

HOUSING CAMPUS RESIDENCY REQUIREMENT

RESPONSIBLE OFFICIAL: VICE PRESIDENT OF STUDENT AFFAIRS

EFFECTIVE DATE: 8/1/2026

NEXT REVIEW DATE: 8/1/2029

PRESIDENTIAL APPROVAL

I. POLICY STATEMENT

All first-time, full-time undergraduate students must live in University housing during the first four semesters in which they are enrolled (typically two fall/spring academic years). This requirement begins with the class entering in the 2026-2027 academic year.

A student who is required to live in University housing but chooses to live elsewhere will be charged the lowest residence hall rate that University Housing offers for that period.

An individual who earned credits as a degree-seeking undergraduate student at another postsecondary institution before transferring to the University is not subject to this requirement.

Credits earned as part of a dual-enrollment or similar program and credits earned as a non-degree-seeking student are not considered in assessing whether an individual is a “first-time” student.

A student who begins a semester in part-time status (fewer than 12 credit hours, as of the last day to add a course) is not subject to this requirement. However, a first-time student who enrolls at the University in part-time status will be subject to this policy if the student later enrolls in full-time status.

This policy does not modify, excuse, or waive any term of a signed University Housing contract.

II. EXEMPTIONS

An individual is exempt from the requirements of this policy for any semester in which the individual meets any one of the following:

1. Lives at and commutes from a parent/guardian's permanent and primary residence that is 40 miles or less from campus (address must be the same as the one used in the individual's admission application; distance as calculated from the Student Union);
2. Is married, divorced, or widowed;
3. Has one or more dependent children;
4. Is 21 years of age or older as of the first day of classes (exemption first applies in fall semester only, then all subsequent semesters);
5. Is then serving, is called to active duty, or has served at least six months' active duty in a branch of the United States military;
6. Is enrolled in a fully online program;
7. Is residing at Opportunity House (two semesters on campus and 30 credit hours earned);

8. Is attending NKU classes at the Grant County campus; or
9. Demonstrates extraordinary extenuating circumstances as approved by the University Housing Contract Review Committee or the Director of University Housing.

An individual may request an exemption by completing the Housing Exemption form published by Student Affairs. Requests for exemption may be submitted online in the Housing Portal.

III. COMMITTEE

The University Housing Contract Review Committee is a group of staff from representative offices that meet regularly to hear and decide exemption and similar requests involving University Housing. Representatives in this group include, but are not limited to, Student Financial Assistance, Undergraduate Admissions, Student Account Services, Dining Services, University Connect and Persist, and University Housing.

IV. PROCEDURES

- An individual requesting an exemption should log into MyNKU and fill out the Housing Exemption Form located there. Exemption forms must be submitted by August 1 for the fall term or December 15 for the spring term. Students submitting any exemptions after these dates will be subject to a Late Exemption Processing Fee if the student's exemption is approved. Students submitting an exemption request must provide documentation supporting their request. Some examples of supporting documentation include:
 - COMMUTER STUDENT: Completed parent/guardian statement for commuting students; must be notarized. (Download Form)
 - 21 YEARS OLD: No upload required
 - MARRIED: Copy of marriage certificate/license
 - VETERAN: Documents evidencing the required military service (DD214, etc.)
 - PART-TIME: No upload required
 - FULLY ONLINE PROGRAM: No upload required
 - OPPORTUNITY HOUSE: Signed agreement from Opportunity House
 - ATTENDING GRANT COUNTY CAMPUS: No upload required

For any requests, the individual may attach additional documentation (such as a letter of rationale) to fully explain your exemption request(s).

- 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 will respond to the exemption request within ten 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 bona fide pending request or appeal will suspend the student's obligation to pay for University Housing during the pending period. If an appeal or request is denied, then the student's obligations under this policy will go into effect.
- 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.

REVISION HISTORY

REVISION TYPE	MONTH/YEAR APPROVED
Revision	August __, 2025
Revision	October 13, 2020
Policy within University Housing	