

Ashland University Application for Off-Campus Residency

PLEASE PRINT

For Office Use Only			
Date Rec'd	_____		
Rec'd By	_____		
Mileage	_____		
Meal Plan	_____		
Outcome	C	A	D

Any student who is required by the residency requirement to live on campus but intends not to live on campus must complete this application. Any student supplying false information on an application for off-campus residency or failing to immediately notify the Office of Residence Life upon a change in exemption status, with intent to deceive, will be invoiced for the semester's or year's room and board and subject themselves to possible judicial action.

Name _____ Birthdate _____

Permanent Address _____ ID # _____

City _____ State _____ Zip Code _____ Phone _____

Term Effective (indicate year): Fall of _____ Spring of _____ Status: ___ New student ___ Current student

If applicable: Current Hall and Room _____ Box _____ Ext. _____

IMPORTANT FINANCIAL AID INFORMATION FOR ALL STUDENTS

Financial aid may be altered for students residing off campus. To make the best decision possible, you are **strongly encouraged** to meet with a member of the Financial Aid Office to determine the change in aid, if any, that will occur if you move off campus. Please call x5002 for an appointment.

TO BE COMPLETED ONLY BY THE PARENT OR GUARDIAN OF STUDENTS WISHING TO COMMUTE

I certify that I am the primary parent or guardian of the above-named student and that the student will live at my primary residence as listed above (note that the primary permanent residence must be within 35 driving miles of the main campus of Ashland University). During the above-named student's attendance at Ashland University, should this student move from my home during the approval period, he or she will be responsible for paying full room and board fees to Ashland University.

Parent / Guardian Signature _____ Date _____

TO BE COMPLETED ONLY BY STUDENTS WISHING TO LIVE OFF CAMPUS BUT NOT WITH THEIR PARENT / GUARDIAN

Indicate the reason that you are requesting to live off campus:

- a) Married
- b) Divorced
- c) Widowed
- 22 years of age or older, prior to September 1 for that academic year.
- Baccalaureate degree from accredited institution. Degree, date conferred, school: _____
- Served and honorably discharged from the Armed Forces (describe on an attached sheet the capacity and length of your service).
- Lived in campus housing the equivalent of eight fall and spring semesters (supporting documentation is required for transfer students).
- Convicted of a serious crime and/or served a prison sentence (please explain on an attached sheet).

Your off-campus address (where you plan to reside while attending Ashland University) must be supplied before the application can be approved. If the exact address is not available, attach documentation describing in detail your plans for accommodations. An exact street address and phone number for your residency must be submitted to the Office of Residence Life by July 1st or your application will be denied and your account will be billed for room and board charges. This address must reflect your place of residence while you are attending classes at Ashland University. This address will be shared with the Office of the Registrar as a secondary address for you and your records will be updated accordingly.

Address _____ Date Effective _____

City _____ State _____ Zip Code _____ Phone _____

MEAL PLAN OPTION WHEN LIVING OFF CAMPUS (TO BE COMPLETED BY ALL STUDENTS)

Any Ashland University student may select a meal plan in the Convocation Center. Indicate your meal plan preference:

- No meal plan*
 - 10 meals each week, \$125 in flex dollars
 - 15 meals each week, \$150 in flex dollars
 - All 19 meals each week
 - Block of 160 meals, \$80 in flex dollars*
- * If your request for off-campus residency is not approved, then you will be required to participate in the meal plan unless you are assigned to the senior apartments. The block plan is only available to commuters and residents of the senior apartments.

TO BE COMPLETED BY ALL STUDENTS

I certify that the reasons I have given in this application and supporting information is true and accurate to the best of my knowledge. I recognize, if approval is granted, that it is based on my residency at the address given on this application. **I MUST REAPPLY FOR OFF-CAMPUS RESIDENCY WHENEVER THE INFORMATION STATED IS NO LONGER ACCURATE OR AS REQUESTED BY THE OFFICE OF RESIDENCE LIFE.** Additionally, I understand that responsibility and contractual arrangements between me and any landlord are completely my own doing, and relieve the University, its employees and agents, from any responsibility. I also understand that I will be billed room and board charges if I move off-campus without written approval. In addition, no refunds for room and board will be issued after I have checked into the residence hall. Signing below signifies that I have read the agreement and understand and agree to the terms and conditions stated on the front and back of this application. It also allows the Office of Residence Life to consult with Financial Aid and the Registrar as needed for questions or clarifications regarding my application.

Student Signature _____ Date _____

DO NOT WRITE BELOW - OFFICE OF RESIDENCE LIFE USE ONLY

<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> Tentative approval, pending the following	_____
Contacted by (circle one)	E-mail	Letter	Date _____ Entered into computer on _____
Staff Signature	_____	Date	_____
Comments, if any	_____		

OFF-CAMPUS RESIDENCY POLICY

Ashland University is a residential university seeking to provide a learning environment supportive of its academic purpose and complementary to its academic program. The University, in order to attain that quality, has committed itself to provide campus housing for each of its students. All full-time students (students with 12 or more credit hours per semester) are, therefore, required to live in university housing and required to be on a university meal plan unless other pressing reasons demand an exception to this policy.

Exceptions will be made for the following reasons:

1. Live with Parent/Guardian: Students who are living exclusively in the permanent, primary residence of parent(s)/guardian(s) within 35 driving miles of the main campus of Ashland University.
2. Married, divorced, or widowed (**documentation required**).
3. 22 years of age or older, **prior** to September 1 for that academic year.
4. Baccalaureate degree from an accredited four-year college or university (**documentation required**).
5. Served and honorably discharged from the Armed Forces (**documentation required**).
6. Additional consideration by the committee may be given to persons who have been convicted of a serious crime or served a prison sentence.

Permission to live off campus is only valid as long as the reason for the exemption exists. The University reserves the right to revoke permission granted for off-campus residency when the University deems it necessary or appropriate. Your local address and phone number must be maintained through the Office of Residence Life in order for off-campus approval to remain valid. Any student who does not provide an accurate address and phone number by July 1st will be charged for room and board.

Any student supplying false information on an application for off-campus residency or failing to immediately notify the Office of Residence Life upon a change in exemption status, with intent to deceive, will be charged for the semester's or year's room and board and subject to judicial action. In addition, no refunds for room and board will be issued after the student has checked into the residence hall. All applicants are responsible for the rules, regulations and policies of Ashland University. University judicial action can be processed for off-campus students who disrupt the lives of their neighborhood members (noise and disruption, alcohol, *etc.*). Off-campus residency can be rescinded in such situations.

Any applications submitted for medical reasons must be approved through the Office of Disability Services, Health Services Office and/or Counseling Services. The appropriate verification from one of these offices should be attached with this form.

DEADLINE FOR APPLYING FOR OFF-CAMPUS RESIDENCY IS MARCH 1st FOR THE ACADEMIC YEAR, EXCEPT FOR NEW INCOMING STUDENTS. ONCE YOU HAVE CHECKED INTO YOUR RESIDENCE HALL FOR THE ACADEMIC YEAR, YOU MAY NOT APPLY FOR OFF-CAMPUS RESIDENCY FOR THAT SAME ACADEMIC YEAR.

Applications are available from the Office of Residence Life, student center 2nd floor. If you have questions about the application or application process, contact the Office of Residence Life at (419) 289-5303. Part-time students (students with 11 credit hours or less) need not apply to live off campus, unless they are currently living in a residence hall.

The Off-Campus Committee will hear appeals on an individual basis after the committee's initial meeting to review applications.