



Commuter Application

Elizabethtown College

All students are required to live on campus in College-owned facilities unless they are granted approval to reside off campus or commute from their permanent address. For more information on this policy, see the Elizabethtown College Student Handbook.

General Information

The commuter student at Elizabethtown College is defined as a student who lives at their permanent residence with family members, usually with a parent(s) or guardian(s) within a 30-minute distance from the College. The student who has been officially released from their residency agreement to reside locally in off-campus housing is not considered a commuter student.

In order to submit an application to be released from the Residency Agreement, please follow the instructions below. Please complete the instructions for ALL reasons that apply so that the panel is able to fully consider your petition. Completed application packets should be submitted to the Residence Life Office. **The initial deadline for applications is January 25, 2019, however we will continue to accept commuter applications on a rolling basis throughout the semester.** If the student has no extenuating circumstances it is only necessary to complete Step 1 & 2 and provide a notarized letter from a parent/guardian. While it is not required, you are encouraged to include a personal statement. A parent/guardian will be contacted by the Off-Campus Housing and Commuter Committee before a release will be granted.

Name:	ID #:
Email:	Entrance Year:
Permanent Home Address:	
Parent/Guardian daytime phone number:	

Step 1: Commuter Status

Applying for commuter* status

*The commuter student at Elizabethtown College is defined as a student who lives at his/her permanent residence with family members, usually with a parent(s) or guardian(s) within a 30-minute distance from the College. The student who has been officially released from her/his residency agreement to reside locally in off-campus housing is not considered a commuter student. **Please include with your application:**

- a personal statement detailing from where you will be commuting
- a notarized letter from a parent/guardian confirming you will be commuting from your permanent home address.

A parent/guardian will be contacted by the Off-Campus Housing and Commuter Committee before a release will be granted.

Step 2: Meet with Financial Aid

- Schedule an appointment to meet with Financial Aid Counselor in order to recalculate and update financial aid packet.

Step 3: Reasons for Petition – PLEASE CHECK ALL THAT APPLY

Requesting release due to financial reasons (ALL STEPS ARE REQUIRED):

- Submit all documentation regarding changes in financial status to the Financial Aid Office
- Schedule an appointment to meet with Financial Aid Counselor in order to recalculate and update financial aid packet
- Submit a personal statement or a petition indicating specific reasons for which on campus housing is no longer an option with this application to the Office of Residence Life. It is appropriate to also include a letter from a parent or guardian along with the personal statement.

**Please note that the Business Office and Financial Aid Office will provide feedback to the Off-Campus Review panel about each applicant citing financial difficulty, though no specific information about personal finances will be shared.*

Requesting release due to personal or other reasons:

- Submit a personal statement indicating specific reasons for which on campus housing is no longer an option along with this application to the Office of Residence Life. It is appropriate to also include a letter from a parent or guardian along with the personal statement.

Requesting release due to health reasons:

- Ensure that all updated documentation has been submitted to the Office for Disability Services, including the Housing Accommodations Request Form found on the Office of Disability Services webpage.

**Please note that the Office of Disability Services will provide feedback to the Off-Campus Review panel about each applicant citing health concerns, though no specific health information will be shared. Students may appeal the decision of the Off-Campus Review panel related to health reasons through the ADA grievance process listed on the Office for Disability Services webpage.*

Acknowledgements:

By accepting permission to live off campus, students acknowledge and/or agree to the following:

- Commuter permissions may not be granted mid-year.
- Commuter students are accountable for adhering to the Standards of Conduct, whether the violations occur on or off campus.
- Students who accept permission to commute are not eligible for the on-campus housing lottery.
- Parents will be contacted by the Off-Campus and Commuter Committee before a release will be granted.

Timeline:

- **November 19, 2018** –Commuter information and applications are available in the Residence Life office and on the Residence Life webpage.
- **January 25, 2019** – Completed commuter applications are due in the Residence Life office by 4:30pm in hard copy form. Applications will be accepted on a rolling basis throughout the semester.
- **January 31, 2019** – Notice of release approval sent to applicants via email.
- **February 11, 2019** – Deadline for accepting commuter status (4:30pm)

**I understand that the above instructions must be fully completed in order for my application to be considered. The information submitted is truthful and accurate to the best of my knowledge.*

Signature:	Date:
Printed Name:	