



APPLICATION FOR COMMUTER STATUS & PARENT VERIFICATION FORM

Applications are due to the Student Affairs Office by February 23, 2018.

Note: Formal approval will be sent to the student's Otterbein email within 2 weeks of the application being received

Full Legal Name: _____ Cell/Home Phone: _____

Student ID #: _____

Permanent Mailing Address: _____
Street Address City Zip Code

Conditions for Commuter Status

- a. The student will be living with the parent/legal guardian in the established family home...
b. The home is within the 30 mile radius from Otterbein's campus.
c. The student will remain living in the home and will not maintain any other residence...
d. If it should be determined that false information was provided and/or the student is discovered living elsewhere...

STUDENT STATEMENT:

I certify that the information I have given in this application is true and accurate.

I affirm I will be living at home with my parent(s)/legal guardian(s). If I am found to be living anywhere else, I accept full responsibility and agree I would be providing false information to the University...

I understand I must re-apply for off-campus or commuter status whenever the information stated on this application is no longer accurate (e.g. change of address) and/or for each academic year.

I understand if I am found to be living off-campus and I have not received formal approval, I will be immediately charged room and board for the academic year.

My parent(s)/legal guardian(s) understand this policy and are aware of my intentions to live at home. The information they provide below is accurate.

Student Signature _____ Date _____

PARENT CERTIFICATION OF COMMUTER STATUS:

I certify the student named above will be residing in my home, within a 30-mile radius of Otterbein University and will be commuting to campus. This is the same address provided on the FAFSA and is the permanent home mailing address of the student and myself...

If my address has changed or is different than the permanent address provided on the original application to the University or the FAFSA filed this year, I have attached a photocopy of my Ohio Driver's License with the new address.

Print Name _____ Relationship to student _____

Signature _____ Date _____

Phone # _____ o Cell o Home Email _____

FOR OFFICE USE ONLY

Date received: _____ Date notified: _____ SLARMAP Date: _____

Applications are due to the Student Affairs Office by February 23, 2018. Applications may be faxed to 614-823-3299.



Commuter & Off-Campus Status Policy for Current Students

All current, full-time, undergraduate students who are not planning to live on campus the following year must submit an application for Commuter or Off-Campus Status. **Commuter Status** is granted to students who are living at the primary home of their parent/guardian within a 30 mile radius of Otterbein's campus. **Off-Campus Status** is granted to rising seniors or students who meet one of the other criteria listed below and live in an off-campus house or apartment.

Both **commuter and off-campus living require an application for verification** that the appropriate requirements for eligibility have been met. Students must re-apply each year. All full-time, traditional freshmen, sophomores and juniors are required to live on campus, unless they meet one of the criteria below. Students planning to live in a University recognized Fraternity or Sorority House must complete a Greek Housing Request Form.

To qualify for Commuter Status:

- The student must reside with a parent or legal guardian within a 30 mile radius of campus of Otterbein University. A parent or legal guardian signature will be required on the application to verify at home residency. Mileage is calculated from the campus address (1 South Grove St, Westerville, OH, 43081) via <http://www.freemaptools.com/>.
- The home address must match the address provided on the original application to the University or the current year's FAFSA. Addresses not matching will require a copy of the parent's Ohio driver's license or state ID for verification.

Any student who meets eligibility for Commuter Status and submits a complete Application for Commuter Status & Parent Verification Form by February 23, 2018, will be approved. Formal approval will be sent to the student's Otterbein email within 2 weeks of the application being received.

To qualify for Off-Campus Status students must meet one of the following criteria:

- Will have completed at least 96 semester credit hours by the end of spring semester of the current year and have not signed a housing contract for the following year
- Will be 22 years of age prior to the first day of classes of fall semester
- Legally married or single parent residing with their spouse or children within a 30 mile radius of Otterbein University
- Have lived in Otterbein or other university/university residence halls for three full years (nine quarters or six semesters, excluding summers)
- United States military veterans with 18 months or more of active military service

After the Application for Off-Campus Status has been received, formal approval will be sent to the student's Otterbein email within 2 weeks of the application being received. No student should sign an off-campus lease until formal approval has been received.

Application Deadline:

All current, full-time, undergraduate students who are not planning to live on campus the following year must submit an application for Commuter or Off-Campus Status to the Office of Residence Life **by February 23, 2018**. Students who have not submitted an application, or completed an on-campus Housing Request Form, will be assessed a \$50 late fee each month until the form is submitted.

Any student who has not submitted an application and been approved for Commuter or Off-Campus Status by August 1, will be automatically be assessed the on-campus room & board fees.

Any student who has not been approved for Commuter or Off-Campus Status and is found living in a location that has not been approved (e.g. an approved Commuter to be found living in an off-campus house) will automatically be assessed full room & board charges for the entire academic year.

Special Residency Exemption:

Students who do not meet any of the criteria above, but feel they qualify for an exemption due to a special circumstance, must complete a Housing Obligation Exemption Petition and submit it to the Office of Residence Life stating their reason(s) for being eligible for the exemption. The request can be found on the Residence Life channel on My OZone or in the Office of Residence Life.

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