



# Application to Commute for Exemption Request

## University Residency Requirement – General Information

The University Residency Requirement stipulates that all single students classified as freshmen (fewer than 24 hours of NIU accepted college credit, and enrolling directly after graduation from high school at no other institution of higher education) and has not reached their 21st birthday by September 1, and not residing with their parents or legal guardians (within 50 miles of the DeKalb campus), must live in a Northern Illinois University residence hall for a full academic year (August – May) or the following full academic year, if admitted in Spring semester.

- To be actionable, a request for a commuter exemption must be submitted before a contract for housing and meal plan has been signed. If a contract has already been submitted, the student will need to use the general Contract Release Request process, as the exemption option is no longer available.
- Authorized commuting distance is defined as no further than 50 miles from the NIU DeKalb campus.
- Living with siblings, friends, or in family-owned subsidiary housing in which the parent/guardian does not permanently reside does not meet the standards for a freshmen residency exemption.
- A student completing 24 or more hours at another institution (while not concurrently enrolled in high school) prior to the beginning of their first semester at NIU may support their exemption application by supplying an institutional copy of those transcripts.
- Authorization to commute has not been granted until this request has been processed and a letter granting approval has been returned to the requesting student.
- Students who do not submit an exemption request by the end of the first week of classes their first semester (or within 30 days of a late admission date) will be billed a \$100 contract service charge if their exemption is granted.
- Students who are seeking a commuter exemption to the University Residency Requirement for reasons other than commuting from the permanent home of their parent/guardian, or students who do not submit an exemption request and have been billed through the Freshmen Residency Requirement, will only be considered for a refund if they submit the University Residency Requirement Exemption Request and all required documentation within the first semester they are enrolled. Requests for contract billing changes submitted after the last class day of the first semester enrolled will not be considered for a refund.

### Applicable academic year or semester:

- Academic year \_\_\_\_\_
  Fall Semester Only \_\_\_\_\_ (year)  
 Spring Semester Only \_\_\_\_\_ (year)

### Student Information:

NIU Z ID # \_\_\_\_\_

First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last Name \_\_\_\_\_  
 Student's signature \_\_\_\_\_ Date \_\_\_\_\_

### Commuting Residence Clarification

Parent or  \*Guardian \_\_\_\_\_  
First Name Middle Initial Last Name

Relationship to the student \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Approximate distance from DeKalb \_\_\_\_\_ Approximate travel time each way \_\_\_\_\_

*\* Court documentation clarifying legal guardianship may be requested.*

**This section needs to be completed by the parent or guardian.**

I hereby certify that my student, \_\_\_\_\_  
(Print Student's Name)

will be living at our home residence at \_\_\_\_\_,  
\_\_\_\_\_  
(Parent's or Guardian's Address)

for the entire academic year and will commute directly from this residence to Northern Illinois University on each class day. My student will not maintain a subsidiary residence away from our home at any time during the current academic year as outlined in this document.

I agree to notify Housing and Residential Services in writing within five days of any change in my student's residence status as specified in this document. I understand that within five days after such a notification, my student will be required to move into a university residence hall. I further understand if it is discovered, without such notification, that my student has not been following the commuting residence definition, as indicated in paragraph one, that the student will be subject to appropriate university disciplinary and/or administrative action and will have charges for a residence hall contract sent immediately to their NIU Bursar's account.

\_\_\_\_\_  
Printed name of Parent or Legal Guardian

\_\_\_\_\_  
Signature of Parent or Legal Guardian Date

\_\_\_\_\_  
Street address City State Zip Code

\_\_\_\_\_  
Primary Contact Phone # Alternate Contact Phone #

**Return this form to:**  
Housing and Residential Services  
101 East Neptune Hall  
Northern Illinois University  
DeKalb, Illinois 60115  
Attention: Freshman Request to Commute  
Fax (815)753-9669  
Email attachment (pdf): [housing@niu.edu](mailto:housing@niu.edu)