



**Residential Life**  
**Request to Live Off-Campus**

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As found in the Manchester College catalog, the College Residence Policy reads as follows:

*As a residential institution, Manchester College supports the intrinsic benefits provided in a residential collegiate experience. All students attending Manchester College are required to live on campus for three years unless they are married, are classified as a senior, or are living in their parents' primary place of residence within 40 miles of North Manchester.*

**Section I:** Please check the criteria that you qualify for:

- I am married and/or have dependent children living with me
- I am classified as a senior with 92 credit hours completed
- I am living in my parents' primary place of residence within 40 miles of North Manchester
- I am a non-traditional (age 24 or older) student: Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**If you do not qualify for one of the above criteria, please complete Section II:**

**Section II:** Please be advised that requests to move off-campus are based on the following criteria:

The following circumstances **will** be considered in an appeal, please check the circumstances that apply to you:

- Death or serious illness of a parent or legal guardian
- Loss of employment by a parent or legal guardian
- In the case of international students, a sudden and unforeseen change in political or economic circumstances at home which alters the sponsor's ability to provide promised funds (verified by letter from the sponsor and additional materials from home)
- A catastrophic event at home, such as an earthquake or fire, which alters the parent/guardian or student's ability to provide funds
- Has exhausted all financial resources that are available through the college

The following **will not** be considered in an appeal:

- The ability of a student to save money by living off-campus. Full costs as well as projected increases were communicated to students at the time of admission
- A parent's/guardian's decision to discontinue support or their choice to use available resources for another purpose
- A student's inability to continue given the costs of attendance. Full costs as well as projected increases were communicated to students at the time of admission
- A student's preference for living off-campus

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**If you checked a box in Section II, you must meet with your financial aid advisor and complete this section.** Know that a student must have exhausted all options to reduce expenses and raise additional funds before being allowed to move off-campus.

**I have read the above information, have discussed this with my parents/guardians, and if finances are the reason for my request, I have met with my financial aid advisor to discuss all of my options.**

Financial Aid Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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



# Manchester College

## Agreement Form

**ALL STUDENTS COMPLETE THIS SECTION:**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Class: \_\_\_\_\_ D. O. B.: \_\_\_\_\_ Gender: \_\_\_\_\_

I have lived on campus for \_\_\_\_\_ semesters (including this one). ID #: \_\_\_\_\_

I request to live off-campus for the following term(s):

Fall semester:  Year 20\_\_\_\_\_ Spring semester:  Year 20\_\_\_\_\_

Present residence: \_\_\_\_\_

Future residence (if approved): \_\_\_\_\_

**IF YOU CHECKED THE BOX IN SECTION I STATING THAT YOU ARE LIVING IN YOUR PARENTS' PRIMARY PLACE OF RESIDENCE WITHIN 40 MILES OF NORTH MANCHESTER, PLEASE HAVE YOUR PARENTS COMPLETE THE FOLLOWING:**

***I, the undersigned parent of \_\_\_\_\_ (student's name), understand and agree to the housing requirements of Manchester College. I understand that if Manchester College determines at a later date that my student does not indeed qualify for off campus housing, or if this form is not completed and returned, my student and/or myself (parent) understand that we will be liable for the full cost of room and board.***

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Approximate mileage between home and Manchester College: \_\_\_\_\_

**IF YOU CHECKED A BOX IN SECTION II, PLEASE COMPLETE THE FOLLOWING:**

I hereby request permission of Manchester College to reside off-campus and/or to be released from my housing contract. My circumstances are as follows: (Attach extra sheet if needed)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

***I, the undersigned student, understand and agree to abide by the aforementioned housing requirements of Manchester College.***

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

\*This form is only valid for one academic year. You must renew for each year you desire to live off campus.

OFFICE USE ONLY: MILEAGE: \_\_\_\_\_ APPROVED  DENIED  DATE: \_\_\_\_\_