

FIRST-YEAR RESIDENCY REQUIREMENT

POLICY NUMBER: ADM-1STYR-RESIDREQ

POLICY TYPE: ADMINISTRATIVE

RESPONSIBLE OFFICIAL TITLE: VICE PRESIDENT FOR STUDENT AFFAIRS

RESPONSIBLE OFFICE: DIRECTOR OF UNIVERSITY HOUSING

EFFECTIVE DATE: UPON PRESIDENTIAL APPROVAL – 10/13/2020

NEXT REVIEW DATE: PRESIDENTIAL APPROVAL PLUS FOUR (4) YEARS – 10/13/2024

SUPERSEDES POLICY DATED: N/A

BOARD OF REGENTS REPORTING (CHECK ONE):

☐ PRESIDENTIAL RECOMMENDATION (CONSENT AGENDA/VOTING ITEM):

☒ PRESIDENTIAL REPORT (INFORMATION ONLY)

I. POLICY STATEMENT

Full-time, first-time-in-college freshmen at Northern Kentucky University (NKU) are required to live in on-campus housing. Students who do not meet the residency requirement exemptions, as listed below, and who choose to live off campus, will still be charged the lowest residence hall rate that University Housing offers.

II. EXCEPTIONS

Exceptions to this policy include students who meet one, or more, of the following exemption criteria:

1. Permanent home residency in one of the following counties, if the student lives at the listed permanent address. However, If a student does not live at their listed permanent address for the duration of their first year, they will be subject to the NKU Residency Requirement.
 - a. **Indiana:** Dearborn, Franklin, Jefferson, Ohio, Ripley, or Switzerland counties
 - b. **Kentucky:** Boone, Bracken, Campbell, Carroll, Gallatin, Grant, Kenton, Owen, Mason, or Pendleton counties
 - c. **Ohio:** Adams, Brown, Butler, Clermont, Hamilton, or Warren counties
2. 21 years of age, or older, by September 1 of the upcoming academic year
3. Married, divorced, or widowed
4. Pregnant and/or parenting students with custodial responsibilities
5. Served at least six (6) months active duty in a branch of the United States military
6. Part-time student (less than six (6) credit hours) or fully online student
7. Students attending NKU distributed learning centers
8. Demonstrated acceptable extenuating circumstances as approved by the University Housing Contract Review Committee or the Director of University Housing

III. ENTITIES AFFECTED

This policy affects first-year, first-time-in-college undergraduate students.

IV. RESPONSIBILITIES

University Housing at Northern Kentucky University is primarily responsible for managing this policy. This policy has material effect on staff in Undergraduate Admissions, Financial Aid, Student Account Services, Dining Services, and the Dean of Students' Office.

V. COMMITTEE

The University Housing Contract Review Committee is a group of staff from representative offices that meet regularly to hear and make determination on exemption requests from University Housing. Representatives in this group include, but are not limited to, Financial Aid, Undergraduate Admissions, Student Account Services, Dining Services, UCAP, and University Housing.

VI. PROCEDURES

- First-time-in-college, first-year undergraduate students must apply for University Housing and select a room or must submit an exemption request prior to August 1 for the Fall term or December 15 for the Spring term. Requests filed after this deadline will be subject to a required fee if the student is excused from living on-campus. Requests can be filed by visiting the University Housing website and filing an exemption request form.
- The burden of providing necessary documentation and evidence to support an exemption request rests with the student. Students who have provided false information in an exemption request or fail to apply for housing per the required housing policy, will be charged for housing each semester. Students may also be adjudicated for violating the [Code of Student Rights and Responsibilities](#) for providing false information.
- University Housing at Northern Kentucky University will respond to the exemption request within ten (10) business days in writing to the student's NKU email account, or provide a timeline for a decision during periods of University closure or other unforeseen circumstances. A pending request or appeal does not defer a student's Housing payment. If an appeal or request is approved, adjustments will be made to the student account.
- Falsification of information subjects the student to applicable fees and/or disciplinary procedures. Regardless of age, certain regulations apply in residence halls. The University reserves the right not to contract with persons who are currently violating the terms and conditions of the housing contract, who have previously violated the terms and conditions of the housing contract, who have violated University rules or regulations, or who have a past due balance with the University.

VII. COMMUNICATIONS

This policy should be communicated to Undergraduate Admissions, Financial Aid, International Programs & Services, Student Affairs, Dining Services, Auxiliary Services, Parking Services, the AllCard Office, and New Student Orientation.

VIII. REFERENCES AND RELATED MATERIALS

REFERENCES & FORMS

[Verification Form on University Housing website](#)

REVISION HISTORY

REVISION TYPE	MONTH/YEAR APPROVED
Revision	October 13, 2020
Policy within University Housing	

FIRST-YEAR RESIDENCY REQUIREMENT

PRESIDENTIAL APPROVAL

PRESIDENT

Signature

A. K. Vaidya

Date 10/13/2020

Ashish K. Vaidya

BOARD OF REGENTS APPROVAL

BOARD OF REGENTS (IF FORWARDED BY PRESIDENT)

☒ This policy was forwarded to the Board of Regents on the ***Presidential Report (information only)***.
Date of Board of Regents meeting at which this policy was reported: __11/11/20__.

☐ This policy was forwarded to the Board of Regents as a ***Presidential Recommendation (consent agenda/voting item)***.

☐ The Board of Regents approved this policy on ____/____/_____.
(Attach a copy of Board of Regents meeting minutes showing approval of policy.)

☐ The Board of Regents rejected this policy on ____/____/_____.
(Attach a copy of Board of Regents meeting minutes showing rejection of policy.)

VICE PRESIDENT AND CHIEF STRATEGY OFFICER

Signature

Bonita Brown

Date 12/04/2020

Bonita J. Brown