Sterling College
Student Life Office

# Application to Live Off-Campus

Sterling College is a residential campus. Through its liberal arts mission, Sterling College requires students to live in campus housing to experience campus life in its entirety. **Application is not a guarantee of off-campus status.** All full-time Sterling College students are required to live in campus housing unless they meet one of the following criteria. Returning students must renew their application yearly.

Please √ check all of the following that apply for the 2009/2010 academic year.

- ☐ A married student or have been married (verification may be requested)
- ☐ A student with dependents, who is serving as the custodial parent
- ☐ A fifth year student in good academic standing (at least 2.0 gpa)
- ☐ At least 23 years of age and in good academic standing
- ☐ A student living with a parent or legal guardian. Verification form (back) must be completed.
- ☐ A part-time student
- ☐ I have a medical circumstance and have attached a detailed explanation and a physicians note why I believe I should be granted an exception to the Sterling College Housing Policy. Contact information for the physician should be somewhere on the note.

The completed application must be submitted to the Student Life Office for approval **before** a student confirms off-campus housing arrangements. Be reminded that it is the student's responsibility to make sure the application is approved before signing a lease, as a lease does not qualify as a special circumstance. Once you receive approval and confirm your living arrangements, please return to the Student Life Office to complete the Sterling College Off-campus Address section of this form. If you fail to complete this section of the form, your account will be placed on hold until we receive your off-campus address information. The student will be notified of a decision through email if all necessary information/documentation requested was provided. Incomplete information may result in delay of the application process. Applications that do not meet the deadline may be subject to an administrative fee of $100.00.

Please complete ALL of the following information.

| GENERAL INFORMATION | | | |
|---|---|---|---|
| **Today's Date:** | **Last Name:** | **First Name:** | **MI:** |
| **SC Box#:** | **Local Phone # or Campus Ext.:** | **Cell Phone:** | **E-Mail:** |
| **Birthdate:** ____/____/_____ | **Age:** | **Application for which semester:** ❒ Fall 20___ ❒ Spring 20___ | **Classification for semester:** ❒ FR ❒ SO ❒ JR ❒ SR |

**Sterling College Off-Campus Contact Information**

| Street Address | City | Owner of Residence | Owner's Phone # |
|---|---|---|---|
| | | | |

**Please remember:**

- The deadline for applications for the following fall semester is May 1 and the deadline for the following spring semester is Decem ber 1. Applications received after this time will not be considered.
- Students who are found to have provided fraudulent or misleading information on their application will be charged for room and board for the semester in question.
- Students who have received permission to live off-campus must inform the Student Life Office of any changes that would affect their eligibility to live off-campus.
- Students choosing to live off-campus will forfeit **one third** of their institutional financial aid.

By signing below, I acknowledge that the above information is true and accurate. I realize that providing misleading or fraudulent information may result in me being charged for room and board for the semester in question. I also understand that students who are granted permission to live off-campus are responsible for knowing and abiding by all of the expectations of Sterling College students as outlined in the Sterling College Student Handbook. I agree to abide by all such expectations. I understand that if I am granted permission to live off-campus I will forfeit one third of my institutional financial aid.

**Signature:** _____ **Date:** _____

# VERIFICATION FORM

*For Students Requesting to live Off-Campus*

To Parents & Legal Guardians:

The Sterling College Campus Housing Policy states that all full-time students who are unmarried, under 23 years of age, without dependent children, and not living with a parent or legal guardian must live in a campus residence hall and participate in the residential student meal plan.

Your son/daughter has requested permission to live off campus with you in your primary place of residence. *"Living at home with a parent or legal guardian" assumes that the student is commuting daily to the campus from the parent's/guardian's home, eating most meals at the parent's/guardian's home, sleeping at the parent's/guardian's home (except on rare occasions), and is listed as a dependent.*

Before students can receive final approval, we require the student and his/her parent/legal guardian to sign this verification form in the presence of a Notary Public to verify that the student will indeed be living at home with the parent/legal guardian in their primary place of residence or in the specified location on the front.

It is important that you and your son/daughter understand that should the College discover that your son/daughter is not living with you in your primary place of residence on a daily basis, your son/daughter will be held financially responsible for the minimum fees for room and board.

**A representative from the Student Life Office may call to confirm this verification. Please provide a number where you can be reached.**

Name: _____ Phone: _____
Please Print

Our signatures below indicate that we understand and accept the guidelines under which the Sterling College student in question is being granted permission to live off campus and the consequences that will result should these guidelines not be followed.

_____ _____

**Signature – Student Applicant** **Signature of Parent/Legal Guardian**

## NOTARY

**State of _____** **County of _____**

On this _____ day of _____, 200__, _____(parent/legal guardian) and _____(student) personally appeared before me, who are personally known to me_____(Notary Name), and whose identities I proved on the basis of satisfactory evidence to be the signers of the above instrument, and they acknowledged that they executed it.

**My commission expires _____, 20 ___** _____

**For Office Use**

Application Approved: ❒ Yes ❒ No ❒ Referred to Housing Committee
Student Life Signature: _____ Date: _____

Housing Committee Approval: ❒ Yes ❒ No
Student Life Signature: _____ Date: _____