



# Office of Residence Life

## Off Campus Approval Form



OHIO NORTHERN UNIVERSITY

### Student Information

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

Student ID#: \_\_\_\_\_  
Phone #: \_\_\_\_\_

I hereby affirm that the information provided below is correct. I understand that any falsification of information or dishonesty on a official university document is a violation of the student code of conduct and will result in appropriate sanctions. I understand that I must attend a Good Neighbor Meeting as a requirement of the off-campus approval process.

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

Date: \_\_\_\_\_

### University Housing Policy

In accordance with the University Housing Policy at least one of the following criteria must be met in order for a review of student eligibility to move out of the residence halls, for the next academic year. This review for off-campus housing takes place during the academic year prior to the requested year off, as all housing agreements are for a full-academic year. Check all that apply

- 3 years (6 semesters) in the residence halls or apartments
- 23 years of age
- Commuting daily from permanent address of parent(s) or legal guardians within 30 mile driving distance to ONU
- Proof of an undergraduate degree
- Proof of having served in the armed forces and qualified for veterans' benefits
- Proof of Marriage

**If you do not qualify for any of the above criteria, you are not eligible to live off campus.**

Any student that is applying for living off campus, and believes they meet eligibility requirements, should not secure on campus housing during the coming spring housing lottery, as they will be responsible for the housing agreement for the full academic year

Return this form to the Office of Residence Life by Friday February 28, 2018

Late forms are charged a \$50 processing fee

### Off Campus Address

Proposed Off Campus Address: \_\_\_\_\_  
Street City State Zip code

Requested Date to move off campus: \_\_\_\_\_

### Commuting Information

Name of Parent/Guardian: \_\_\_\_\_ Phone number: \_\_\_\_\_

The Office of Residence Life considers the permanent home address of the Student's parent(s) or legal guardian(s) to be the address of record on file with federal, state and local tax agencies and where a minimum of one of the Student's parent(s) or legal guardian(s) reside. This is the information that is on file through our Financial Aid, and Admissions Offices.

If you have any questions please email Senior Housing Specialist Anissa Jenkins a-jenkins.1@onu.edu

You will be notified by your ONU email regarding your status

### \*Residence Life Office Use Only\*

Date and time of Good Neighbor Meeting: \_\_\_\_\_ Commuting miles from campus: \_\_\_\_\_

Approved

Denied

Comments: \_\_\_\_\_

THD Date entered: \_\_\_\_\_

Staff Initials: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_