New College
THE HONORS COLLEGE of Florida

Off Campus Petition Form

Student Name: _____Student ID (N#): _____

Please fill out this form and return it to the Office of Residential Life and Food Service (HCL 003); failure to do so will result in you being denied for off campus housing and being placed in a residence hall on campus. This could additionally result in charges for housing and residential meal plans being placed on your account even if you are living off campus – and you would be responsible for their payment.

Living on campus is required for students unless the Office of Residential Life and Food Service approves a waiver of the residency requirement. Therefore, all students must fill out the preference form. The application is for the entire academic year unless a student is applying only for Spring Semester. Students should not sign another lease until a waiver has been granted by the office. If you currently live on campus, billing will continue until the date you **officially check out** of your rooms **by scheduling an appointment with Housing**.

This form is used to set up the process for student placements (on and off campus) and impact not only the returning students but new admits as well. Students should not sign another lease until a waiver has been granted by the office. If you have any questions about the Petition Process, please contact the Office of Residential Life (HCL 003) or email us at residencelife@ncf.edu

E-mail: _____

# of completed contracts (*not including current*): _____Thesising: □ Yes □ No Thesis Sponsor: _____

Name of Emergency Contact:_____ Phone Number of Contact:_____

Please mark the reasons why you are petitioning to live Off-Campus:

□ Married* □ 25 years or Older*

□ Children/Dependents* □ Want the experience

□ ADA Needs* □ Special Circumstances*

□ Living with Parents in the Area* □ Committed Relationship

You must attach a <u>written statement explaining YOUR personal circumstances</u> for housing to consider why you should be granted off-campus status. Limit responses to a single typewritten page.

* If you are petitioning for Off Campus Housing for one of these reasons, please attach the appropriate documentation of proof to this Petition Form. If you have any questions as to what documentation to attach, please contact the Office of Residential Life at residencelife@ncf.edu.

Return this form to the Office of Residential Life (HCL 3) to begin your Off Campus Housing Petition.

If you are granted Off Campus Housing, you must return to the Office of Residential Life in order to complete and sign the Off Campus Follow Up Form and the Food Service Contract.

_____

Student Signature Date

_____

Signature of Parent or Guardian (if student is less than 18 years old) Date