

## Office of Community Living Petition for Off-Campus Residency

**DEADLINE TO SUBMIT: Current and New Students for Fall Term: August 15 | New Students for Spring Term: January 1**

Marietta College is a residential College and as such seeks to provide an environment in which a sense of community is an integral part of the education it offers. Therefore, the Office of Community Living strives to provide residential communities that focus on the living and learning process that is at the core of our College mission to prepare students for meaningful work, responsible citizenship and fulfilling, purposeful lives. As a private College, it requires all students to reside in College-owned or College-related housing unless a Petition to Live Off-Campus is submitted to and approved by the Office of Community Living. **Timely submission of a Petition for Off-Campus Residency does not guarantee that the request will be granted.**

Exemptions will be made for the following reasons:

1. Students who are living exclusively in the permanent primary residence of parent(s)/guardian(s) within 35 driving miles of Marietta College
2. Students who have lived on the Marietta College campus for eight (8) semesters
3. Students who are married, divorced, widowed or a custodial parent (documentation required and submitted to the Office of Community Living)
4. Students who will be 23 years of age or older, prior to September 1st for that academic year
5. Students who possess a Baccalaureate degree from an accredited four-year college (documentation required and submitted to the Office of Community Living)
6. Students who have served and been honorably discharged from the Armed Forces (documentation required and submitted to the Office of Community Living)
7. Students who are enrolled in nine (9) hours or fewer credit hours
8. Students experiencing financial hardships (documentation required and submitted to the Office of Community Living), the Office of Student Financial Services will be consulted for those applying under this criteria)

Permission to live off-campus is only valid as long as the reason for the exemption exists. The College reserves the right to revoke permission granted for off-campus residency when the College deems it necessary or appropriate. Your local address and phone number must be maintained through the Marietta College Records Office in order to remain valid. Any student who does not provide an accurate address and phone number by the first day of classes will be charged for room and board.

Any student supplying false information on any petition for off-campus residency or failing to immediately notify the Office of Community Living upon change in the exemption status, with intent to deceive, will be charged for the semester or year room and board costs and be subject to disciplinary action through the student conduct process. In addition, no refund for room will be issued after the student has checked into the residence hall. Students are reminded that they are responsible for the rules, regulations and policies of Marietta College whether living on- or off- campus.

All campus services for students with disabilities are coordinated through the College's Academic Resource Center (known as the "ARC"). Documentation of a student's disability from a licensed psychologist, psychiatrist, or physician must be provided to the ARC to establish recommended accommodations. Students needing assistance with disability-related issues should contact the ARC (Andrews Hall, 740-376-4700, [arc@marietta.edu](mailto:arc@marietta.edu)) for more information

To Be Completed by All Students:

I certify that the information I have given in this petition and supporting information is true and accurate to the best of my knowledge. I recognize, if approval is granted, that it is based on my residency at the address given on this petition. I must reapply for off-campus residency whenever the information stated is no longer accurate, or as requested by the Office of Community Living (located in in Andrews Hall). Additionally, I understand that responsibility and contractual arrangements between me and any landlord are completely my own doing and relieve the College and its employees or agents from any responsibility. I also understand that I will be billed room and board charges if I move off-campus without written approval. In addition, no refund for room and board will be issued after I have checked into the residence hall for an academic year.

**Signing below signifies that I have read the agreement and understand and agree to the terms and conditions stated on the front and back of this petition.** It also allows the Office of Community Living to consult with the Office of Student Financial Services, and the Registrar as needed for questions or clarifications regarding your petition.

An exact street address and phone number for your off-campus residence must be submitted to the Records Office by the first day of classes if your petition has been approved or permission will be rescinded and your account will be billed for room and board charges. This address must reflect your place of residence while you are attending Marietta College. This address will be shared with the Office of the Registrar as a secondary address for you and your records will be updated accordingly.

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

**For Office Use Only:**

\_\_\_\_\_ Approved    \_\_\_\_\_ Denied    \_\_\_\_\_ Tentative approval, pending the following:

\_\_\_\_\_

Staff Signature \_\_\_\_\_ Date: \_\_\_\_\_

Decision Communicated By (Circle one) E-mail or Letter    On (Date): \_\_\_\_\_

Datatel/Symplicity Updated (If Applicable) On (Date): \_\_\_\_\_

Additional Comments (if any) \_\_\_\_\_

\_\_\_\_\_

**Marietta College Petition for Off-Campus Residency**

PLEASE PRINT

Any student who is required by the residency requirement policy to live on-campus but intends to receive exemption from this policy must complete this petition. Any student supplying false information on this petition for off-campus residency or failing to immediately notify the Office of Community Living upon a change in exemption status, with intent to deceive, will be charged for the semester or year room cost and subject to possible student conduct action.

Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Street Address: \_\_\_\_\_ Birth Date: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Status: \_\_\_New Student \_\_\_Current Student

Phone (Home): \_\_\_\_\_ Phone: (Cell): \_\_\_\_\_ E-mail: \_\_\_\_\_@marietta.edu

Current Hall and Room: \_\_\_\_\_ Campus Mailbox: \_\_\_\_\_

Number of Semesters Lived on Campus (include current one) \_\_\_ Are you currently on disciplinary probation?: Y N

**To Be Completed by the Student Petitioning to Live Off-Campus**

Indicate the reason for exemption under which you are requesting to live off-campus and attach appropriate documentation:

- |  |   |
|--|---|
| <input type="checkbox"/> Married, divorced, or widowed   | <input type="checkbox"/> Baccalaureate degree from accredited institution   |
| <input type="checkbox"/> Living with legal parent/guardian within 35 miles of Marietta College       | <input type="checkbox"/> Enrolled in 9 hours or less credit hours   |
| <input type="checkbox"/> Lived on-campus for 8 semesters   | <input type="checkbox"/> Served in the Armed Forces   |
| <input type="checkbox"/> 23 year of age or older by September 1 <sup>st</sup> for that academic year | <input type="checkbox"/> Medical hardship (documentation sent to Disability Specialist/504 Coordinator, Andrews Hall 3 <sup>rd</sup> Floor) |
|  | <input type="checkbox"/> Extraordinary financial hardship (documentation required)  |

**To Be Completed by the Student and the Office of Student Financial Services**

Financial aid may be altered for students residing off-campus or at home. To make the best decision possible you must meet with a member of the Office of Student Financial Services to determine if there is a change in aid if you move off-campus. Please call 740-376-4712 to make an appointment.

I have met with a representative from the Office of Student Financial Services and have been informed and understand the impact that moving off-campus or commuting from home may have on my financial package.

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

Financial Aid Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**To Be Completed by the Parent or Guardian of Student Petitioning to Live with a Legal Parent/Guardian Within 35 Miles of Marietta College** (215 Fifth Street, Marietta Ohio 45750) *\*Not Required if Applying Under Different Exemption(s)*

I certify that I am the primary parent or guardian of the above-named student and that the student will live at my primary residence as listed above (note that the primary permanent residence must be within 35 driving miles of Marietta College). During the above-named student's attendance at Marietta College, should this student move from my home during the approved period, they will be responsible for paying full room and board fees to Marietta College.

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