



# Off-Campus Housing and 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.

Only a certain number of students will be allowed to live off campus each year. This number changes from year to year based on enrollment projections. Due to the current numbers of students in housing and projected enrollment trends, the College will be releasing a small number of students from the College Residency Agreement for 2016-2017. In addition to a personal desire to live in an off-campus setting, the College understands that some students have extenuating circumstances that need to be reviewed as they impact a student's ability to reside on campus. In order to determine which students may be released from the Residency Agreement, the College will convene a panel of staff to review each student's documentation and make final decisions.

- Students in good standing with the College with extenuating circumstances will be given priority in this process.
- The next level of priority will be given to students in good standing with the College with the highest housing lottery number.
- **Decisions of the panel are final.**

### **Eligibility**

Rising Senior students in good standing with Elizabethtown College are eligible to be released from the College Residency Agreement. A student in good standing with the College is not currently on academic or disciplinary probation.

Students applying to be released from the Residency Agreement who have been found in violation of the College's Standards of Conduct will be reviewed by the Off-Campus Housing Review Panel, though some types of violations may impact a student's eligibility. Generally, students are not eligible to live off campus if they have been involved in violations of the drug policy, repeated incidents that demonstrate lack of responsibility around the use of alcohol, incidences of violence or harassment; or other serious or repeated violations of the Standards of Conduct. **Decisions of the panel are final.**

### **General Information**

In order to submit an application to be released from the Residency Agreement, please follow the instructions below. It is common that students with extenuating circumstances fall into more than one of the categories listed 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 deadline for all applications is November 20, 2015 by 4:30pm.** If the student has no extenuating circumstances it is only necessary to check a box in the Step 1 section.

## **Step 1: Apartment Off-Campus or Commuter?**

Applying to live in an apartment off-campus

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 supply a letter detailing from where you will be commuting and a supporting letter confirming this information from a parent/guardian.***

## **Step Two: 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.*

### Step 3: Student Conduct History

- If you have been found responsible for a violation of the Standards of Conduct, please submit with this application your written reflections on the following:
- Describe the circumstances surrounding your violation(s).
  - What did you learn from the experiences?
  - What evidence can you provide to demonstrate that your conduct is now aligned with the College's expectations?

Students found responsible for violating the College's Standards of Conduct may be disqualified from consideration for a release from the Residency Agreement. If you have questions about your student conduct history, please contact Susan Asbury, Director of Student Rights and Responsibilities.

#### Acknowledgements:

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

- Off-campus and Commuter permissions may not be granted mid-year
- Off-campus and Commuter students are accountable for adhering to the Standards of Conduct, whether the violations occur on or off campus
- Students agree to attend an off-campus living seminar and complete seminar expectations in a timely manner on a yearly basis. Failure to do so will result in the revocation of off-campus student status.
- Students who accept permission to live off campus or commute are not eligible for the on-campus housing lottery
- Students living off-campus must provide the Office of Residence Life with updates on their current address if there are changes from the original lease submitted.

#### Timeline:

- **November 2, 2015** – Off Campus and Commuter information and applications are available in the Residence Life office and on the Residence Life webpage.
- **November 20, 2015** – Completed Off-Campus and Commuter applications are due in the Residence Life office by 4:30pm in hard copy form.
- **December 4, 2015** – Notice of off-campus and commuter release approval sent to applicants via email.
- **January 15, 2016** – Deadline for accepting off-campus or 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 \_\_\_\_\_

Name (Printed) \_\_\_\_\_