

## OFF-CAMPUS HOUSING APPLICATION

Dear Malone University Student,

Residential living is a critical component of the Malone experience and valued as an integral part of a student's holistic education. Even students who feel fully connected to the Malone community often report feeling isolated from the community experience when living off-campus. Students living on campus perform better academically, and their satisfaction is increased due to having more access to staff, faculty, and resources. Therefore, Malone University has a residential requirement for their students, and certain eligibility requirements must be met in order to live off campus. \_\_\_\_ (*Please initial after each paragraph.*)

ANY Malone student who wishes to live off campus must submit this Application to the Office of Student Development, with all required signatures. Applications will be granted on a case-by-case basis. Student conduct is considered as a part of the application process and could lead to denial of your application. \_\_\_\_

Submitting an application DOES NOT guarantee approval. No student should make off-campus arrangements without formal approval. Students who make off-campus housing arrangements before receiving approval could be held financially responsible for both on-campus and off-campus costs. \_\_\_\_

### **Eligibility Requirements for Off-Campus Housing**

**Age:** Students who are age 21 or older by July 1 of the fall semester or by January 1 for the spring semester are eligible to live off campus.\*

**Semesters and GPA:** Students who have lived in Malone campus housing for 4 semesters and have a 2.5 cumulative GPA or higher will be eligible to live off campus.\*

**Commuter:** Students who live with their parents and commute from their parents' home within a 50-mile radius of Malone will be eligible to live off campus.\*

*\*\*Additional documentation: Parent signature required to commute from home.*

**Marriage:** Married students are required to find their own housing options and are not eligible to live in Malone campus housing.\*

*\*\*Additional documentation: Please provide a copy of marriage license.*

**Responsibility for Underage Dependent Children:** Students who are the primary caregiver for an underage, dependent child.\*

*\*\*Additional documentation: Please provide the most recent year's income tax form listing the children who were claimed as dependents by the student.*

*\*Documentation: Students who meet any of the above requirements must complete this Off-Campus Housing Application and submit any change of address to the Office of Student Development. \_\_\_\_*

**Athletes:** Student athletes with any amount of athletic scholarship are required to reside in campus housing. Scholarship athletes who desire to move off campus must meet one of the above requirements and **MUST** speak with Financial Aid to have scholarships adjusted. \_\_\_\_

If you do not meet any of the above requirements but still feel that you have a legitimate reason to live off-campus, please briefly explain your situation and be prepared to set up a meeting with the Office of Student Development to discuss your specific situation. \_\_\_\_\_

**Applicant Information**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ ID: \_\_\_\_\_

Address: \_\_\_\_\_  
(street) (city) (state) (zip)

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_@malone.edu

Meal Plan: \_\_\_\_\_ Please remove my meal plan. \_\_\_\_\_ I would like to switch to a commuter meal plan

Please indicate which of the following eligibility requirements apply to you:

- \_\_\_\_\_ a. I meet the Age requirement. I am 21 years old or more as of July 1 (Fall) or January 1 (Spring).
- \_\_\_\_\_ b. I meet the Semesters and GPA requirement. I have lived on campus for 4 semesters, **AND** I have a GPA of 2.5 or greater.
- \_\_\_\_\_ c. I meet the Commuter requirement. I live with my parent(s) or legal guardian at their permanent address within a 50-mile radius of campus. (+Additional signature required below.)

*I understand that I am applying to live off-campus to reside with a parent or legal guardian. If I move from their address which is listed above, I understand that if I move from the address which is listed above and below, I will be responsible for notifying the Office of Student Development in writing immediately so that the appropriate housing application may be updated to meet my new circumstances. \_\_\_\_\_*

- \_\_\_\_\_ d. I meet the Marriage requirement. I am aware that I am required to find my own housing. (Please include copy of marriage license.)
- \_\_\_\_\_ e. I meet the Responsibility for Underage Dependent Children requirement. I am the primary caregiver for an underage child. (Please include tax forms showing child being claimed.)
- \_\_\_\_\_ f. I do not meet any of the eligibility requirements, but my reason for applying is outlined below:

**Proposed off-campus address:** \_\_\_\_\_  
(street) (city) (state) (zip)

If you do not yet know your proposed address, you must update Student Development as soon as you are able, or your eligibility could be suspended. \_\_\_\_\_

**Required Meetings: Office of Financial Aid & Center for Student Success**

Students who move off campus may experience a **reduction** in financial aid because of cost differences. Any reductions will be made in compliance with federal, state, and institutional regulations and policies. You must meet with Financial Aid to ensure that you understand the implications of how this decision will affect your financial aid. \_\_\_\_\_

Please contact the Office of Financial Aid (330-471-8159 or [finaid@malone.edu](mailto:finaid@malone.edu)) and the Center for Student Success (330-471-8390 or [css@malone.edu](mailto:css@malone.edu)) to discuss your situation and obtain necessary signatures.

I have discussed—via phone, email, or in-person—the financial or academic implications of off-campus housing with the student who is applying to live off campus:

**Financial Aid Representative:**

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Center for Student Success Representative:**

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Student Verification**

I certify that this application and any attached documentation is accurate and truthful to the best of my knowledge. I understand that providing misleading or incorrect information will void my application and subject me to disciplinary sanction for violation of the Malone University Code of Conduct Standards. This may include financial responsibility for both on-campus and off-campus housing, and even dismissal. Moreover, as a student of Malone University, I understand and agree to comply with all regulations, policies, and procedures written in the Student Handbook and any subsequent amendments. \_\_\_\_\_

***Falsification of information or signatures provided on this form will result in the invalidation of eligibility, disciplinary action, and responsibility for the cost of room and board for the time required to live on campus.*** \_\_\_\_\_

\_\_\_\_\_  
Printed Name of Applicant Applicant Signature Date

**+For those requesting to commute from the home of their parent(s) or legal guardian(s), the following must be completed:**

The above-named student is my son/daughter/legal ward appointed by court, who will reside at my principal residence (listed above) while attending Malone University. As an occupant of my principal residence, she/he will commute daily to classes at Malone University from this address.

\_\_\_\_\_  
Signature of Parent or Legal Guardian Relationship to Student Date

**Office of Student Development Use Only:**

	<b>Semester</b>	<b>Total</b>
Application: _____ Approved _____ Denied	Credit Hours: _____	_____
Associate Dean Signature: _____	Date of Decision: _____	
	Effective Date: _____	

## OFF-CAMPUS BUDGET WORKSHEET

**This document is for personal use; it does not need to be filled out or turned in with your application. You may find it helpful to compare costs.**

On campus for current academic year \$_____ per semester for room & board	Academic Year	Expenses	Off-campus per month	Multiplied by approx. 8 months to compare rate per academic year.
	Included	Rent/Mortgage		
	Included	Water/sewer		
	Included	Trash		
	Included	Electricity/Gas		
	Included	Internet		
	Included	Food		
	Included	Transportation to and from class		
	Included	Furniture		
		Phone		
		Text Books		
		Other		

\*If living at home with parents, most off-campus costs will be zero except for transportation and tolls.

**Total cost for academic year:**

Total on campus: \$ \_\_\_\_\_

Total off-campus \$ \_\_\_\_\_

Total Financial Aid offered for academic year: \$ \_\_\_\_\_

Total Financial Aid accepted for academic year: \$ \_\_\_\_\_