The South Dakota Board of Regents (SDBOR) housing policy states that students live and dine on campus for your first two years in college following high school graduation. University Housing recognizes that living on campus and/or on-campus dining, for various reasons, may not be in the best interest of all students. For that reason, University Housing and Campus Dining offers applications for live-on requirement exemptions, housing contract releases, and meal plan requirement releases for exemption from SDBOR Policy and or residence hall occupancy contracts.

**Live-On Requirement Exemption Application**

The live-on requirement exemption process should be completed by students who meet all of the following criteria:

- Within two (2) years of your high school graduation date
- Taking six (6) or more credit hours on the USD main campus
- Have not yet signed a residence hall occupancy contract for the desired term/academic year

**Housing Contract Release Application**

The housing contract release process should be completed by students who have signed a residence hall occupancy contract. A housing contract release application must be completed for all residence hall occupancy contracts regardless of whether or not the contract term dates have begun.

If you are unsure if you meet this criteria or if you have questions regarding this process, contact University Housing at housing@usd.edu or (605) 677-5663.

1. **Select a Live-On Exemption Category**
   
   The following are the categories for which a person may be exempted from the live-on requirement. Students may only select one category for each application and may apply for each category only once per contract term.

   - **Married Exemption**: For those students who are married. Students must provide a valid marriage certificate as well as completing the application. Engagement does not qualify as marriage under this exemption.
   - **Legal Dependent Exemption**: For those students who have a legal dependent(s). Students must provide a birth certificate or other legal documentation. Students who are expecting to have children/legal dependents during the contract term may also apply for this category. Documentation will be requested.
   - **Commuter Exemption**: For students residing full time with their parent or legal guardian within 60 miles of the USD main campus in Vermillion (distances are measured in a direct path and not using driving distance). A notarized parent verification form will be required.
   - **Financial Hardship Exemption**: For students experiencing a significant or unforeseen financial burden. Significant burden is typically determined using a student’s FAFSA information provided by the Office of Financial Aid in order to calculate the parent/legal guardian combined annual income.
and student out of pocket expenses as well as any other applicable financial information. Students will be provided with a financial hardship verification Form that must be completed. Releases are not based on the assertion that living off-campus may be less expensive.

- **Medical Hardship Exemption**: Students must provide documentation from the attending physician or licensed mental health professional identifying the specific verifiable condition for which it is medically or mentally necessary to reside off-campus. A medical hardship verification form will be supplied to the student and must be completed. Additional information on accommodations off campus that will satisfy the unique needs of the verified condition may be requested.

- **Sorority and Fraternity Life Exemption**: This category is for those wishing to reside in their sorority or fraternity house full time. To qualify for this release students must have a minimum cumulative GPA of 2.5, have successfully completed a minimum of 28 credit hours, and have completed one year (two semesters) of on-campus living at USD. Sorority and fraternity life releases will be reviewed by the Sorority and Fraternity Life office after final grades for the semester have been submitted.

- **Participation in University Sponsored Event**: For students who are participating in a university sponsored event that requires them to live off campus for the extent of the academic year or spring or fall terms. Applications for this category must have written support from their sponsoring program or activity. For this exemption category, approval is needed for each fall and spring term within the two (2) year live-on requirement.

2. **Complete the Application**

Complete the online housing application and provide any additional forms as directed. Applications will be automatically submitted to University Housing for review. If you selected a category that requires supplemental information, you will receive further instructions via email to your USD student email account. All supplemental information should be sent to:

University of South Dakota
University Housing
414 E. Clark Street
Vermillion, SD 57069
housing@usd.edu
Fax (605) 677-6330

3. **Application Review**

Upon receipt of all pertinent documents, applications will be reviewed by University Housing. Applications for medical hardship and financial hardship will be reviewed by a committee. All exemption applications are reviewed on a case by case basis and results are confidential and only shared with applicants, those authorized by the applicant, and on-campus personnel in a need to know position. Results of your application will be sent via email to your USD student email account.

4. **If My Exemption Application Has Been Approved**

Be sure to retain the email with your official notification of approval. Should charges be inadvertently added to your account, email verification will be required for removal of the charges. You are no longer required to complete a housing application or obtain a meal plan. If you are interested in obtaining a meal plan, please complete a meal plan addition form.

5. **If My Exemption Application Has Been Denied**

You will have several options:

- Complete an online housing application for the term for which you were denied to ensure that a room that meets your needs is retained for your use.
• Apply again under a different exemption category.
• Appeal the decision on your application within five (5) business days of your notification to the Director of University Housing via email to John.Geske@usd.edu. Appeals will most often require an in-person meeting and could require additional documentation.

**Housing Contract Release Application**
The housing contract release process should be completed by students who have a signed residence hall occupancy Contract. A housing contract release application must be completed for all residence hall occupancy contracts regardless of whether or not the contract term dates have begun.

If you are unsure if you meet this criteria or if you have questions regarding this process, please feel free to contact University Housing at housing@USD.edu or (605) 677-5663.

1. **Select a Housing Contract Release Category**
   Students may only select one category for each application and may apply for each category only once per contract term.

   • **Married Release**: Students must provide a valid marriage certificate as well as completing the application. If the release is granted, the University Housing deposit will be forfeited. Engagement does not qualify as marriage under this release.
   • **Legal Dependent Release**: For those students who have a legal dependent(s). Students must provide a birth certificate or other legal documentation. Students who are expecting to have children/legal dependents during the contract term may also apply for this category. Documentation will be requested. If the release is granted, the University Housing deposit will be forfeited.
   • **Financial Hardship Release**: Significant burden is typically determined using a student’s FAFSA information provided by the Office of Financial Aid in order to calculate the parent/legal guardian combined annual income and student out of pocket expenses as well as any other applicable financial information. Students will be provided with a financial hardship verification form. Releases are not based on the assertion that living off-campus may be less expensive.
   • **Medical Hardship Release**: Students must provide documentation from the attending physician or licensed mental health professional identifying the specific verifiable condition for which it is medically or mentally necessary to reside off-campus. A medical hardship verification form will be supplied to the student and must be completed. Additional information on accommodations off campus that will satisfy the unique needs of the verified condition may be requested. If the release is granted, the University Housing deposit will be forfeited.
   • **Sorority and Fraternity Life Release**: This category is for those wishing to reside in their sorority or fraternity house full time. To qualify for this release students must have a minimum cumulative GPA of 2.5, have successfully completed a minimum of 28 credit hours, and have completed one year (two semesters) of on-campus living at USD. Sorority and fraternity life releases will be reviewed by the Sorority and Fraternity Life office after final grades for the semester have been submitted.
   • **Graduating from USD**: For students who are graduating from USD. This release will only be granted for the following academic term (i.e. fall or spring) and not the current term. Application for this release category must be completed by December 20 for the fall term and May 1 for the spring term in order to be eligible for refund of the university housing deposit.
   • **Withdrawing from USD**: For student who are withdrawing from USD. Withdrawal status will be confirmed with the Registrar’s Office. This release will only be granted for student who will no
longer be enrolled for any credits with the university. If the release is granted, the University Housing deposit will be forfeited.

- **Participation in University Sponsored Program:** For students who are participating in a university sponsored event that requires them to live off campus for the extent of the academic year or spring or fall terms. Applications for this category must have written support from their sponsoring program or activity. For this release category, approval is needed for each fall and spring term within the two (2) year live-on requirement.

2. Complete the Application
   Complete the online housing application and provide any additional forms as directed. Applications will be automatically submitted to University Housing for review. If you selected a category that requires supplemental information, you will receive further instructions via email to your USD student email account. All supplemental information should be sent to:

   University of South Dakota  
   University Housing  
   414 E. Clark Street  
   Vermillion, SD 57069  
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3. Application Review
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4. If My Housing Contract Release Application Has Been Approved
   Be sure to retain the email with your official notification of approval. A release from your residence hall occupancy contract also releases you from your obligation to have a meal plan. Please contact University Housing to confirm that you would like to cancel your contract and/or meal plan. Room bookings/contracts and meal plans will not be removed until confirmation is received at housing@usd.edu. If your contract is released midterm, you will receive a prorated refund of your room payment up to sixty percent (60%) of the term session. Contract releases granted after sixty percent (60%) will not receive a refund of the room payment. Deposit refunds are determined based on the release category granted.

5. If My Housing Contract Release Application Has Been Denied
   You have several options:
   
   - Apply again under a different release category.
   - Appeal the decision of your application to the Director of Housing via email to John.Geske@usd.edu. Appeals will most often require an in-person meeting and could require additional documentation.