

Office of Community Living

Petition for Off-Campus Residency

Academic Year 2017-2018

Deadline: Applications will be accepted no later than the first day of classes each semester.

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 for Off-Campus Residency 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 may 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 semesters.
3. Students who are married, divorced, widowed or are a custodial parent (documentation is required and must be submitted to the Office of Community Living).
4. Students who will be 23 years of age or older, prior to September 1 for that academic year.
5. Students who possess a Baccalaureate degree from an accredited four-year college (documentation is required and must be submitted to the Office of Community Living).
6. Students who have served and been honorably discharged from the Armed Forces (documentation is required and must be submitted to the Office of Community Living).
7. Students who are enrolled in nine (9) or fewer credit hours.
8. Students experiencing financial hardship (documentation is required and must be submitted to the Office of Community Living. The Office of Students 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. Students who are approved for off-campus residency must submit their off-campus address to the Records Office. Any student who does not provide an accurate address and phone number by September 8, 2017 for the fall semester or by January 19, 2018 for the spring semester 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 exemptions 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.

Petitions are available from the Office of Community Living in Andrews Hall. Questions about the petition or petition process can be directed to the Associate Dean of Students at 740-376-4784 or by emailing am002@marietta.edu. Part-time students (students with 9 credit hours or less) need not apply to live off-campus, unless they are currently living in a residence hall.

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 the information I have provided with 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. Additionally, I understand that responsibility and contractual arrangements between me and any landlord are completely my own doing and relieve the College or 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 by the Office of Community Living. In addition, no refund for room and board will be issued after I have checked into the residence hall. 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 this petition.

If approved, an exact street address and phone number for my residence must be submitted to the Records Office by September 8, 2017 for the fall semester or January 19, 2018 for the spring semester, or permission will be rescinded and my account will be billed for room and board charges. This address will reflect my place of residence while I am attending Marietta College.

Student Signature: _____ Date: _____

For Office Use Only:

_____ Approved _____ Denied _____ Tentative approval, pending the following

Contacted by (circle one) E-mail or Letter Date _____

Entered into computer on _____

Staff Signature _____

Comments, if any _____

Marietta College Petition for Off-Campus Residency

This Petition must be submitted to the Office of Community Living by for first day of classes for each term. Submissions will not be accepted after the first day of classes. **Timely submission of a Petition for Off-Campus Residency does not guarantee that the request will be granted.** Any student supplying false information on a 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 and board costs and will be subject to disciplinary action through the student conduct process. **Once a student has checked into their residence hall for the academic year, they may not apply for off-campus residency for the same academic year.**

Name: _____ ID #: _____

Status: ___ New Student ___ Current Student Number of Semesters Lived on Campus (include current one) _____

Permanent Address: _____

City: _____ State: _____ Zip Code: _____ Birth Date: _____

Phone (Cell) _____ Marietta College E-mail Address _____

To Be Completed Only By Student Petitioning To Live Off Campus

Indicate the reason that 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 custodial parent within 35 driving miles of Marietta College | <input type="checkbox"/> Enrolled in 9 or less credit hours |
| <input type="checkbox"/> Lived on the Marietta College campus for 8 semesters | <input type="checkbox"/> Served in the Armed Forces |
| <input type="checkbox"/> Extraordinary financial hardship | <input type="checkbox"/> 23 years of age or older by September 1, 2016 |

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 of and understand the impact that moving off-campus or commuting from home may have on my financial aid package.

Student Signature _____ Date _____

Financial Aid Officer Signature _____ Date _____

To Be Completed Only By the Parents/Guardians of Student Petitioning

For Students Requesting Permission to Live Off Campus

I certify that I am the primary parent or guardian of the above-named and that I am aware of this petition to live off campus for the reasons that have been indicated on this form.

Parent / Guardian Signature _____ Date _____

For Students Requesting Permission to Live with Custodial Parent/Guardian:

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, he or she will be responsible for paying full room and board fees to Marietta College.

Parent / Guardian Signature _____ Date _____