



Spelman College

A Choice to Change the World

Important Information about the Spelman College Residency Requirement

Spelman College believes that the development of its sisterhood is entrenched in its history and traditions, academic excellence, and strong co-curricular program. To ensure that all Spelman College students receive a strong foundation and develop as Spelman women, **all new first-time, first-year students are required to live on campus.**

Exemption from the Residency Requirement

Spelman College understands that there may be compelling circumstances that would warrant exception and release from the residency requirement. The residency exemption request process is intended to provide an avenue for those students who meet basic criteria for exemption.

Please know, however, that submitting an exemption request does not guarantee a release from your housing lease. Exemption requests to be released from housing are reviewed on a case-by-case basis. Do **NOT** make other plans until you have been notified of the outcome of your request.

Residency Exemption Requests may be made **PRIOR TO THE START OF THE ACADEMIC YEAR** or **DURING THE ACADEMIC YEAR** as indicated.

Reasons for Exemption:

1. Age – prior to academic year only; deadline: August 1
2. Commuter – prior to academic year only; deadline August 1
3. Family Status – prior to academic year and during academic year
4. Financial Hardship – prior to academic year or during academic year if circumstances change
5. Medical – prior to academic year or during academic year if circumstances change
6. Other – prior to academic year or during academic year if circumstances change

Requests for exemption must be initiated by the student online through the Housing Dashboard. Parents or other involved parties may not initiate the request. Students must complete a housing application in advance of submitting a residency exemption request.

Decisions on exemptions will be made only after ALL required documentation has been received.

Questions about the exemption request process can be directed to the Office of Housing & Residence Life at housing@spelman.edu or by calling 404-270-5343.

Submitting a Residency Exemption Request

Requests for exemption must be initiated by the student online through the Housing Dashboard. Parents or other involved parties may not initiate the request. Students must complete a housing application in advance of submitting a residency exemption request.

Parent/Guardian Signatory: Please be prepared to provide the name, phone number and email address of your parent/guardian in the exemption request as this is REQUIRED to process. Your parent/guardian will receive an email alerting them to your request and requiring their action to ensure that the parent/guardian is both aware and in agreement with the request.

Any required documentation should be submitted via email attachment to housing@spelman.edu. *If documentation and/or required parent signatory are not received within 7 days of the request submission, the request will be rejected.*

Reason for Exemption:

Age: *Student will be age 19 on or before October 1.*

- Age can be verified in the Spelman College Student Information System. No additional documentation is required.
- **Please note** that exemption requests based upon age will only be considered **PRIOR to the start of an academic year**. As a resident of housing, you have committed to a Housing Contract that is legally binding for a full academic year (August –May). A student will not be released from her housing contract because she has turned 20 after she has taken occupancy of her assigned room.

Commuter: *Student is able to live within a 40-mile radius of Spelman College with a parent/guardian.*

- **Please note** that exemption requests based upon commuter status will only be considered **PRIOR to the start of an academic year**. As a resident of housing, you have committed to a Housing Lease that is legally binding for a full academic year (August –May).
- **Required Documentation:** Student's official record with Spelman College must reflect an address within 40-mile radius of campus.

Family Status: *Student is married, or student has custody of minor children. Appropriate documentation is required.*

Financial Hardship:

- **The information you wish to have considered must be on file in the Office of Financial Aid.** We will consult directly with Financial Aid and receive a determination on your financial status for the academic year.

Medical: *Student cannot be successfully accommodated in on-campus housing.*

- Student must be registered with the Spelman College Student Access Center prior to submitting a request. **All supporting information must be on file in the Spelman College Student Access Center.**
- We will consult directly with the staff in that office and receive a determination on your status.
- **Required Documentation:** Written statement explaining why the student cannot live accommodated in Spelman College residence halls.

Other: *Student has a compelling reason that does not fit in any other request category.*

- **Required Documentation:** Written statement detailing the reason for the request. The statement must explain how the circumstances described cannot be accommodated in Spelman College residence halls.

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