

# OFF-CAMPUS APPLICATION

Elon University has a two-year residency requirement based on evidence that students who live on campus are more engaged in the community, perform better academically, and are more likely to utilize campus resources. If students wish to live off campus before their junior year, they must apply to be granted off campus status and thus be released from the residency requirement. Moving off campus is a privilege for students who have demonstrated responsibility as an on-campus resident.



**Decisions will be made based on your letter, academic and judicial records, and current and projected campus occupancy numbers. We are only able to release a limited number of students each year. Submitting an off-campus application is not a guarantee that you will receive permission and students are advised not to sign a lease until they have received notice that their request has been approved.**

## Step 1: Application

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

Datatel Number: \_\_\_\_\_

Number of fall and spring semesters in housing:     1     2     3

Classification:     *First-Year*     *Sophomore*

Applying to move off in:     *Spring 2013*     *Fall 2013*

Current Assignment: \_\_\_\_\_

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

Local or Cell Phone: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Names of others in your group also submitting an off-campus application:

\_\_\_\_\_

☐ By checking here, I acknowledge that I have informed my parent(s), guardian(s), or person(s) responsible for paying my housing bills of my decision to apply for off-campus status.

☐ Yes     ☐ No     Have you ever been placed on judicial or academic probation at the university?

If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Office use only: Judicial check complete ☐

**Please submit completed application, letter, transcript and any additional documentation to:**

**Off-Campus Applications  
Committee  
c/o MarQuita Barker, Associate  
Director of Residence Life  
Operations and Information  
Management**

**Either mail to:  
2980 Campus Box  
OR  
Drop off in the Residence  
Life Office, Moseley 213**

☐ In addition to your application, you must submit a copy of your transcript. You can access this on OnTrack, print a copy, and attach it to your application. No application will be approved without an attached transcript.

### **Step 2: Appeal Letter**

A letter must be submitted to the off campus committee c/o MarQuita Barker, Associate Director of Residence Life Operations and Information Management, 2980 Campus Box, Moseley Center 213. ***Specific reasons for canceling your housing agreement must be stated, why your needs would be better met off-campus, and you must also include all of the steps you have taken to try to solve the situation (e.g., you talked with your RAC, RA, assistant director, etc.).*** Your request must be received by residence life (Moseley 213) by 12 noon on the scheduled due date.

### **Step 3: Review and Meeting**

The student's submitted letter, academic and judicial records, and any additional documentation will be reviewed by the off campus committee. The committee will meet and make a recommendation to the associate director of residence life operations and information management regarding your appeal. The committee will evaluate whether your needs can be met on campus and if all possible ways to alleviate said problem(s) have been pursued. Also, all students approved to live off campus are required to sign an agreement indicating they understand the responsibilities and implications of off campus living.

#### **APP DUE\***

##### **Fall Semester**

Friday, Oct. 5, 2012

Friday, Nov. 16, 2012

#### **RESPONSE DATE**

##### **Fall Semester**

Tuesday, Oct. 16, 2012

Monday, Dec. 3, 2012

##### **Spring Semester**

Friday, Jan. 11, 2013

Friday, February 15, 2013

Friday, March 22, 2013

##### **Spring Semester**

Tuesday, Jan. 22, 2013

Monday, February 25, 2013

Tuesday, April 2, 2013

***\*Applications must be received by noon on the above dates.***

You will be notified in writing on or before the response date listed above as to the committee's decision. Please make sure you have other options if your appeal is not granted as appeals are only granted in special instances. Often times, residence life will try to find you an on-campus alternative. **Appeals are not guaranteed and therefore you should not sign an off-campus lease until you receive official notification on whether or not your appeal has been granted.** Please note that appeals are decided on an individual basis. Members of groups are taken into consideration but all are not guaranteed.

**I have read all of the above information and acknowledge that the information I have provided is truthful. I also understand that my judicial and academic records may be verified as part of the application review process.**

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**Student Signature**

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**Date**

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Notes for Administrative Use