Pacific Northwest College of Art considers living in campus housing to be an integral part of the total education experience. The basic goal of offering the residential experience is to provide students with a comfortable place to live, study, and learn. Living in campus housing enables students to develop interpersonal skills and inter-cultural understanding in an atmosphere of mutual support for artistic, academic and cultural pursuits. Because of the educational importance of the residence life experience, PNCA requires all new undergraduate students to live in ArtHouse our new contemporary student housing residence located on the North Park Blocks in the arts-focused Pearl District.

Exceptions to this requirement include: Living at home with parent/s, guardian(s) or spouse or transferring with 30 or more college credits.

Guidelines and Procedures for Exemption:

If you wish to petition to be released from the one-year new student residency requirement, you must submit the Residence Life Exemption Request Form to the Office of Residence Life.

The following three components must also be included in your petition. Only a completed petition will be reviewed by the Committee.

1. Your specific needs that cannot be (have not been) met in ArtHouse and/or how residential living poses a hardship for you. Keep in mind that living on campus presents lifestyle and financial obstacles for all new students (and their families) who attend PNCA. It is your responsibility to prove the uniqueness of your situation and, if you are applying after the start of the term, the difference between your current circumstances and those of the past that enabled you to live on campus.

2. How you have tried to meet your needs and/or resolve your hardship within the residence life system, and/or the PNCA community. If currently living in ArtHouse, have you discussed your situation with your Resident Advisor or Residence Life Coordinator? Have you considered other options within ArtHouse?

3. Your alternative plans for residency and how these plans will meet your needs and/or alleviate hardship.

Your contractual obligation with the College will be waived only in the case of exceptional need, hardship, or extenuating circumstances. Supporting documentation will be reviewed carefully and may include the following:

- Letters of support detailing your specific medical or psychological need by your attending physician, licensed counselor or therapist or others from whom you have sought assistance. The letter may include diagnosis, prescribed medication, length of association with current caregiver or other specific needs that cannot be met on campus.

- If your petition is based on financial hardship, the Committee recommends you meet with a counselor from PNCA's Financial Aid Office and obtain an official calculations worksheet.

- A detailed analysis of your anticipated living expenses, in the event that your request to live off campus is granted.

After reviewing your complete petition, the Contract Release Committee will make a final decision in consultation with the Office of Student Life. You will be notified in writing of the outcome. Decisions of the Committee are final. The Office of Residence Life reserves the right to uphold or waive all housing contracts.

Please contact the Office of Residence Life if you have further questions.

Office of Residence Life: T – (503) 467-4909 / E – residence_life@pnca.edu
PNCA’s Residence Life program provides a supportive and vibrant environment that facilitates creativity and collaboration. We educate students through in-house social and academic activities, as well as events that connect students to the life, culture, and arts of Portland.

National research shows that students who begin their college experience housed in a residence life program tend to experience greater academic and personal success during their college career. For this reason, PNCA requires all entering freshmen and transfer students* to live in our residence life program unless they fall into one of the exempt categories listed below. If you do not fall into one of these categories and will be requesting an exception from PNCA's housing requirement, please check the space marked OTHER and explain your reason for requesting an exemption.

*Entering transfer students subject to the residency requirement are those entering the College with fewer than thirty (30) college credits completed. (College credit earned while in high school does not apply.)

You will be notified by PNCA’s Residence Life program whether your request for exemption has been approved or denied. Note that exemption is NOT automatic.

Student Information

L Name: ____________________________ F Name: _______________________ MI: ________

Address: ______________________________________________________________________

City: ______________________________ State: __________________ Zip Code: ___________

Country: _______________________________ Telephone: _____________________________

Email: ____________________________ First Term at PNCA___________________________

1. I would like to be exempt from living in ArtHouse because (check all that apply):

- [ ] I will be commuting from home and living with my parent(s) or legal guardian(s) in the Portland Metro Area. (Portland Metro area is defined by PNCA as a thirty mile radius from the main campus building at 1241 NW Johnson Street, Portland, OR 97209)

- [ ] I will be living with an aunt, uncle or grandparent in the Portland Metro Area. (Please include a letter from the person you will be living with explaining why you are living there and utility or lease agreement)

- [ ] I am married, in a registered domestic partnership, or will be married or registered in a domestic partnership prior to my first day of classes at PNCA. (Please note: Family and married housing may be available through PNCA's partnership with College Housing Northwest)

- [ ] I am a transfer student who has completed 30 or more college credits.

- [ ] Other (Please explain your reason for requesting an exception)
2. Anticipated address while attending PNCA.


3. On a separate sheet of paper, please explain your reason for requesting an exemption. Please include any relevant documentation and refer to the guidelines document.

I have read this Exemption Form and understand that I am NOT automatically exempt from PNCA's residency requirement. I understand that I will receive notification informing me of whether my request has been approved or denied. I also understand that if I have already signed an ArtHouse lease, this form does NOT necessarily release me from any remaining charges.

If your request is approved, you are encouraged to contact PNCA Residence Life to re-apply for future housing.

Signature of student: ___________________________________________ Date: __________________

Parent/Guardian signature required if student is under 18.

Parent/Guardian: _____________________________________________________________________ (please print)

Parent Signature: _____________________________________________ Date: __________________

Requests for exemption for Fall 2014 must be received by PNCA no later than June 25, 2014. Please address all forms to:

Office of Residence Life
Pacific Northwest College of Art
33 NW Park Ave.
Portland, OR 97209