

Off-Campus Housing Release

Office of Residence Life • Division of Student Affairs

Name _____ Hall/Room _____

ID or SS# _____ Semester _____

Freshmen Sophomore Junior Senior Date of Birth _____

Note Deadlines:

- June 15th for Fall Semester
- December 15th for Spring Semester

My request to reside off-campus is based on the following:

- Commuting from my own home.
Please indicate address below:
 - Must fall within identified counties. "Own home" does not include rented apartment.
- Commuting from parent's / legal guardian's home. (See policy)
 - (Written verification needed from parent / guardian)
- Junior / Senior academic standing.
 - (Written verification needed from Registrar)
- Doctor's medical excuse.
 - (Written verification needed from licensed physician. Forms available in the Division of Student Affairs.)

Address and phone number to which you will move, if approved:

Street Address _____

City _____ State _____ Zip _____

Phone Number _____

Signature _____ Date _____

In the event that your off-campus request is approved, you will not be officially registered at Barton until you provide your new local address and phone number to the Division of Student Affairs and to the Registrar. A release from housing by the Division of Student Affairs does not imply a release from financial obligations by the Business Office. A student moving off-campus after the beginning of a term will not receive a refund of housing charges.

Current Address _____

Current Phone / Cell Number _____

- Approved**
- Disapproved**

Director of Residence Life (Signature)

Date _____

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