

# Instructions for Off-Campus Living Application – Fall 2020

All Off-Campus Living Applications are **DUE March 6, 2020**. No applications will be accepted after this date.

## In this packet you will find:

- Off-Campus Living Policy for 2020-2021
- Application for Off-Campus Living
- Academic Advisor Reference for Off-Campus Living

## Here's what to do:

### *Off-Campus Living Policy 2020-2021*

1. Read carefully the Off-Campus Living Policy for the 2020-2021 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 March 6, 2020.

## Notification:

A response letter will be sent to you through campus mail on March 9, 2020. 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 March 11, 2020. The appeals committee will meet with you for a hearing on March 13, 2020, and you will be notified of their decision in writing no later than March 20, 2020.

## 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 **April 3, 2020**.

## ***Off-Campus Living Policy for 2020-2021***

### **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
- Married
- Living with an approved JBU faculty or staff member
- Living at home with parents

***If you meet one of the above criteria 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 Commuter Notification form found on our Resident's Life website. The form is found on the following link:***

***[http://www.jbu.edu/residence\\_life/forms/](http://www.jbu.edu/residence_life/forms/)***

## *Application for Off-Campus Living*

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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:

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Please return to the Student Development Office by March 6, 2020.

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 \_\_\_\_\_

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## 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 March 6, 2020.