This document walks students through the exemption process step by step, showing them how to access the exemption and complete the request. Also, it provides important information for the student to note while applying.
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Walkthrough


2. Log in using your N number and password.

3. Select Student Tab.
5. In the box titled “My Records” click the “more…” link.

You should be redirected to the Student Services page.
6. On the Student Services Page, select the link for “Student Housing and Meal Plans.”

7. On Student Housing and Meal Plans select the link for “Housing and Meal Plan Exemption.”

8. Follow the on screen prompts to submit the exemption request.
Important Additional Information

An exemption request will NOT be considered without official documentation justifying your need for an exemption. Make sure to provide this information when submitting the request. Failure to submit this documentation will postpone your request until the necessary information is provided.

All further communication regarding the Exemption will be issued through your student email address (e.g. n00000000@ospreys.unf.edu). This may include, but is not limited to, requests for additional documentation (see above), status of the exemption, and committee decision regarding exemption.

Any and all questions concerning the exemption should be submitted to Melonie Handerson via email at mhanders@unf.edu.