

**Applicant Information (please print)**

Full Name:	Last	First	M.I.	Banner Number (G#): <i>G00</i>
Home Address:	Street, City, State, Zip		Phone Number: <input type="checkbox"/> Home <input type="checkbox"/> Cell	Email Address:
Applying to Live Off Campus: <input type="checkbox"/> 2011-2012 Academic Year <input type="checkbox"/> Fall 2011 only <input type="checkbox"/> Spring 2012 only				
Date of Birth:	Current Class Year:	<input type="checkbox"/> First Year <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior	Earned Credit Hours: ____ at Guilford ____ Other	GPA at Guilford:
Where do you currently live?		<input type="checkbox"/> On campus (Hall/Room) _____ <input type="checkbox"/> Off-Campus <input type="checkbox"/> Study Abroad		
Current Student Status:		<input type="checkbox"/> Continuing <input type="checkbox"/> Readmit <input type="checkbox"/> New Admit <input type="checkbox"/> Transfer		
Have you ever been found responsible for a judicial violation at Guilford College?		<input type="checkbox"/> Yes <input type="checkbox"/> No Violation(s): _____		
If yes, explain and when it happened:				
Current Eligibility: (Reason for applying to live off-campus)		<input type="checkbox"/> 88 or More Credit Hours <input type="checkbox"/> 21 Years or Older <input type="checkbox"/> Married <input type="checkbox"/> Child living with me <input type="checkbox"/> Live with Parent/Legal Guardian <input type="checkbox"/> Part-time Student (below 12 credit hours) <input type="checkbox"/> (ADA) Accommodation (documentation required)		
Supporting Documentation:		<input type="checkbox"/> Submitted along with application <input type="checkbox"/> Has been requested <input type="checkbox"/> No documentation available <input type="checkbox"/> Already on file with the Learning Commons		

**Definition of Supporting Documentation:**

Applications are not considered complete until all forms are submitted. To be considered without penalty, complete applications (including documentation) must be in by the deadline.

**ADA Accommodation** – You must submit in writing, documentation from a medical doctor or therapist supporting your request to live off campus to the ADA Committee (Hege Library 214) by the deadline. The information from the certified professional should include a diagnosis and treatment. A qualified member of the ADA committee may contact your doctor or therapist to help evaluate your application. You will also need to complete and submit the ADA disclosure form which can be found at [www.guilford.edu/ADA](http://www.guilford.edu/ADA). Decisions made by the ADA Committee may take up to 3 weeks.

**Documentation for other reasons to move off campus** – supporting documentation from the applicant must be made available upon request by the Office of Campus Life.

**Essay Section:**

Please state your reasons for applying to live off-campus (essay may be done separately and attached)

*(continue on the back)*

I understand that only a limited number of students are permitted to live off campus each year. I also understand that the college policy requires all traditional students to live on campus. I understand that I am responsible for the cost of room and board charges unless this application is approved. I understand that I will only be subject to pay a \$500 late fee if I apply after the deadline and then I am approved. (Newly accepted students are not subject to the late fee.) I further understand that if I have been granted approval to live off campus, I must reapply each new academic year (spring deadline for fall housing).

Student Signature:	Date:
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Date/Time Received:
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<input type="radio"/> APPROVED <input type="radio"/> DENIED	Staff: _____
<input type="radio"/> STUDENT NOTIFIED	Date: _____

**Essay Section:**

*(continued from front) Please state your reasons for applying to live off-campus:*

**OFF CAMPUS HOUSING POLICY** (rev. jan2011)

We require all traditional aged students to live on campus until they reach the age of 23 (or are approved to live off campus).

To be eligible to apply for off campus living, you must meet one or more of the following requirements:

- 88 earned credit hours completed prior to the semester requested to live off campus;
- 21 years of age before the new semester begins;
- Living with a parent or legal guardian within 50 miles of Guilford campus;
- Not on judicial or academic probation at the time of application;
- Married;
- Have a child (your child) living with you;
- Part-time status (below 12 credit hours and will remain part-time for the whole semester);
- ADA accommodation

Students who meet our requirements to apply and who wish to move off campus must submit the Off Campus Application each academic year by the stated deadline to apply for off campus approval. If a student is NOT approved for off campus, then s/he must apply for on-campus housing in Banner Web by the deadline to be eligible to participate in the lottery and room selection. It is strongly recommended that you complete the online housing application in Banner Web regardless of your intent to apply for off campus.

Students obtain approval to live off-campus by proactively seeking this approval through this application process. Students who have demonstrated their readiness to live without the supervision, support, and community offered within the residence hall environment, could be approved to live off-campus in accordance with the annual maximum number for off-campus approvals. This annual maximum will be determined by housing numbers/projections for the fall semester.

**Off campus applications will not be considered if the student has a hold on his/her account. Once a semester has begun, applications will no longer be accepted for the current term.**

**Only completed applications with documentation submitted by the posted deadline will be accepted and considered by the Campus Life Office. Applying for off campus does not mean automatic approval.**

**If a part-time student returns to full time status, the student is no longer eligible for off campus status for future semesters. He/She must reapply to remain off campus and approval is not guaranteed.**

Mid-year (fall to spring semester) Off Campus Applications will only be accepted from eligible students who are not living on campus at the time of application.

**GUIDELINES:**

- Applications are due to the Campus Life Office, Founders 202 by the specified deadline each semester. (Check Housing Registration Information on the Guilford website)
- Students who apply for off campus housing after the deadline will be charged a \$500 late fee if their application is approved.
- Students who apply for off campus housing will be notified by email of the status of their applications.
- Once notified of off campus approval, all room and board charges will be removed. In the event that an approved student does not wish to live off campus, s/he must contact the Campus Life immediately.
- Students who do not apply for on-campus or off-campus housing by the spring deadlines will still be assigned to/billed for on-campus housing.