



**APPLICATION FOR OFF-CAMPUS STATUS
2018-2019**

This application is required for all full-time, undergraduate students who meet one of the criteria below and wish to live off-campus. This application is only for students who have not signed a housing agreement with the University for the current academic year. **Applications are past due. Please submit ASAP.**

Note: Formal approval will be sent to the student's Otterbein email within 2 weeks of the application being received. **Off-campus applicants should NOT sign an off-campus lease until formal approval has been received.**

Full Legal Name: _____ Cell/Home Phone (____) _____

Student ID #: _____

CERTIFICATION OF OFF-CAMPUS STATUS:

I wish to apply for off-campus status for the following reason:

- I completed at least 90 semester credit hours prior to the first day of fall semester 2018 classes
- I was at least 22 years of age prior to the first day of fall semester 2018 classes. (Attach copy of current driver's license or state ID with date of birth circled.)
- I was legally married prior to the first day of fall semester 2018 classes. (Include copy of court-certified marriage certificate.)
- I was a single parent with a dependent child prior to the first day of fall semester 2018 classes. (Include copy of child's birth certificate listing you as parent.)
- I was a United States military veteran with 18 months or more of active military service prior to the first day of fall semester 2018 classes. (Include copy of DD214.)
- I lived in Otterbein or other college/university residence halls for three full years (nine quarters or six semesters, excluding summers) prior to the first day of fall semester 2018 classes (Attach copy of university bills indicating housing charges if from other college/university.)
- I have been granted a Housing Obligation Exemption.
- I am studying abroad and/or completing an off-campus internship more than 30 miles from campus.

STUDENT STATEMENT:

I certify the information I have given on this application is true and accurate. I recognize if approval is granted it is based on the certification of my eligibility being verified.

I understand I must re-apply for off-campus status each academic year.

If approved, I am responsible for providing an off-campus address to the Student Affairs Office by the first day of classes of fall semester. I understand I am responsible for submitting an updated address whenever it changes.

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.**

Student Signature: _____ Date: _____

OFF-CAMPUS ADDRESS:

_____ Street _____ City _____ Zip

FOR OFFICE USE ONLY

Date received: _____ Eligibility verified: _____ Date notified: _____

SLARMAP Date: _____ Meal: 120 150 210 Off-campus address provided: Yes No SPAIDEN LR Date: _____



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 90 semester credit hours by the beginning of fall semester of the year for application and have not signed a housing contract for the year
- Will be 22 years of age prior to the first day of classes of fall semester of the year for application
- 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) prior to the year of application
- 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.

Applications are due to the Student Affairs Office by February 23, 2018. Applications may be faxed to 614-823-3299 or emailed to reslife@otterbein.edu.