



Office of Residence Life

Request for Housing and/or Meal Plan Exemption

In accordance with Montana Tech residence hall requirements and Policy 502.1 of the Montana Board of Regents of Higher Education, all traditional, first-year students are required to live on-campus during their first year at Montana Tech. Highlands College students are exempt from this policy. (Exceptions to the live-in requirement may be requested by students who are married or are living with immediate family within a reasonable commuting distance from campus.) All students living in Montana Tech residence halls are required to have a meal plan.

Students seeking to be exempt from the first-year on-campus housing and/or meal requirement, or students holding an active room and board contract seeking to be exempt/released from their current contract (room and/or board), should complete this form to request an exemption. Please note that this form is only a request and does not guarantee that an exemption will be granted.

Name: _____ **Student ID:** _____

I am requesting:

- HOUSING and MEAL PLAN Exemption
- HOUSING Exemption only
- MEAL PLAN Exemption only
- Reduced Meal Plan:

Current Meal Plan: _____ Desired Meal Plan: _____

Please complete this form, and include the following:

1. Letter explaining your request and circumstances.
 - a. This needs to be completed and signed by the Montana Tech student.
2. Supporting documentation.
 - a. This may include a doctor's recommendation/note, confirmation from Financial Aid regarding significant changes in financial status, etc.

For a request to be granted, the student must demonstrate a significant and unexpected change or extenuating circumstance that has occurred that has affected their ability to meet the requirement of the room and board contract.

Student Signature: _____ **Date:** _____

All requests and documentation should be submitted to housing@mtech.edu,
or to the Residence Life Office in Prospector Hall.
Requests will be responded to by email within five business days.