

OFF-CAMPUS REQUEST

Do not finalize plans to live off-campus, or release your apartment on-campus, until you have submitted this form (and supporting documents, if applicable) to the Office of Residence Life for review and have received notice that you are approved. Although a student may meet the qualifications, there are no automatic approvals without first submitting a Request for Approval to Live Off-Campus.

Requests for approval to live off-campus will be reviewed by the Director of Residence Life and the Appeals Committee if necessary. You will be notified by via UU email if you have been approved. If you must appeal, please note that the Appeals Committee will meet prior to Housing Sign-Ups, so you will receive notification via UU email concerning approval 1-2 weeks prior to Housing Sign-Ups.

Please return this form through one of the following options: Bring it to the Office of Residence Life located in the Student Union Building, mail the form to the Office of Residence Life at 1050 Union University Drive, Jackson, TN 38305, or fax it to 731.661.5017.

Forms must be received in the Office of Residence Life by 4:00pm on Thursday, April 15th. Forfeiture and late request fees will be assessed if a form is turned in after housing sign-ups and is approved.

Name _____ ID # _____ Cell # (____) _____

Current Residence Complex: Quads Heritage Warmath Building _____ Apt # _____ Bedroom _____
(Circle one)

Birthdate (MM/DD/YY) _____ Age _____ Current Classification _____ UU Box # _____

I qualify to move off-campus. The following qualification applies to my situation: (Please check one.)

I will be living at **home with my parent(s) or guardian** and they have **signed** below.

As a parent (or guardian) of _____, I sign below to verify that he/she will be commuting to Union from home for this entire academic year.

Parent's (or Guardian's) Signature _____ Home Phone (____) _____
 Home Address _____
 City/State/Zip _____

BEFORE September 1 of the academic year for which I am requesting to move off-campus, I will be 21 yrs. old.

I have a **rare, extreme health condition**, and my doctor has written a letter on his office letterhead (attached), strongly recommending that I live off-campus.

I am a **part-time student** taking less than 12 hours this semester.

I am **getting married before the semester begins**.

I do not qualify to move off-campus. I would like the Appeals Committee to review my situation and request to move off-campus.

I have attached a detailed letter with facts concerning my circumstances that I would like the committee to consider.

Please note that only in extreme, extenuating circumstances will an appeal be granted to students who do not meet qualifications.

I am requesting to move off-campus after the deadline.

I have checked a box above and completed additional steps, if applicable. However, I am applying after the deadline of Thursday, April 15th and therefore understand that if my request is approved a late request fee and forfeiture of my housing deposit will be assessed to my student account (as detailed on the back of this form).

Continued on back

If I am approved to live off-campus, my new address will be:

Apartment Complex _____

Street City State Zip Code

The names of those who will be my roommates off-campus are: _____

Late Request Fees

Any request approved after the deadline will automatically include forfeiture of the student's housing deposit as well as a late request fee determined by date category below:

- **After April 15th** : Forfeiture of \$100 housing deposit
- **After June 15th** : Forfeiture of \$100 housing deposit, plus \$150 late request fee

Please read the following, and sign below.

Your request will not be processed without your signature, indicating your agreement to the terms listed below.

- I have been honest in the information provided on this form.
- I understand that if approved, the approval only applies to the off-campus location and reasons I have listed on this form and supporting documents.
- If later I want to appeal to live at a different, off-campus location, I understand I must submit a *new* Request for Approval to Live Off-Campus form prior to doing so.
- I have read Union's Housing Policy in the *Campus Life Handbook* and the UU Single-Student Housing Contract. I understand that Union is a residential university and therefore requires all single, full-time, undergraduate students who are under 21 years old by September 1st of the current academic year to live on-campus. I also understand that my housing contract is for the full academic year and cannot be broken without approval.
- I understand that if I am not approved to move off-campus, but choose to do so regardless, I will be required to pay Union University the minimum cost of on-campus housing (found in the *Campus Life Handbook*) each semester-- until I move back on-campus or have approval to live off-campus.
- I understand if I am applying after the deadline of April 15th there will be a late request fee and forfeiture of my housing deposit assessed to my student account.

Student Signature _____ Date _____

Union University Housing Policy:

Union University recognizes the experience of residential living as a valuable part of students' education by providing opportunities to integrate their faith with their daily living, develop servant leadership abilities and build lifelong friendships. Therefore, Union has chosen to be a residential university requiring all unmarried, full-time, undergraduate students to live on-campus. Details concerning exceptions or appeals may be found in *Campus Life Handbook* under "Residence Life."

For Residence Life Office Use ONLY:

Comments: _____

Director of Residence Life: _____ Date _____