent address and reason for commuting, and it will be reviewed by the committee.

The committee denied my request for residency exemption. Is there an appeal process?

To appeal the committee's decision, email reslife@bw.edu with any additional information you would like considered. The appeal will be reviewed by the committee and the Senior Director of Residence Life and Housing. Please include any documentation that has not yet been submitted. The decision made after the second review is final.

My request was approved. What happens next?

Residence Life and Housing will process your exemption and remove any charges or issue any credits necessary to your student account. You will be notified through your BW email account if there are any additional steps that need to be taken.

I was given an exemption for my first year, do I need to reapply the following year?

Yes, you will need to submit a residency exemption during your second year, even if it was approved your first year.