

# WESTERN NEBRASKA COMMUNITY COLLEGE

## President's Procedure

<b>TITLE:</b>	On-Campus Residency Requirements for Student Athletes
<b>DIVISION:</b>	Student Services
<b>CATEGORY:</b>	Athletics, Scholarships, and Residence Life
<b>REFERENCE:</b>	BP-532 On-Campus Residency Requirement for Student Athletes Board Policy
<b>NUMBER:</b>	PP-532
<b>DATE OF REVIEW:</b>	December 2018
<b>APPROVAL:</b>	John N. Harms, Interim President

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### Purpose

WNCC believes students who stay in college housing will benefit from the residential living experience as an integral part of student engagement and educational success. Studies have shown on-campus residents are more likely to succeed in academics and benefit from the social and co-curricular opportunities being offered.

Living on-campus is a once-in-a-lifetime opportunity to be a part of a community of peers. Research of colleges across the country indicates that students who live in college housing are more likely to:

- Take full advantage of campus resources
- Be more involved in campus activities and educational programs
- Complete more credit hours per semester
- Achieve greater academic success
- Complete their studies and attain their degree(s) or certificate(s)
- Be more satisfied with their overall college experience

By living in college residence halls, students will reside in a safe and secure environment while being able to more conveniently access college resources such as the learning commons, computer and academic labs, and co-curricular student engagement programs, activities and events.

Due to the demanding schedules of student athletes, including academics, team activities, practices, travel, and competitive games, it is beneficial for them to live in close proximity to the athletic facilities and the other campus resources, including academic support centers, the library, and classrooms.

For these reasons, WNCC has implemented this on-campus residency policy for student athletes, unless an exemption is granted. WNCC is investing in these students by providing an athletic performance-based scholarship and desires to see these students succeed and take advantage of the benefits afforded by Residence Life.

### **Scope**

This policy applies to all student athletes at WNCC.

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### **Policy**

All WNCC student athletes are required to live in College housing and purchase a meal plan unless approved to be exempt from this requirement.

### **Exemption Process**

#### *Deadline*

The deadline to request an exemption is 10 working days before classes start.

#### *Criteria for Exemption*

Exemptions that will be considered for students:

- Over the age of 22.
- With a medical condition that would be negatively impacted by living in College housing.
- Living with a parent or legal guardian within a 55-mile radius of the campus they are attending with College housing (Scottsbluff).
- Married or in a registered domestic partnership or civil union.
- Caring for a dependent who is living with the student.
- Military veterans or on active duty.

Students may apply for an exemption even if the reason is not listed above or on the exemption request form. Each case will be reviewed on a case-by-case basis.

Students can request an exemption to the live-on requirement by completing the "Request for Exemption" form (Appendix A) available on the WNCC Residence Life Web site.

#### *Documentation Required*

Documentation is required to accompany any exemption request. Acceptable forms of documentation include, but are not limited to, student birth certificate or marriage certificate; child/dependent birth certificate; Federal tax return for child/dependent; medical documentation; or DD Form 214, certificate of release/discharge from active duty, or military ID.

#### Proof of Legal Guardianship

In order to demonstrate proof of legal guardianship, documentation must be provided of court action in the student's state of legal residence.

### Verification of Living with a Parent or Legal Guardian

To qualify for an exemption to the live-on requirement, a student must live with the parent or legal guardian (with proof as identified above) as his or her permanent residence and that permanent residence must be within a 55-mile radius of campus her or she are attending. For families who own property within 55 miles of the designated campus, but do not live at the property, this would not enable a student to qualify for this exemption.

### *Process*

The process for requesting an exemption requires that student must complete and submit a "Request for Exemption" form (Appendix A) found on the WNCC Residence Life Web site. No change in status will occur until notification has been received that the exemption has been granted or a denied. A response will be sent by the Residence Life typically within five (5) after receipt of the request.

An exemption advisory group will review the requests to determine the response. The Exemption Advisory Group is composed of a wide range of College partners and includes representatives from Financial Aid, Career Pathways and Advising, Dean of Students/Student Life, and Athletics. The Residence Life Director will convene the committee as a non-voting member.

### *Exemption from Meal Plan Requirement*

A request to be released from the meal plan required of the on campus housing agreement should follow WNCC's "Procedures and Guideline for Meal Plan Accommodation," which can be located in the *Residence Life Handbook*.

### **Revising this Procedure**

If statutory provisions, regulatory guidance, or court interpretations change or conflict with this President's Procedure, the College retains the right to revise accordingly and for the changes to take effect immediately.

This President's Procedure supersedes any prior WNCC policy, procedure, guideline or handbook on this subject matter.

WNCC reserves the right to revise this procedure, as necessary, or as new laws require attention.

## APPENDIX A

### WNCC On-Campus Residency Requirement Exemption Request Form

Western Nebraska Community College requires all students who are WNCC student athletes to live on campus.

Students seeking an exemption to the residency requirement must complete this form ten (10) days prior to the start of classes to Residence Life. Please attach/upload all supporting documentation to this form.

#### STUDENT INFORMATION

Complete each section in full. Failure to provide requested information could result in the request being voided.

Legal First Name: \_\_\_\_\_

Legal Middle Name: \_\_\_\_\_

Legal Last Name: \_\_\_\_\_

Preferred Name: \_\_\_\_\_

WNCC ID Number: \_\_\_\_\_

WNCC Email Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Current Age: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

## REASONS FOR REQUESTING AN EXEMPTION AND DOCUMENTATION

What semester/year are you requesting an exemption? \_\_\_\_\_

### I am requesting an exemption for the following reason:

\_\_\_\_\_ I will be over the age of 22 before or on the day when classes start for the semester/year, I am requesting an exemption.

\_\_\_\_\_ I have a medical condition that would negatively impact me by living in college housing.

\_\_\_\_\_ I will be living with my parent or legal guardian within a 55- mile radius of campus.

\_\_\_\_\_ I am married or in a registered domestic partnership or civil union.

\_\_\_\_\_ I am caring for a child/dependent who is living with me.

\_\_\_\_\_ I am a veteran of the US military or currently serving in active duty or reserve.

Other special circumstances (please attach additional information and/or documentation explaining the basis of this request).

Each case is individually reviewed and verification of the special circumstances is required. Please note that a request for residing off-campus based solely on financial savings is not sufficient to qualify for an exemption.

### Documents to attach or upload:

\_\_\_\_\_ Student Birth Certificate or Marriage Certificate

\_\_\_\_\_ Child/Dependent Birth Certificate

\_\_\_\_\_ Federal Tax Return for Child/Dependent

\_\_\_\_\_ Medical Documentation

\_\_\_\_\_ DD Form 214, Certificate of Release/Discharge from Active Duty, Military ID

## Verification of Living with Parent or Legal Guardian

You must be living at your permanent residence with a parent or legal guardian in order to be considered as exempt. Your permanent address must be within a 55-mile radius of the campus.

Name of the parent/legal guardian of the student listed above.

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Permanent Address:

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How long have you resided at your permanent address?

## TERMS AND CONDITIONS OF EXEMPTION REQUEST

I affirm that the information provided on this form and on all attached documents is accurate and complete. I understand that providing false information is a violation of the WNCC Student Code of Conduct, and may be subject to disciplinary action. I also understand that I am subject to the On-Campus-Residency Requirement until I have received notification of an exemption. Unless exempted, I will be required to live on campus. Failure to do so will result in charges to my WNCC college account each semester of my attendance. The Western Nebraska Community College On-Campus Residence Requirement Exemption Request Form should be read and understood by the student (or the parent or legal guardian of the student if the student is under the age of 19) before submitting. By submitting this, you (the student if 19 or older, or the parent or legal guardian of the student if the student is under 19) are stating that you have read and understand every portion of this request for exemption and acknowledge that all information is accurate and complete.

### Student Agreement

I understand the above terms and conditions and agree that all submitted information is accurate. I understand that failure to comply with the On-Campus Residency Requirement will result in applicable charges as stated within the policy.

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Signature of Student

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Date

**Parent or Legal Guardian Agreement required if the student is under 19 or submitting  
Verification of Living with Parent/Legal Guardian**

I understand the above terms and conditions and agree that all submitted information is accurate. I understand that failure to comply with the On-Campus Residency Requirement will result in applicable charges as stated within the policy.

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Printed Name of Parent or Legal Guardian

Date

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Signature of Parent or Legal Guardian

Date