

OFF-CAMPUS INFORMATION

~Do not return this sheet to the Housing Office~

The following information is provided for **continuing commuters** as well as **resident students and new students who are applying to live off campus for the first time**. Commuters who are not fully approved will receive an automatic **\$50 late fee** following financial registration. If found to be out of compliance, they will be charged a **\$200 penalty** and will be required to move on campus immediately. The off-campus questionnaire and parental endorsement forms are available on our website or on the wall outside the Housing Office. Forms must be submitted at least 30 days in advance of the semester.

Please review the criteria below and proceed according to your classification.

9 credit hours or less

- You must re-apply **every semester** and continue to take 9 units or less (**including units taken concurrently at other colleges**) in order to be re-approved.
- Number of units **will be verified** following drop-add deadline each semester.
- Students found to be out of compliance (taking more than 9 units **including units taken concurrently at other colleges**) will be **fined \$200 and** be **required to move back on campus** immediately.
- Prior lease agreements and other financial consequences that result from a student's neglect or ignorance of policy will not be considered.
- Advisor's signature is required.

Living at home full-time with an immediate family member (parent or grandparent only).

- You must submit a new form prior to the fall semester of each new academic year.
- Your parent/grandparent must submit a **parental endorsement form**.
- It is not an option for a parent simply to become the student's part-time or full-time roommate (or housemate) in an attempt to gain approval for the student to live off campus; nor is it acceptable for a parent to rent, lease or buy a Springfield-area property in an attempt to gain approval for the student to live off campus "at home." Please contact the Housing Office for further clarification if needed.

Married or Engaged

- If you are currently approved as a married student you **do not** need to re-apply.
- If you are getting married but are currently approved with *another status*, you must re-apply as a married student (approval will be automatic but the updated form is required).
- Engaged students may be tentatively approved pending name and marital status change via the Records Office. If married during a fall or spring term, engaged students may not move out of the residence hall until after the wedding.
- Both husband and wife must submit questionnaires if both are Evangel students.

23 years of age or older

- 23-year old students must provide a parental endorsement.

- Students age 24 and above need not provide a parental endorsement.
- If you are currently approved on the basis of being age 23 or older and have a parental endorsement on file, you need not re-apply the second year.

22 years of age with the following stipulations

- Must have achieved senior status.
- Must have a GPA of 3.0 or better.
- Must be 22 by move-in day.
- Cannot be on disciplinary status of Behavioral Probation or higher.
- A Parental Endorsement form is also required.

Off-campus study (approval for one term only)

Special circumstances

- If you were approved by the housing committee due to special circumstances and your special circumstances have changed in any way, you must re-apply or face a \$200 penalty and be required to move back on campus.

Other categories (4-year Baccalaureate degree earned, 8 semesters of full time study completed, student teaching, nursing junior or senior, veteran having completed a full two-year tour of duty)

- Re-approval is not required.
- Parental endorsement required if age 23 or younger.
- New applicants must submit a completed form only.

Unmarried student athletes on scholarship are further subject to guidelines of NAIA, scholarship provisions, and endorsement from the athletic director and/or respective coach.

The \$200 enrollment (if paid) deposit will remain on account until the student is no longer enrolled at Evangel. To receive a refund, notification must be received in the Housing Office by the cancellation deadline. (April 15, for fall semester and Dec 1, for spring semester.)

IMPORTANT NOTE REGARDING YOUR FINANCIAL AID. If your award package was based on the cost of living on-campus and you later decide to live off-campus, **your awards may change based on the lower cost of attendance.** Please contact Student Financial Services for more information on how the change in cost can affect your need-based financial aid.

Please contact the Housing Office if you have any questions about living off campus.

Pam Smallwood
Ext. 7335
smallwoodp@evangel.edu