



Application to Waive the Residency Requirement

Policy

The following is the McKendree University Housing Policy:

“It is the policy of the University to require students to reside in the residence halls unless one of the circumstances listed below applies. Primary goals for this policy are to extend the University educational experience for students and to create a residential community. Residence hall staffs work with students toward making the residence halls an attractive place to live in order to facilitate student growth and development. Each hall develops its own sense of identity and community spirit which becomes an integral part of the overall campus living environment.

To be exempt from the residency policy, the student, at the beginning of the term for which the exemption is desired, must be:

- 1. 21 years of age, or*
- 2. Of senior class status, or*
- 3. Married, or*
- 4. A veteran with at least two years active military duty, or*
- 5. Commuting from the permanent residence of a parent or legal guardian. Permanent residence must be within a 30-mile radius of the University.*

Residence Hall Contracts are on-going, continuous, and binding. Returning students are expected to request their rooming preference on an annual basis and should understand that until they are officially released from the residency requirement they are bound by the provisions of their initial contract. Exemptions are cited above and require the student to file the official “Application to Waive the Residency Requirement” form which may be obtained from the Office of Residence Life or downloaded from the McKendree website. Residents should not consider themselves released from this policy requirement prior to receiving written approval from the Dean of Students.”

Process

Resident students **must** receive approval to waive the residency requirements prior to making other living arrangements. This application must be filed the semester prior to the time a student is considering off-campus residence.

A student who is seeking a waiver to the McKendree University residency policy should **not** enter into any purchase, or lease, or rental arrangement with a third party realtor or a lessee prior to receiving approval to do so from McKendree University.

Complete this application and return it to the **Office of Residence Life** on or before July 1 for exemption from housing for the fall semester, or on or before December 1 for exemption from housing for the spring semester.

Upon receipt of this application and all necessary documentation the application will be reviewed and considered by the appropriate campus committee and their decision will be communicated to the student.



MCKENDREE
UNIVERSITY

Application to Waive the Residency Requirement

Today's Date: _____ Student ID#: _____

Name: _____ Cell Phone: _____

Campus Address:

Permanent Address:

Class Status:

_____ First Year: _____ Sophomore: _____ Junior: _____ Senior

Current Age: _____ Date of Birth: _____

Semester applying to be released from campus housing:

_____ Fall, year: _____ _____ Spring, year: _____

Exemption Requested:

- _____ 21 years of age
- _____ Of senior class status
- _____ Married, or have custodial care for dependent children
- _____ Commuting from the permanent residence of a parent or legal guardian.
Permanent residence must be within a 30-mile radius of the University.*
- _____ Veteran with at least two years active military duty
- _____ Other - including **Financial Hardship**** (additional documentation may be required based upon circumstances)

***COMMUTING FROM A PERMANENT RESIDENCE**

If you are planning to commute from your parent's or guardian's permanent residence, please sign and obtain your parent's or guardian's signature on the enclosed "Release Form" and submit it with this application.



Office of Residence Life

****FINANCIAL HARDSHIP**

If you are requesting a waiver of the residency requirement because of financial hardship, please submit verification of your claim with this application. Please understand that “financial hardship” is not defined as simply being less expensive. Financial hardship is usually the result of a dramatic change in your financial circumstances as confirmed by the Office of Financial Aid at McKendree. That confirmation is determined after meeting with the Office of Financial Aid’s Director to see if additional documentation is required to confirm financial hardship.

You will need to contact the Office of Financial Aid at 618-537-6828 to schedule an appointment. The Director will sign and date below to confirm that a meeting was held. Please return the completed application to the Dean of Students Office.

Student Signature

Date

Director, Office of Financial Aid

Date

NOTE: McKendree University calculates the student financial aid package based on an “on-campus” and an “off-campus” budget. Therefore, a student’s place of residence (on or off campus) may impact the funding amounts cited in the student’s original financial aid award.



Office of Residence Life
Parental/Guardian Release

Dear Parent:

McKendree University's residency requirement states that each student is required to reside in on-campus housing unless certain criteria are met. One of those criteria is if the student is commuting from the permanent residence of his/her parents or legal guardian.

By signing this agreement, you certify that your son/daughter will be commuting from your permanent residence, which is within a 30-mile radius of McKendree University. Furthermore, if you should relocate outside of reasonable commuting distance, it is understood that your son/daughter will move back into on-campus housing unless he/she is exempted from the University's residency requirement by one of the other approved criteria (the exemptions are cited in the McKendree University Catalog, the McKendree University Student Handbook, and on the McKendree University website).

Please return this form to the Office of Residence Life.

Student's Name: _____

Student's Signature: _____

Parent's Name: _____

Parent's Signature: _____

Home Address: _____

Phone Number: _____

Date: _____

NOTE: Students who vacate the on-campus living requirement based on this exemption and then are found to be in a residential circumstance other than what has been approved **will** be requested to move back in with their parent or guardian, assume on-campus residency at the beginning of the next semester, or be assessed room charges each semester until that point the student is authorized to leave campus housing based on one of the other exemption criteria.