THE COLLEGE OF
WOOSTER

Off Campus Exemption Information

Applications Due—February 13
Decisions Announced— February 17

The College of Wooster is a residential campus. All students must live on campus, however a limited number of exemptions are made for students requesting to live off campus. Approval for an off campus living exemption is limited to…

- Students who would prefer to live at home with a legal parent or guardian within the local community
- Students who have a medical condition requiring off campus living facilities
- Students who are non-traditionally aged and are living with a spouse or children in the local community

A student given permission to live off campus is responsible for making her/his own housing arrangements. The College does not accept responsibility for the student's choice of residence or arrangements made with the landlord. A Landlord Agreement will be sent to all students whose applications for exemption have been approved. This agreement should be completed and returned as soon as possible, **but no later than the first day of classes in the semester for which the permission was granted. Incomplete paperwork may result in administrative fees.**

Please carefully review the following information:

- Students may be given permission to live off campus for one semester up to the entire length of their college career. When applying for exemption, we now offer you the choice to indicate how many academic semesters you hope to be exempted from housing. Understand that if you are exempted from housing for multiple years, you will not be required to re-submit a complete application.
- The College expects all students, whether living on or off campus, to abide by the College Code of Social Responsibility. A student, who is given permission to live off campus in the greater community, should understand that she/he subjects herself/himself to the standards of conduct expected by that community and to the civil authorities.
- **Students receiving financial aid whose Off Campus Living Exemption Application has been approved may have their aid reduced. The student's signature on the application indicates that they have discussed the implications of this housing request on her/his aid package.**
- Students with permission to live off campus must provide an off campus address and telephone number.
- Room and Board Fees will be charged until all documentation (i.e. Application and Landlord Agreement) has been submitted, and the request has been approved. Applications submitted after the application deadline run the risk of not being approved.
- If you hold an F-1 visa you are required to report your current residential address directly to the Office of International Student Affairs in order to maintain lawful presence as an F-1 visa holder.
- **You must submit a Theme & Specialty Housing Preference Form if you apply for exemption.**

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Off Campus Exemption

Office use only:		
□Application Complete	□Approved	□Denied
□Landlord agreement received		
Notification Sent to:	□Student	□Business Office
	□Dining	□Financial Aid

Full Name:_____Class Year:20___

Email address:_____ Contact #:_____

Gender: _____ Campus Box: _____

If I am approved for off campus exemption, I would like to keep my meal plan: ☐ Yes ☐ No

Application Period—Please circle which academic semester (s) for which you are applying for exemption:

FA2012 SP2013 FA2013 SP2014 FA2014 SP2015 FA2015 SP2016

1. In a typed narrative please explain why are you requesting permission for an off campus living exemption. Please provide documentation of marriage or children/ financial burdens/ or medical needs.

☐ Please check here and proceed to Question #3 if you **do not** have an F-1 visa and plan to live at home with a parent/guardian or spouse.

2. Are you an F-1 visa holder? ☐ Yes (read and sign the 2a.) ☐ No

   2a. I have discussed this application with the Office of International Student Affairs, and understand that it is my responsibility to report my current residential address directly to that office, in order to maintain lawful presence as an F-1 visa holder.

   _____ _____
   Student Signature Date

3. Please list the address in which you plan to live (if it is known), then check with whom you plan to live. Have your parent/guardian sign below verifying that you are residing with them at your permanent address.

   ADDRESS: _____

   □ Parent/Guardian □ Spouse □ Other_____

   _____ _____
   Parent/Guardian Signature Date

4. Do you have financial aid? ☐ Yes (read and sign 4a.) ☐ No

   4a. **I have discussed this application with a Financial Aid Officer and understand that if I receive financial aid, my package will be refigured if I live off campus. This may result in a reduction of my aid award.**

   _____ _____
   Student Signature Date

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Off Campus Exception
Landlord Agreement

All information must be completed (including Off Campus address, phone number and signature of Landlord and address) before room and board charges will be reduced. This form is due to the Office of Residence Life as soon as possible, but no later than the first day of classes in the semester for which the permission was granted.

STUDENT MUST COMPLETE:
NAME (Please Print) _____

I accept permission to live off campus for the 2012-13 academic year and hereby agree to the following:

1. I understand that I am responsible for making my own arrangements for housing. The College does not accept responsibility for my choice of residence stated in this Agreement.
2. The College expects all students, whether living on or off campus, to conduct themselves in ways which are consistent with College policy and the College Code of Social Responsibility. Violations of the Code on or off campus, may result in the College revoking my right to live off campus immediately. If this occurs, I acknowledge that I will be expected to move back into campus residential facilities as directed by the Office of Residence Life.
3. In choosing the independent status of living off campus in the greater community, I understand that I also subject myself directly to the standards of conduct expected by the community and the expectations of the landlord and the civil authorities. Multiple complaints by neighbors of my off campus residence, citations by any local law enforcement agency to me or my guest (s), or reports of large, illegal parties at my off campus residence may also result in immediate revocation of my right to live off campus.
4. I recognize that it is important for the College to have on file in the Dean of Students' Office a current off campus housing address for me. I, therefore, agree to notify the Office of Residence Life of any changes in my off campus address by completing and returning a new agreement. I understand that financial aid based on campus costs, and the lower unit fee will require a downward adjustment in financial aid allocations.

Generally, this Agreement will be in effect for the remainder of my collegiate career unless otherwise indicated by the Residence Life Office. It may be reviewed and terminated, however, at any time by mutual agreement between the college and me, or the landlord and me. The appropriate College officials may terminate this agreement if an extraordinary number of vacancies occur in campus housing, or if it appears to be in the best interest of those involved to terminate, or for violation of any of the above terms.

Signature of Student_____Date _____

Off Campus Address_____Phone_____
Names of all other students who will occupy this address _____
_____

***LANDLORD MUST COMPLETE:**
NAME (Please Print)_____

I understand and agree that in conformity with Wooster's policies of non-discrimination, I will not refuse to rent to any student, faculty, or personnel of The College of Wooster because of race, creed, sex, or national origin.

Signature of Landlord/Parent/ Guardian_____

Address of Landlord/Parent/ Guardian_____

Telephone Number of Landlord/Parent/ Guardian_____Date_____

**Students residing with their parent/guardian must have their parent/guardian complete the landlord portion of this form.*