Housing Exemption Process
Extenuating Circumstances
Resident Guide

CCU is committed to a comprehensive educational experience that includes a residential component. All degree-seeking, full-time, first- and second-year students who graduated from high school within two calendar years prior to enrolling in Coastal Carolina University are required to live with University Housing and purchase a meal plan (STUD-336). The Housing Exemption form allows students to request exemption from STUD-336, and share information that justifies an exemption.

Submitting a Request
Complete the Housing Exemption form in MyCoastalHome. We caution you not to make any arrangements for alternative housing until you have received a decision.

The Housing Exemption form includes the below prompts:
- Describe what significant barrier you have encountered.
- How does living on campus negatively impact your situation?
- What steps have you taken to resolve the situation?
- What are your alternative living arrangements?
- How will your alternative living arrangements improve your circumstances in a material way University Housing cannot?
- List the documentation you plan to upload in support of the above questions.

Requests concerning a documented disability may be referred to Accessibility and Disability Services for consultation. You may be asked to register with their office and participate in their interactive process before a decision is made. Consult coastal.edu/disabilityservices for more information.

Review Process
Upon receipt of your Housing Exemption request, University Housing will review the information and determine whether or not it meets the conditions for exemption per STUD-336.

Requests in the below categories are ineligible for an exemption and will not be granted:
- Roommate conflict or disruptive community behavior
- Housing assignment or facilities challenges
- Opportunity to save money
- Prefer alternative living arrangements
- Dropping to below full-time status or switching to online classes

You will receive a response in your CCU email typically within a week of receipt of all documentation.
Appealing a Decision
In the event your request is denied, you have the right to appeal to the License Agreement Appeals Committee (LAAC). The LAAC is comprised of staff from across campus who maintain confidentiality and has the authority to make a decision on your request. The LAAC may uphold, overturn, or defer a decision based on a need for additional information. **Decisions made by the LAAC are final.**

The LAAC typically meets the first Wednesday of each month. Requests for appeal to the LAAC should be received no later than 8 a.m. the Monday prior to the meeting. To submit an appeal for LAAC, email housing@coastal.edu with the subject “LAAC Appeal” and message text “I wish to appeal my Housing Exemption decision to the LAAC.” Supporting information not previously shared can be attached to this email as well. You will receive a confirmation email upon receipt. Decisions by the LAAC will be emailed to your CCU account within two business days of the meeting.

Financial Responsibility
Residents who are not granted a housing exemption and are required to live on campus will be assigned and billed for a space in University Housing and will be assigned and billed for a meal plan. University Housing will notify the resident via CCU email.