

# Request to Live Off-Campus Form Information Page

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***Any student wishing to live off campus must read the information below before submitting the Request to Live Off-Campus Form. We encourage you to review your full original housing lease agreement.***

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**2012 – 2013 On-Campus Housing Expectation/Residency Requirements:** All students who have earned fewer than 90 credit hours as of August 1 are required to live in on-campus housing for the full academic year. Students receiving scholarships covering all direct expenses will be expected to live in on-campus housing regardless of class level.

**Exceptions to Residency Requirement** include students who, by August 1, have 90 or more earned credit hours, are 22 years of age or older, those who are married/same-sex domestic partnership, or those who reside locally (within 30 miles of the University) with immediate family. (Immediate family is defined as: parents, grandparents, guardian, or sibling not also enrolled at Stetson University.) Students participating in a university-approved, off-campus internship that requires them to live outside of the local area may also be exempt from this policy.

**Period of Housing Lease:** The housing lease shall be a legally binding agreement for the **full academic year** defined as Fall and Spring Semester during which the student is enrolled unless otherwise stated. It is effective on the first day of the Fall semester of the academic year or the first day of the Spring semester for students initiating the lease at that time, and shall terminate at the end of the ensuing Spring Semester. The student agrees to live in the designated University facility during the entire period of this lease, or that portion of the lease which remains after the student's enrollment.

**Request to Live Off-Campus Form:**

- Students who enroll for less than eight (8) semester hours, enroll in a University-approved off-campus program or off-campus internship, present evidence of marriage or same-sex domestic partnership, or desire to move to home of immediate family to commute (within 30 miles of the University) are required to complete a Request to Live Off-Campus Form.
- Students who do not (re)enroll, withdraw, graduate or are placed on academic/disciplinary suspension are not required to complete a Request to Live Off-Campus Form.
- Request to Live Off-Campus Form submissions must be received at least 2 calendar weeks prior to the first day of classes for the semester for which the student desires to terminate the Lease.
- Students who do not meet the terms to terminate the agreement and who fail to physically occupy their rooms as determined by a member of the Department of Housing and Residential Life staff in favor of an off-campus location will forfeit their assignment in the residential facility and will be assessed a charge equal to the average housing cost calculated for each semester. Should they decide to re-enter housing for the remainder of the Lease period, they will be reassigned to available space with any applicable adjustment in rental charges made.
- The student shall vacate the assigned room within twenty-four (24) hours of release from the Lease or from withdrawal from the University, unless an extension is authorized by the Department of Housing and Residential Life.

**Supporting Documentation** will be required for all requests to live off-campus. Please see the form for what documentation is needed for each category. Failing to provide appropriate documentation will result in your submission not being considered.

**Cancellation Fee:** Cancellations made after May 1<sup>st</sup> will be subject to a variable cancellation fee: Cancellations made after May 1<sup>st</sup> will be subject to a variable cancellation fee: Cancellations from May 1 - 31 will incur a \$500 cancellation fee; Cancellations from June 1 - 30 will incur a \$750 cancellation fee; Cancellations from July 1 to the start of the semester/academic year will incur a \$1,000 cancellation fee; Any cancellation fee after the start of the semester/academic year will incur a \$1,000 cancellation fee in addition to charges for the period of occupancy. This fee will be placed on the student's account. Students who live off-campus without receiving permission from the Department of Housing and Residential Life will be assessed a charge equal to the average housing cost calculated for each semester.

Please recognize you are submitting a **request** which may or may not be granted. You are strongly discouraged from signing off-campus leases until you receive formal permission to live off-campus. All approved requests are subject to the automatic cancellation fees listed on the form; these are in place for all releases, regardless of circumstance. Students who do not adhere to the residency requirement policy and choose to live off-campus will be assessed a equal to the average housing cost calculated for each semester. Due to changes in the student population and occupancy needs, changes to the housing expectation policy may occur. Please check with the Department of Housing and Residential Life for possible changes made after this publication's print date.

# Request to Live Off-Campus Form for Fall 2012 – Spring 2013

## General Information (PLEASE PRINT CLEARLY)

Name \_\_\_\_\_ ID# \_\_\_\_\_  
Last First MI

Building Assignment \_\_\_\_\_ Room \_\_\_\_\_ Email \_\_\_\_\_ @stetson.edu Cell Phone# \_\_\_\_\_

Home Address \_\_\_\_\_  
Street City St Zip

Birthdate \_\_\_\_\_ Age \_\_\_\_\_ Earned Credit Hours \_\_\_\_\_

Applicable Semester/Year:     Fall \_\_\_\_\_  Spring \_\_\_\_\_  Summer \_\_\_\_\_

## Housing Exception Information

This section applies to those students who meet one or more of the following:

- Student has earned ninety (90) academic hours (senior status) by August 1.
- Student is married or in same-sex domestic partnership. *(Copy of marriage certificate or SSDP paperwork required.)*
- Student resides locally with immediate family. *(Immediate family is defined as parent, grandparent, guardian, or sibling not also enrolled at Stetson University. Must reside locally – within 30 miles of the University. Proof of student residency is required: Government issued photo IDs of both student and family member showing matching local address.)*
- Student is participating in a university-approved, off-campus internship that requires them to live outside of the local area.
- Student is 22 years of age or older as of August 1.

- Medical (Doctor support & evidence of need is required.)
  - Academic
  - Financial
  - Personal
- This section applies to those students who do not meet any of the exceptions listed above. Please check the box(es) that accurately describe your rationale for submitting the Request to Live Off-Campus Form. Attach a typed statement explaining your rationale and provide documentation supporting your rationale. **Evidence of need/necessity is required for these exceptions. Forms submitted without any supporting documentation will not be considered.**

## Signature Area

By submitting this Request to Live Off-Campus Form, I declare that all the information I have provided is accurate and truthful. I understand that this is a request to cancel my university housing lease and that I will be notified of the decision through my Stetson email. I understand appropriate documentation confirming I qualify for an exemption from this policy based upon the criteria listed above is required. I understand that if I do not adhere to this policy and choose to live off-campus then I will be assessed a charge equal to the average housing cost calculated for each semester.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

## Office Use Only

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Pending \_\_\_\_\_      Effective Date of Cancellation \_\_\_\_\_

Cancellation Fees:      SLAASCD Housing WD Refund %:

None (before May 1<sup>st</sup>)       \$500 (May 1<sup>st</sup> – 31<sup>st</sup>)       100%       75%

\$750 (June 1<sup>st</sup> – June 31<sup>st</sup>)       \$1,000 (July 1<sup>st</sup> - onward)       50%       0%

Assess Average Housing Rate for Semester:     Yes     No

Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

## Notes for File