

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 application yearly.

A student must meet at least one of the following requirements to be approved for off-campus status. Please check any that apply:

- A student who is or has previously been married (verification may be requested)
- A student with local dependents
- A fifth year student in good academic standing (at least 2.5 GPA)
- At least 21 years of age, and must have earned 90 academic credits and be in good academic standing (at least 2.5 GPA)
- A student who is at least 24 years of age and in good academic standing (at least 2.5 GPA)
- A student living with a parent or legal guardian. Verification form (back) must be completed.
- A part-time student
- A student with a medical circumstance. Must attached a detailed explanation and a physician's note indicating why students should be granted an exception to the Sterling College Housing Policy. Contact information for the physician should be included.

GENERAL INFORMATION				
Today's Date:	Last Name:	First Name:	MI:	
ID #	Activity:	Cell Phone:	E-Mail:	
Birthdate: ____/____/____	Age:	Application for which semester: <input type="checkbox"/> Fall _____ <input type="checkbox"/> Spring	Classification for semester: <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

The **completed application and one character reference letter from a Sterling College Faculty Member, Coach, or Advisor** must be submitted to the Student Life Office for approval **before** a student confirms off campus housing arrangements. 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 may result in delay of the application process.

- Applications for Off Campus Housing will be considered until the last day to Add/Drop each semester.
- 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 21 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, regularly sleeping at the parent's/guardian's home 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 _____, 20____, _____(parent/legal guardian) and _____(student) personally appeared before me, 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: _____