



OFF-CAMPUS HOUSING PETITION PACKET

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 has a residential requirement for their students, and certain criteria's required in order to live off-campus.

Full-time, undergraduate students are eligible to live off-campus if they are (Effective: 8/1/14):

- Age 22 or older.
- Have earned 90 credit hours or more and have a 2.5 cumulative GPA or higher.
- Commuting from the current, primary, full-time residence of their parents/legal guardians who live within a 50-mile radius.
- Without any disciplinary sanction.
- Married and/or have children.
- A non-traditional student.
- Non-scholarship athlete (scholarship athletes need to investigate how their scholarship or aid is impacted if they commute).

For the waiver of this campus residency requirement, students must submit the **off-campus housing petition to the Office of Student Development** after obtaining signatures from other departments listed in the petition. Petitions are considered on a case-by-case basis by the Residence Life Staff. Once you acquire off-campus housing, the Office of Student Development will assume you will be living off-campus each semester. Please be advised that it is the student's responsibility to investigate how their financial aid or athletic scholarship may be impacted if they are not a resident.

Within this packet, you will find important information pertaining to your Off-Campus Housing Petition. Please make sure that you read this completely and complete all required paperwork by the assigned deadline as a late or incomplete form will not be accepted.

Any student requesting to live off-campus who does not meet eligibility for off-campus housing must complete the petition process. Until formal notification from the Office of Student Development is received, no student should make arrangements with any off-campus housing organization. Students who make off-campus housing arrangements prior to receiving approval could be held financially responsible for both on-campus and off-campus arrangements.

Please see the complete Off-Campus Policy on the Residence Life website for questions and details about **checking out of the Residence Halls**. This can be found online at: <http://www.malone.edu/student-life/residence-life/housing-information/policies.php>. Please note that blocked meal plan options are available for commuters; information can be found on Malone's website or through the Office of Student Development.

Thank you,

The Office of Residence Life
Student Development Department
330-471-8273



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Because Residence Life is viewed by the University as an integral part of a student's complete educational experience, all full-time, unmarried, undergraduate students with 90 or fewer credit hours earned, under 22 years of age, not commuting from the current, primary, full-time residence of their parents/legal guardians, living outside a fifty-mile radius of the University, and any scholarship athletes regardless of age and credit hours are required to live in University housing. Additionally, any traditional student whose cumulative GPA is below 2.5 or has a disciplinary sanction will not be eligible to apply for off-campus housing. Admission to Malone University is granted only on the willingness of the student to abide by this policy. Students must turn 22 years of age by July 1 of the fall semester or by January 1 of the spring semester if they desire to live off-campus.

If you are not commuting from the current, primary, full-time residence of your parent/legal guardian within a 50-mile radius of the university, you are responsible to investigate how housing changes may impact your financial aid package and athletic scholarship.

STUDENT INFORMATION

PLEASE PRINT LEGIBLY OR TYPE

Last Name First Middle Date of Birth Age

Email address: _____ Student ID # _____

Permanent Address: _____
Street/Box Number

City _____ State _____ Zip code _____

Cell phone: () _____ GPA (cumulative): _____

Applying to Commute: _____ Expected Graduation Year: _____
Semester Year

Current Year: FR SO JR SR Current Residence Hall & Room Number: _____

IF PETITION IS GRANTED, I WILL RESIDE AT AND/OR WITH:

NAME: _____ PHONE: _____
Last First

ADDRESS: _____
Street/Box Number City State Zip code

Additional Roommate(s): Please add additional sheet if necessary.

Last First PHONE: _____

In case of emergency contact:

Name: _____ Phone: () _____
Last First Middle

Address: _____
Street/Box Number City State Zip code

Off-Campus Budget Worksheet

This document is for personal use, this does **not** have to be turned in with petition. You may wish to compare the costs associated with this move off-campus.

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: \$ _____