Instructions for Off-Campus Living Application – Spring 2014

All Off-Campus Living Applications are DUE November 1, 2013. No applications will be accepted after this date.

In this packet you will find:

- Off-Campus Living Policy for 2013-2014
- Application for Off-Campus Living
- Academic Advisor Reference for Off-Campus Living

Here’s what to do:

**Off-Campus Living Policy 2013-2014**
1. Read carefully the Off-Campus Living Policy for the 2013-2014 academic year. Only applicants who qualify for Off-Campus Living will be granted permission.

**Application for Off-Campus Living**
2. Fill out the attached application for Off-Campus Housing, making sure to supply ALL necessary information. You will need the following signatures:
   - Registrar — verifying GPA
   - Current RD
   - Financial Aid Officer

**Address and Phone Number**
Provide your personal cell phone number.
If you do not know your anticipated off-campus contact information, leave that section blank; however, you are to notify the Student Development Office as soon as you have an off-campus address and phone number.

**Academic Advisor Reference for Off-Campus Living**
3. Have your Academic Advisor fill out your reference form and turn it in before November 1, 2013.

**Notification:**
A response letter will be sent to you through campus mail on November 4, 2013. This response letter will inform you that you have been approved or denied Off-Campus living for next year based on the criteria in the Off-Campus Housing Policy and the Student Handbook. If you do not meet the criteria and are denied, you may appeal the decision by submitting a written appeal to the Student Development Office by 5:00pm on November 6, 2013. The appeals committee will meet with you for a hearing on November 8th, and you will be notified of their decision in writing no later than November 15, 2013.

**Reserve an On-Campus Room**
If you are approved to live Off-Campus you must inform the Student Development Office whether you will be living on or off-campus by December 6, 2013.
Students Currently Living Off-Campus:

Students who are currently living off-campus may continue to do so by notifying the Student Development Office of their intent.

Students Currently Living On-Campus:

Students who are currently living on-campus may become eligible to live off-campus next semester by meeting the following requirements:

1. *Lived in university housing for six semesters.*
   
   (If you are a senior transfer student, you must have lived in JBU housing for two semesters.)

2. *Approval from the Residence Life Office in Student Development.*
   
   The following criteria will determine your eligibility:

   I. **Cumulative** GPA of 2.5 or better as recorded on transcript

   II. Clearance from the Financial Aid Office

   III. Current clean disciplinary record—*including chapel attendance*

   IV. Reference from your academic advisor

3. *Automatic Eligibility by the following criterion:*

   - 22 years of age
   - Living with an approved JBU faculty or staff member
   - Living at home with parents

*If you meet one of the above criterions for automatic eligibility, you do not need to fill out an application; however, you must notify Student Development of your intention to live off-campus and fill out the Residential policy form found as the last page in this packet.*
Application for Off-Campus Living

Name____________________________________ ID#_________ Date of Birth______________

Contact Info

Cell Phone ________________ JBU Box #_______ email_____________________

Residence Hall___________________________________ Room #___________________

SIGNATURE OF RD__________________________________________

Academic Info

Class / Year________________ Major____________________ Minor________________

Expected Date of Graduation__________ # of Semesters Completed at JBU___________

Did you transfer to JBU from another institution?   Yes ______        No______

If yes, how many semesters did you live on campus at the institution you transferred from? __________

Cum. GPA____________ VERIFYING SIGNATURE OF REGISTRAR_____________________

Financial Info

Do you receive financial aid from JBU?          Yes_____        No______

If yes, will moving off campus affect your financial aid?   Yes_____        No______

SIGNATURE OF FINANCIAL AID OFFICER________________________________________

Other Info

1. Why are you moving Off-Campus next semester?

2. Please provide your Off-Campus address and cell phone number:

Please return to Residence Life Office in the Student Development Office by November 1, 2013.

Late applications will not be accepted.
Applicant's Name (please print) __________________________ ID# __________

Waiver of Right of Access to Confidential Reference

By signing below, I voluntarily waive my right of access to the reference form under the Family Education and Privacy Act of 1974 Public Law 93-380. If no waiver is signed, this law permits the candidate to inspect this recommendation.

Student Signature _______________________________________

________________________
Academic Advisor Reference for

Off-Campus Living

Do you recommend this applicant for Off-Campus Living?

☐ Recommend without reservation.
   Comment:

☐ Recommend with some reservation.
   Comment:

☐ Do not recommend.
   Comment:

☐ Unable to provide a recommendation.
   Comment:

Advisor Signature __________________________ Date: _________

Please return confidential form to the Student Development Office through campus mail by November 1, 2013.
Undergraduate Off Campus Form

General Residential Philosophy
The learning environment and residential living are central to the John Brown University experience. Living in a residence hall with other students in similar situations fosters community, kinship, and develops relationships that last students throughout the remainder of their lives. Moreover, research shows that 4 out of 5 students report that the most significant college experience occurred outside of the classroom. At John Brown University, we believe that the residence hall experience contributes dynamically to the spiritual formation of individuals. Students develop interpersonal skills that they will use in the classroom during their academic career and continue to use as they progress through their professional career.

Residential Policy
It is the university’s belief that the residential living experience is a vital part of the student’s development as a whole person. However, we recognize that there are approved circumstances for students to live off campus: 1) with a relative/staff/faculty member 2) married 3) 22 years of age. Please review the John Brown University Community Covenant at http://www.jbu.edu/life/studev/covenant/. All JBU undergraduate students must sign it and are expected to live by the expectations.

Please fill out one of the three options pertaining to your approved circumstance AND the last section.
1) If living with relative/staff/faculty please fill out the following:

Relative/Staff/Faculty Name________________________________________________

Relationship to Student ______________________________________________________

Relative/Staff/Faculty Signature ___________________________________________

Date ____________

*All relatives/staff/faculty are encouraged to read the Community Covenant. By signing above, you are committing to support the JBU student in this endeavor.

2) If married, or will be married by the first day of classes, please fill out the following:

Spouses Name_________________________ Date of marriage _________________

3) If over the age of 22 by the first day of classes, please fill out the following:

Birthdate ___________________________

All off-campus students please fill out the following:

Student Name_________________________________________ ID# ___________________

Address ________________________________________________

Home Phone ___________________________ Student Cell ________________________

Student Signature________________________________________ Date ______________