

APPLICATION TO LIVE OFF CAMPUS

- * **For Full-Time Students only.** Part-time students are not required to live on campus.
- * Applications should be submitted yearly, at least two (2) weeks prior to the beginning of the academic term.
- * Submit applications to: Asbury University, Assistant Vice President for Business Affairs.

PLEASE PRINT CLEARLY

!!YOU MUST CHOOSE AN EXCEPTION BEFORE SUBMITTING YOUR APPLICATION!!

Please read the following exceptions carefully before completing this application.

Exception: 1 2 3 4 5 6 (circle one)

- 1. Students who are classified as "INDEPENDENT".**
(This is a legal designation through the financial aid office.)
- 2. Students who are 23 or older.**
** A copy of your ID is required with this exception
- 3. Students who live with parents, close relatives or a legal guardian.**
** A confirmation letter from a parent or legal guardian is required with this exception.
**Relatives must be at least 25 years old.
- 4. Students who are working in an approved home for their room and board, but who make no cash payment for said room and board.**
** A letter from a parent or legal guardian is required with this exception.
** A letter from the approved home is required stating the living arrangements and that NO CASH PAYMENT is being received from the student.
- 5. Students who are fifth year seniors.**
- 6. Getting Married: Date of Wedding: _____ Name of fiancé _____**

****ALL SUPPORTING DOCUMENTATION SHOULD BE SUBMITTED WITH YOUR APPLICATION****

Term applying for: Fall/Spring _____ or Summer _____ (choose only one) Hours Being Attempted _____
YEAR YEAR

Have you been approved to live off campus before? YES _____ NO _____ Circle one: 5thYR SR JR SO FR

Name _____ Cell Phone # _____

Last 6 digits of your Asbury University ID # _____ Date of Birth _____

Parent(s) Name _____ Telephone _____
Area Code/Number

Parent(s) Address _____
Number & Street City State Zip

Where do you wish to live off campus? (Type of Housing: Room in a house _____ Apartment _____ House _____ Trailer _____)

Number & Street City Zip Telephone

Owner's Name _____ Telephone _____

With whom will you live? / What is the relationship with the person(s) with whom you will live? _____

I have read the front of this application and I agree to the conditions as stated. I understand that students who live off campus are expected to abide by the same standards of conduct as those who live on campus and I agree to do so.

Applicant's signature _____ Date _____

YOUR APPROVAL OR DENIAL WILL BE EMAILED TO YOU. PLEASE CHECK YOUR CAMPUS EMAIL REGULARLY.

If your application is approved, you do not have to be on a meal plan unless you choose to be. As you complete your online financial registration, the system may require you to add a meal plan. Please contact student accounts at student.accounts@asbury.edu or call x2330, to have your meal plan removed.

OFFICE USE ONLY

Student's Name: _____

ID# _____
Decision: _____
Reason: _____

Approved by: _____

PLEASE PRINT CLEARLY!

State clearly your reason(s) for asking for permission to live off campus.

Multiple horizontal lines for writing reasons for asking for permission to live off campus.



APPLICATION TO LIVE OFF CAMPUS

* For Full-Time Students only. Part-time students are not required to live on campus.

POLICIES AND INFORMATION

Please read the following carefully before completing this application.

All single full-time students will reside in campus housing except the following who are eligible to apply for off-campus housing:

- 1. Students who are classified as "INDEPENDENT". (This is a legal designation through the financial aid office.)
2. Students who are 23 or older. (Married or formerly married students must receive permission from the associate dean for residence life to live in the residence hall.)
3. Students who live with parents, close relatives or a legal guardian.
4. Students who are working in an approved home for their room and board but who make no cash payment for said room and board.
5. Students who are fifth year seniors.
6. Students who are getting married.

We recommend that applications are submitted at least two (2) weeks prior to the beginning of the academic term. Applications should be submitted to: Assistant Vice President for Business Affairs, which is located on the 2nd floor of the Hager Administration Building.

A new application must be submitted once per academic year.

There will be a \$10 late filing fee charged if the application is received less than one week before registration.

Applications will be accepted only through Drop/Add.

Only applications in cases of extenuating circumstances will be considered after the end of Drop/Add. Students filing after the deadline will be charged for their room until the application is processed.

Students who are classified as dependents must provide confirmation from a parent or guardian regarding their requested living arrangements.

If a student is approved to live off campus, he/she must abide by the same standards to which all other students must adhere. Failure to abide by University policy will be dealt with by Student Development.

A student whose application is denied may appeal the decision to the Room/Board Appeals Committee to determine if extenuating circumstances warrant an exception to the guidelines. The letter of appeal should be addressed and sent to Room/Board Appeals Committee, Attention: Chair of the Appeals Committee.

Questions should be directed to the Assistant Vice President for Business Affairs at (850) 850-2511, ext. 2140

Falsification of information on this application will result in disciplinary action and the rescinding of approval to live off campus.

Student initials: _____