

CURRENT STUDENT OFF CAMPUS HOUSING REQUEST FORM

OFFICE OF RESIDENCE LIFE, WHEELING JESUIT UNIVERSITY

Full time undergraduate students are required to live in campus housing. Students who would like to request to live off campus can do so by completing this form. The form deadline is August 1 for the Fall semester and December 1 for the Spring semester. Please anticipate 1-2 weeks to process this form once completed. Completing this form does not mean that a request has been approved. Students will be notified through their University e-mail account if a request is approved/denied ***If, at any time, information on this form is found to be inaccurate or falsified, a student will automatically be billed the appropriate Housing Fee.***

NOTE: To complete this request, students need to communicate with the Financial Aid Office and Student Accounts Office regarding impact to the student financially. This form will not be considered complete or reviewable until appropriate signatures are obtained. If this request is approved, it is the student's responsibility to ensure a current address is on file in records managed by the Registrar's Office.

Name: _____ **ID#:** _____

Please check the box below that best describes your Off Campus Housing Request

- You are married.** *Include a copy of your marriage license and a signed/dated letter stating the address from which you will be commuting.*
- You are a single parent with custody of your child (children).** *Include a copy of your child's birth certificate and a signed/dated letter stating the address from which you will be commuting.*
- You have a documented medical circumstance that cannot be accommodated on campus.** *Include a legible, official letter from your treating doctor/physician on office letterhead detailing your condition and why Wheeling Jesuit University is not able to provide the necessary accommodations. This request will require review by the Director of the Disability Services Center as well as WJU Health Center and (as needed) the Food Services Provider. Also include a signed/dated letter stating the address from which you will be commuting.*
- You are a commuter student who lives within a 50 mile driving distance of Wheeling Jesuit University's campus AND is living at the home of a parent or legal guardian.** *Include a notarized letter from your parent or guardian with the permanent address and written confirmation that you will be commuting from that address to attend Wheeling Jesuit University. *Be advised that starting for the 2018-2019 academic year, the driving distance will be lowered to 35 miles. WJU will honor students approved prior to 2018-2019 at the 50 mile distance.*
- You are twenty-two (22) years of age or older.** *Include a copy of your driver's license, birth certificate, or other form of government identification to verify age. Also include a signed/dated letter stating the address from which you will be commuting. To be considered for this request, you must turn twenty-two (22) prior to the semester beginning.*
- IF NONE OF THESE APPLY AND YOU STILL WISH TO LIVE OFF CAMPUS, PLEASE CHECK THIS BOX.** Realize by checking this box, a **HOUSING FEE** will be added to your Student Account. This fee is the equivalent of the cost of a double room and full meal plan. Your financial aid package will not be effected. By checking this box, you are stating you are aware of the fee that will be added to your student bill. A room will be assigned to you on campus and it is the student's choice if this reserved space is utilized.

Turn over for form completion

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Student Signature: _____ Date: _____

Financial Aid Signature: _____

Date: _____

Comments: _____

Student Accounts Signature: _____

Date: _____

Comments: _____

Director of Residence Life Signature: _____

Date: _____

Office of Residence Life Use Only

Date Received: _____ Address Verification Completed Miles from WJU _____

Reviewed by: _____ Date: _____

Final Decision: Approved Declined

Notification sent to: Student ___ Business Office ___ Financial Aid ___ Registrar ___