



Full-time Undergraduate Off-Campus Housing Request

Name: _____

Date of Birth ___/___/___ I.D. #: _____ Male ___ Female ___

Home Address (street, city, state, zip)

Street: _____ Phone: _____

City: _____ Cell: _____

State/Zip: _____ Email: _____

To be eligible for exemption you must meet at least one of the following reasons:

Please Note: For reason #6 your University Financial Aid may be affected – please see form on reverse side.

1. You are married and/or are living with your legal partner.

Include a copy of your marriage license.

2. You are a parent with custody of your child (children).

Include a copy of your child’s birth certificate and documentation that the child’s shares the same address as do you as his/her parent.

3. You have documented medical circumstances that cannot be accommodated on campus.

Include a legible and detailed letter from your physician on medical practice letterhead.

4. You are a commuter student who lives within a 50-mile driving distance of the Wheeling Jesuit University campus and is living at the home of a parent or legal guardian.

Include a notarized letter from parent or guardian with your full permanent address.

5. You are twenty-two years of age or older.

Include a copy of driver’s license or birth certificate to verify age. Please check with Financial Aid to determine if your aid will be affected.

6. Other: *Please specify reasons for your request to live off-campus in a notarized letter; this letter should include your intended off-campus living address. Please check with Financial Aid to determine if your University aid is affected. If you have senior credit-hour standing, please refer to the other side for the “Senior Request to Live Off-Campus without University Aid Penalty.”*

___ Please cancel my meal plan in addition to cancellation of my on-campus housing.

Student Signature: _____ Date: _____

Office Use Only

Address Verification completed

Miles from Wheeling Jesuit University _____

Date Received _____ By _____

Final Decision: Approved Declined Notification sent to: Applicant ___ Bus. Office ___ Fin. Aid ___

Senior Request to Live Off-Campus Without University Aid Penalty

Wheeling Jesuit University requires traditional First-Year and Sophomore students who do not meet criteria #1-5 on the previous page to live in campus residence halls; rare exceptions may be granted. Students who choose to live off campus in their Junior or Senior year have their Institutional Aid reduced by the value of a basic room and board package; students considering this alternative are encouraged to visit the Financial Aid Office to determine the estimated financial impact. A select number of qualifying seniors can apply to reside in off-campus housing without University financial aid penalty – these qualifications include:

- 1. Having completed “senior” credit hour standing by the start of the start of the fall semester** (i.e. 90+ completed credit hours).
- 2. Being at least twenty-one years of age for a majority of the first semester of off-campus residency.**
- 3. Having achieved a cumulative GPA of 2.5 or higher at the time of application.**
- 4. Signing up for a residential meal plan during duration of the term of off-campus housing** (minimal option being the “100 block meal plan plus \$200 flex dollars).
- 5. If approved for off-campus housing without university aid penalty, you will need to provide written notice of your off-campus housing address and contact information to the Office of Residence Life no later than 30 days prior to the start of classes.**

Applications for off-campus housing can be submitted to the Office of Residence Life, Swint 209; decisions will be made on a first come, first serve basis until off-campus housing exemptions are maxed out. Individual applications only; group applications will not be considered. Applications should be submitted no later than 30 days prior to the first day of classes; requests received after this time will not be considered. It is the responsibility of the student to provide sufficient documentation to request the exemption to the University’s on-campus residence requirement.

To apply:

- 1. Complete and submit information on the other side, indicating a #6 exception, AND**
- 2. Submit a letter of application to the Office of Residence Life (Swint 209) that outlines the following:**
 - Your reason(s) for preferring to live off-campus.
 - If approved, your off-campus housing plans, including the names of other WJU students with whom you plan to live.
 - A narrative explaining how off-campus housing will contribute to your educational and developmental college experience.
 - A narrative explaining how you will represent Wheeling Jesuit University and demonstrate Jesuit values to your future neighbors in the local community.
 - A completed meal-plan request form, indicating your enrollment in a residential meal plan.