

Petition for Off-Campus Housing

1. Be sure all information is correct and applicable items are answered.
2. Submitting application does not guarantee off-campus status.
3. Petitions will not be considered after August 1st for the fall term and December 1st for the spring term.
4. **Please note that this form must be notarized by an office notary.**

Name _____ ID number _____ Date _____

Phone # _____ Cell phone # _____ E-mail (legibly) _____

I am petitioning for the: **(Please check one)** Fall Semester Spring Semester

Date of birth _____ Age _____ Year classification _____ # Hours enrolled in upcoming semester _____

Intended graduation year & semester (fall or spring) _____ Owner of residence _____

Address of proposed residence _____ City _____

State _____ Zip code _____ Telephone number at residence _____

List any other persons living at this address _____

Please check which of the following exceptions applies:

- Married or previously married student(s) (verification may be requested)
- Student with dependent(s), who is serving as custodial parent
- Student is 22 years of age prior to beginning of semester and in good academic standing
- Student is living with parent or person who has served as legal guardian in lieu of parents, in their permanent place of residence. Address must be within 45 miles of University.
Verification form must be completed
- Former student who has not been enrolled at MNU for two or more consecutive semesters and has established housing
- Person who has never enrolled at MNU and maintains permanent residence in Kansas City area, independent from parents or legal guardian(s) for a minimum of one year
- Part-time student enrolled in no more than twelve hours

Please explain how your situation fits the exception marked _____

If the conditions that serve as the basis for this request change, I will notify the Student Development Office immediately. I understand that I need to re-apply before each fall semester until I turn 22 years of age and that all of the above information is true.

Student signature _____

NOTE: Students who violate the Housing Policy may be required to reduce his/her course load to eleven (11) hours or less or move on campus. If a student does not reduce his/her course load voluntarily, the Director of Residential Life may do so with the approval of the Dean of Students. Residential charges for food and housing will be applied to the student's account for the entire semester. Additional consequences may be enforced if misinformation or dishonesty are discovered.

Off-campus residents are expected to abide by the same standards of personal conduct as on-campus residents. Exceptions to the required residential policy are administered by the Housing Committee which meets as needs require. Petitions must be submitted before each deadline to be considered. Late petitions will not be considered until the following semester, and the student will be required to move on campus until his/her petition has been reviewed by the Housing Committee.

Verification Form

To Parents & Legal Guardians:

The MidAmerica Nazarene University Campus Housing Policy states that all full-time students who are unmarried, under 22 years of age, without dependent children, and not living with a parent or legal guardian must live in a campus residence hall and participate in the residential student meal plan.

Your son/daughter has requested permission to live off campus with you in your **primary place of residence**. *“Living at home with a parent or legal guardian” assumes that the student is commuting daily to the campus from the parent's/guardian's home, eating most meals at the parent's/guardian's home, sleeping at the parent's/ guardian's home (except on rare occasions), and is listed as a dependent.*

Before a student can receive final approval, we require the student and his/her parent/legal guardian to sign this verification form in the presence of a Notary Public to verify that the student will indeed be living at home with the parent/legal guardian in their primary place of residence.

It is important that you and your son/daughter understand that should the University discover that your son/daughter is not daily living with you in your primary place of residence, he/she will be held financially responsible for the minimum fees for room and board.

Name _____ Phone _____
Please Print

Our signatures below indicate that we understand and accept the guidelines under which the student in question is being granted permission to live off campus and the consequences that will result should these guidelines not be followed.

Parent Certification:

Signed and Affirmed on _____ by _____ (Date) (Legal Guardian signature with Notary present)	
Signed before me by _____ on _____ (Print name of parent) (Date)	(Notary Stamp)
In the State of _____ in the County of _____	
Printed Notary Name _____	
Notary Signature _____ Appointment Expiration _____	

Student Certification:

Signed and Affirmed on _____ by _____ (Date) (Student signature with Notary present)	
Signed before me by _____ on _____ (Print name of student) (Date)	(Notary Stamp)
In the State of _____ in the County of _____	
Printed Notary Name _____	
Notary Signature _____ Appointment Expiration _____	

MUST REVIEW WITH FINANCIAL AID BEFORE SUBMITTING TO STUDENT DEVELOPMENT FOR CONSIDERATION

