

# OFF-CAMPUS HOUSING APPLICATION

DATE SUBMITTED: \_\_\_\_\_

Any Traditional College (TRAD) student, entering or returning, who would like to reside off-campus must complete this application by the stated deadline for the semester for which s/he is requesting. All forms must be filled out completely, reviewed by Financial Aid and returned to the Director of Residence Life (012 Lenfest Commons).

## APPLICATION GUIDELINES *(Please read carefully)*

ALL students in the Traditional College (TRAD) are expected to live on campus, with exceptions as follows:

- Commuters living with parents or adult relatives within a one-hour driving distance from campus
- Married students or students with dependents in their care
- Students 21 years of age or older
- Students who have junior (60+ credits) or senior (90+ credits) standing as defined by the College Registrar (starting with incoming Fall 2022 students must be of senior standing)
- Students participating in approved academic experiences such as guest semesters, semesters abroad, or semesters at other institutions, etc.
- Student teachers with special location needs

Permission to live off campus for reasons other than those falling within the policy guidelines will be granted due to extreme or extraordinary circumstances only. Students who seek exemption should submit a petition describing the circumstances that justify an exemption along with this completed form. Exemption requests must still be reviewed by Financial Aid and submitted to the Director of Residence Life by stated deadlines. Approval determination will rest with the Director of Residence Life in consultation with the Dean of Students.

**All petitions for off campus housing need to be submitted to the Director of Residence Life no later than April 1st for the coming fall semester and November 15<sup>th</sup> for the coming spring semester.** Requests from new entering students to live off campus must be received by the Director of Residence Life no later than 30 days prior to the start of the semester in which they are entering. Please note: applications received after the deadline may be denied outright or may be deferred for consideration until the following semester. Applicants who miss the deadline should consult with the Residence Life Director.

## STUDENT INFORMATION *(Please type or print legibly)*

Name \_\_\_\_\_ Student ID \_\_\_\_\_

Permanent Home Address \_\_\_\_\_

Birth Date \_\_\_\_\_ GPA \_\_\_\_\_ Current Residence Hall Assignment \_\_\_\_\_

Semester for which you are requesting to move off campus: Fall 20 \_\_\_\_\_ Spring 20 \_\_\_\_\_

### Please indicate the reason for your request:

- Living with parents or adult relatives within a one-hour driving distance from campus
  - Name & relationship: \_\_\_\_\_
- Married or have dependents in your care
- 21 years of age or older
- Students who have junior (60+ credits) or senior (90+ credits) standing as defined by the College Registrar (starting with incoming Fall 2022 students must be of senior standing)
- Students participating in approved academic experiences such as guest semesters, semesters abroad, or semesters at other institutions, etc.
- Student teachers with special location needs
- Other *(You must attach a petition explaining the extreme/extraordinary circumstances that necessitate your release to off-campus. You must also include any supporting documentation i.e. physician recommendations, etc. Documentation will be reviewed and verified with other involved offices, such as Financial Aid, the Registrar, Academic Success Center, etc. Students petitioning for financial reasons must*

show proof of exhausting all possible remedies, such as filing a FAFSA, grants, scholarships, or other aid.)

Any request based on medical needs must also go through the ADA accommodations process to ensure that all possible solutions are explored. ADA requests & supporting documentation must be submitted to the Academic Support Center directly by stated ADA process deadlines.

**If requesting a Wilson College residential student as a roommate(s), please list their name(s):**

(Please note that each person listed must also apply and be approved for off-campus housing)

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### Address of Desired Off Campus Residence

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Address

City, State

Zip

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Off campus phone number

Cellular number

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### RATIONALE FOR OFF-CAMPUS LIVING

Please state your reasons for wanting to live off campus and how this opportunity will enrich your Wilson College experience. Attach a separate sheet of paper if necessary.

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### STUDENT SIGNATURE

I understand that I am requesting a waiver to the residential requirement. I give permission to the Office of Student Development to confirm all my information as reported with this application. I understand that any inaccuracies in my application would be viewed as a direct violation of the Honor Principle and is subject to referral to Honor Council. I understand that requests and/or appeals for off-campus living do not guarantee approval for off-campus living.

I understand that I am expected to contact the Financial Aid office to determine how off-campus living impacts my financial aid before completing this form and that a representative from Financial Aid must confirm that he/she has spoken to me regarding financial aid. I also understand that if I decide to return to campus housing I may not be guaranteed that opportunity.

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Signature of Applicant

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Date

Application Reviewed by:			<i>For Office Use Only</i>	
Office:	Signature:	Date:	<u>Approval Recommendation</u>	
Financial Aid	_____	_____	Yes	No
Director of Residence Life	_____	_____	Yes	No
Dean of Students/SAC	_____	_____	Yes	No
Approved:	Yes _____	No _____	Date: _____	