

APPLICATION TO WAIVE THE RESIDENCY REQUIREMENT

Section for Office Use Only

Date Received: ___/___/___

Amount of Financial Aid Lost: \$_____ per year

___ Approved ___ Denied Date: ___/___/___

It is University policy that all full-time, undergraduate students are required to live in University housing. Students wishing to live off campus must submit this application for review by the Office of Residence Life. This policy can be waived for students meeting certain criteria, listed below. Residence Life reserves the right to deny waivers submitted after the deadlines listed on this form. The full waiver policy can be found in the McKendree Student Handbook under the Student Life section of the University website.

Today's Date: _____

Student ID#: _____

Name: _____

Cell Phone: _____

McK Email: _____

Gender: Man Woman Other _____

Current Age: _____

Date of Birth: _____

Class Status (by credit hour):

- First-Year (0-29.9 hours) Sophomore (30-59.9 hours) Junior (60-89.9 hours) Senior (90+ hours)

Semester applying for campus housing residency requirement waiver:

- Fall, Year: _____ Spring, Year: _____

Exemption Requested:

- Commuting from a permanent residence within 30-miles of the University of a legal guardian (include pg. 2 **Legal Guardian Release**)
- 21 years of age or older **and** hold senior class status (**90+** credit hours)
- Married (include a copy of the **Marriage Certificate**)
- Custodial care for dependent child (include a copy of the child's **Birth Certificate**)
- Veteran with at least two years of active military duty (include a copy of the **DD Form 214**)
- Financial Hardship (include pg. 3 **Financial Hardship Document**)
- Taking online courses (Academic Records must first verify **after registration**)
- Student Teaching, Co-op, Internship outside a 30-mile radius of McKendree University

Department: _____ Staff/Faculty Contact: _____

Students should not consider themselves exempt from the residency requirement prior to receiving written approval from the Housing Waiver Committee. A student seeking a waiver to the residency requirement should **not** enter into any purchase, lease, or rental agreement with a third party realtor or a lessee until they have received their approval notification.

Waiver applications and all necessary supporting documents must be turned in to the Office of Residence Life on or before July 1 for exemption from housing for the fall semester, **or on or before January 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 Office of Residence Life, and the decision will be communicated to the student via their McKendree email.

Students who wish to appeal a denied application should email the Office of Residence Life with an explanation for their appeal, and this appeal will be forward to the Housing Waiver Committee for review. The Office of Residence Life will relay the decision from the Housing Waiver Committee as soon as the members have made a decision.

Please Note: Students whose waiver is approved by the Housing Waiver Committee may see a reduction in scholarships and/or grants from the University. Students are encouraged to contact the [Office of Financial Aid](#) prior to submitting a waiver to verify whether there will be an impact on their financial aid.

THE OFFICE OF RESIDENCE LIFE

PHONE 618.537.6855 • FAX 618.537.6538

701 COLLEGE ROAD • LEBANON, IL 62254-1299 • WWW.MCKENDREE.EDU • 1.800.BEARCAT



APPLICATION TO WAIVE THE RESIDENCY REQUIREMENT

LEGAL GUARDIAN RELEASE

McKendree University strongly believes in the value of the on-campus residential experience as an important educational component for student success. Studies have shown the following regarding students living on campus while attending college:

- They earn better grades and are more likely to graduate
- They build stronger ties to the University
- They build more meaningful relationships with peers
- They are generally more satisfied with their college experience
- They learn valuable life skills, practice mediating conflict, and develop interpersonal and intrapersonal competence

However, students may waive their requirement to live in University housing by commuting from a legal guardian’s permanent residence **within a 30-mile radius of the University**. **Students who plan to commute from a legal guardian’s residence must provide official documentation of the legal guardian’s residency.** In some case, proof of legal guardianship may also be required.

- **Official documentation of the legal guardian’s residency** can include any items listed under *Group D – Residency* of the Illinois Secretary of State’s *Acceptable Identification Documents* for obtaining a driver’s license or state ID card.
- **Proof of guardianship** can include tax or other documents showing the student is the legal guardian’s dependent. Please black out any social security information.
- **Documentation for short-term legal guardians**, appointed by the legal guardian(s) to act as the student’s temporary guardian for a time period of up to 365 days, **must** include a copy of the short-term guardianship/custody document required by the legal guardian’s state of residency.

By signing this agreement, you, as the legal guardian, understand that

- Your student will be commuting from your permanent residence, which is within a 30-mile radius of McKendree University;
- Providing the University with false information could lead to student disciplinary actions, such as restitution, probation, or suspension from the University; and
- Should this Legal Guardian Release be denied and the student chooses to live off campus, the student will be charged the full housing rate, and possible meal plan rate, each semester

Please return this form, any supporting documentation, and the Application to Waive Residency to the Office of Residence Life.

Student’s Printed Name: _____

Legal Gaurdian’s Printed Name: _____

Legal Gaurdian’s Commuting Address: _____

City: _____ State: _____ Zip Code: _____

Legal Guardian’s Phone: _____

Legal Guardian’s Email: _____

Student’s Signature: _____

Date: _____

Legal Gaurdian’s Signature: _____

Date: _____

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FINANCIAL HARDSHIP

Students may waive their requirement to live in University housing based on demonstrated financial hardship. **Students must schedule an appointment with the Director of Financial Aid or their designee by contacting the Office of Financial Aid in Old Main or at 618-537-6828.** Students must provide their **waiver application (page 1), this form, documentation supporting their claim for financial hardship, and a letter of explanation at the time of the meeting.** Financial Hardship exemptions are granted only in specific cases, usually as the result of a **dramatic change** in financial circumstances, as confirmed by the Office of Financial Aid at McKendree University.

Documentation commonly needed to support claims of Financial Hardship includes:

- Letter of Explanation - Written personal statement regarding the situation, including a timeline of the situation.
- Verification Worksheet **V1** obtained from the Office of Financial Aid (<https://www.mckendree.edu/offices/financial-aid/verification-forms.php> at the bottom of the page)
- Tax Return Transcripts for the two most recent years
- W-2's for the two most recent years
- Documentation of financial hardship which could include termination notice, copies of unemployment compensation, severance pay, retirement payments, etc. If it is for health reasons, we will ask for copies of all medical bills, insurance invoices and payments, as well as out of pocket expenses.

This process can take a couple of weeks to be resolved as the documents are reviewed.

The Director of Financial Aid or their designee will complete and sign this form as part of the financial aid evaluation and may require additional documentation regarding the student's financial hardship. At the conclusion of the evaluation, the Director of Financial Aid will submit your Application to Waive the Residency Requirement to the Office of Residence Life for consideration.

McKendree University calculates student financial aid packages based on an "on-campus" or "off-campus" budget. Some scholarships require students to live in University housing and may be removed if a student is approved to waive the residency requirement. Therefore, a student's place of residence, either on or off campus, may impact the funding amounts cited in the student's original financial aid award.

(To be completed by Director of Financial Aid or their Designee)

Documents Requested:

- Letter of Explanation
- Supporting documentation for change in financial circumstances

Financial Aid Hardship:

- Substantiated
- Unsubstantiated

Supporting Documents Included:

Director, Office of Financial Aid

Date

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