



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 the policy of the University to require all full-time, undergraduate students to reside in University housing. Students wishing to live off campus must submit this application for consideration by the Housing Waiver Committee. This policy can be waived for students meeting certain criteria, listed below. The Committee 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: _____

Email: _____

Current Age: _____ Date of Birth: ___/___/___

Class Status (by credit hour):

- First-Year (0-27.9 hours) Sophomore (28-59.9 hours) Junior (60-89.9 hours) Senior (90+ hours)

Semester applying for campus housing residency requirement waiver:

- Fall, year: _____ Spring, year: _____

Exemption Requested:

- 21 years of age **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)
- Commuting from a permanent residence within 30-miles of the University of a legal guardian (include the Legal Guardian Release)
- Veteran with at least two years of active military duty (include a copy of the DD Form 214)
- Financial Hardship (include the Financial Hardship document)
- Medical documentation supporting off-campus residence (contact Jennifer Miller, Coordinator of Disability Services)

Students should not consider themselves exempt from the residency requirement prior to receiving written approval from the Housing Waiver Committee. A student who is 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 Housing Waiver Committee, and the decision will be communicated to the student via their McKendree email or the email listed above. Students who wish to appeal a denied application should contact the Office for Student Affairs (Clark Hall 107, ext. 6854).

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
- They build stronger ties to the University
- They build more meaningful relationships with peers
- They are generally more satisfied with their college experience
- They are more likely to graduate

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, and suspension from the University,
- 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 Name: _____

Legal Gaurdian’s & Commuting Address: _____
Street

City

State

Zip

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, Beth Juehne, by contacting the Office of Financial Aid in Old Main or at 618-537-6828.** Students must provide their **waiver application, 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.

The Director of Financial Aid 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 meeting, the Director of Financial Aid will submit your Application to Waive the Residency Requirement to the Housing Waiver Committee 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)

Documents Requested:

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

Supporting Documents Included:

Financial Aid Hardship:

- Substantiated
- Unsubstantiated

Director, Office of Financial Aid Date

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