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# BOSTON UNIVERSITY STUDY ABROAD

## HOUSING EXCEPTION HOUSING POLICY & REQUEST FORM

Boston University Study Abroad participants are required to live in program-sponsored housing when the program fee includes the cost of housing.

Boston University Study Abroad participants may request an exception to this requirement if they **reside with a family member whose primary residence** meets the following requirements:

- The family member has resided at the location for at least 12 consecutive months immediately preceding the program start date
- The residence is within a 45-minute commute of the host university/BU academic center or site office.
- First-year students may request an exception to the housing requirement if they can meet the following requirements:
  - They must reside locally with a parent, child, or spouse. A “parent” is defined as a person’s father or mother. In the case of legally separated or divorced parents, “parent” means either a parent with legal custody or a parent providing more than one-half of a student’s total financial support.
  - The residence must be within a 45-minute commute of the host university/BU academic center or site office
  - The parent has resided at the location for at least 12 consecutive months immediately preceding registration as an entering first-year student

To request to live with a family member as explained above, students must complete the Housing Exception Form, and submit the form via email to the Study Abroad Office ([abroad@bu.edu](mailto:abroad@bu.edu)) by the following deadlines:

- Fall semester/Academic Year participants: May 15
- Spring semester participants: October 15
- Summer term participants: March 15

Students whose housing exception requests are approved will receive a **partial credit** of the Study Abroad Program Fee.

Students whose housing exception requests are not approved are required to live in program housing in order to participate in the program.

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Please complete this form if you are requesting an exception to the Boston University Study Abroad housing policy.

Note: Submission of this form is **not** an official approval by BU Study Abroad that your request has been granted. You will be notified of a decision via email after submitting the completed form.

Student Name

Email

BU ID

University (if not BU)

Program Name

Semester/Year of Study Abroad Program

1. Please explain why you are requesting to live outside of BU Study Abroad housing.

2. Please provide the full street address and telephone number of your family member's residence, as well as your commuting plan to the BU academic center or site office.

3. What is your relationship to this family member?

I certify that the information on this form is true and correct and I understand that this information will be used only for the purposes for which it was prepared.

Student Signature

Date

Student Name (printed)

**Home Institution Waiver**

**\* To be completed by non-BU students prior to Parent/Guardian Acknowledgement.**

We are aware and approve of this student living with family outside of BU program-sponsored housing.

Home Institution Study Abroad Advisor

Phone Number

Home Institution Study Abroad Advisor Name

Date

**Parent/Guardian Acknowledgement**

**\* Required for undergraduate students ONLY**

I have read and understand the Boston University Study Abroad housing policy. I acknowledge that my student has requested an exception to the BU Study Abroad housing policy in order to live outside of BU program-sponsored housing with the above-mentioned family member at the provided address.

Parent/Guardian Signature

Phone Number

Parent/Guardian Signature (printed)

Date

Please email the completed document to the Boston University Study Abroad Office

([abroad@bu.edu](mailto:abroad@bu.edu)).