

# Off Campus Exemption Information

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 are living exclusively in the permanent, primary residence of parent(s)/guardian(s) within 30 driving miles.
- Married, divorced, widowed or a custodial parent (documentation required).
- Will be 24 years of age or older, prior to September 1 for the academic year.

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.**

## **Please carefully review the following information:**

- Even if a student has off-campus status this year, they must re-register for the selection process each year or they may lose their eligibility to be off-campus.
- The College expects all students, whether living on or off campus, to remain in good social and academic standing and 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 they subject themselves to the standards of conduct expected by that community and to the civil authorities.
- **Students receiving financial aid who have had their Off Campus Living Exemption Application 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 their aid package.**
- Students with permission to live off campus must provide an off-campus address and telephone number each year by the first day of classes.
- 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 a student holds an F-1 Visa the student is required to report their current residential address directly to the Office of International Student Affairs in order to maintain lawful presence as an F-1 Visa holder.

**For Office Use Only:**

Application complete.     Approved     Denied

Initials of Dean of Students: \_\_\_\_\_

**Off Campus Exemption Application**

Full Name: \_\_\_\_\_

Class Year: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

ID Number: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Campus Box: \_\_\_\_\_

1. In a typed narrative, please explain why you are requesting permission for an off campus exemption. If applicable, please attach any documentation that will allow us to understand your individual situation.
2. Please list the address in which you plan to live (if it is known), then indicate with whom you plan to live. if applicable, have your parent/guardian sign below verifying that you are residing with them at their permanent address,

Address: \_\_\_\_\_

Parent/Guardian     Spouse     Other: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

3. If I am approved for an off-campus exemption, I would like to keep my meal plan:  Yes (Read 3a.)     No  
a. **If yes, you will need to go to Dining Services to sign up for one.**
4. Are you an F-1 Visa holder?  Yes (Read and sign 4a.)     No  
a. **I have discussed this application with the Office of International Student Services 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: \_\_\_\_\_

OISS Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_

5. Do you have financial aid?  Yes (Read and sign 5a.)     No  
a. **Please set up a meeting with a Financial Aid Officer by either emailing [financialaid@wooster.edu](mailto:financialaid@wooster.edu) or by calling (330) 263-2317.**

**By signing below, I am confirming that I have discussed this application with a Financial Aid Officer and I 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: \_\_\_\_\_

Staff Member of Financial Aid: \_\_\_\_\_

Date: \_\_\_\_\_

By signing below I verify that all of the information on this form is truthful and accurate.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_