



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 and to encourage strong academic performance.

Completing an application to live off campus 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 off campus application yearly. *NEW*

Please check of the following that apply for the 2017/2018 academic year.

- A married student (provide copy of marriage certificate)
- A student with dependents
- A fifth year student in good academic standing (at least 2.0 GPA)
- At least 23 years of age and in good academic standing (at least 2.0 GPA)
- A student living with a parent or legal guardian. Verification form (back) must be completed and notarized.
- A part-time student
- I have a medical circumstance and have attached a **detailed** explanation and a physician's note indicating **why** I should be granted an exception to the Sterling College Housing Policy. Contact information for the physician should be included.

The completed application must be submitted to the Student Life Office for approval **before** a student confirms off campus housing ar-

| GENERAL INFORMATION | | | |
|--|------------|--|--|
| Today's Date: | Last Name: | First Name: | MI: |
| ID Number: | Activity: | Cell Phone: | E-Mail: |
| Birthdate: / / | Age: | Application for which semester: <input type="checkbox"/> Fall 2017 <input type="checkbox"/> Spring 2018 | Current Classification: <input type="checkbox"/> FR <input type="checkbox"/> SO <input type="checkbox"/> JR <input type="checkbox"/> SR |
| Sterling College Off-Campus Contact Information | | | |
| Street Address | | City | Owner of Residence |
| | | | Owner's Phone |

rangements. Be advised 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. The student will be notified of a decision through email after all necessary information/documentation requested was provided. Incomplete information will result in delay of the application process.

By signing below, I acknowledge that the above information is true. I also acknowledge by signing below that I have reviewed the below statements.

- Students choosing to live off campus will forfeit **one third** of their institutional financial aid.
- Applications for living off campus will be considered until the last day of Add/Drop each semester.
- Students who are found to have provided fraudulent or misleading information on their application will not be approved to live off campus and 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.

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, not having a medical condition requiring off campus housing 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, regularly sleeping at the parent's/guardian's home and is listed as a dependent.

Before students can receive final approval, we require you the 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 room and board fees.

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

My signature below indicates that I 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 of Parent/Legal Guardian

NOTARY

State of _____ County of _____

On this _____ day of _____, 20____, _____ (parent/legal guardian) personally appeared before me, and whose identity I proved on the basis of satisfactory evidence to be the signer 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: _____