

All requests for approval to live off-campus must be submitted at least 30 days prior to the start of the semester in question. Requests must be completed and submitted by the student.

PERSONAL INFORMATION: *Please use ink and print legibly.*

Name (Last, First, MI) _____

Home Address _____ City _____ State _____ Zip _____

Land Line Phone _____ Cell Phone _____

E-Mail _____ U-Mary ID# _____

Age _____ Date of Birth ____/____/____ Gender: Male Female

Marital status: Single Married Other Class status: Freshman Sophomore Transfer

Academic year for which permission is requested _____

I plan to enroll: Fall Semester Spring Semester Summer Semester

Standard 13 of Community Standards for Students in the University of Mary Student Handbook states:

- A traditional undergraduate student under the age of 21, is required to live on-campus for a minimum of five consecutive semesters (summer session may be included in the total) or until the semester after the student reaches his/her 21st birthday. Any exception to this policy must be approved in advance by the vice president for student development. Exceptions are limited to those situations identified in the policy (see "Reasons" below).
- A student who receives approval to live off-campus must renew his/her approval by submitting a new request each semester. The renewal must be completed prior to the time the student registers for classes. If renewal is not complete, the student will be subject to a hold that will prevent the student from being able to register for classes.
- A student who provides false information to obtain university approval to live off-campus, as well as the student who has obtained legitimate approval to live off-campus consistent with the policy but whose living arrangements are not consistent with those approved, will be subject to the following penalties: a) the student will immediately be required to move on-campus and will forfeit his/her eligibility to submit another request for approval to live off-campus; b) the student will be financially responsible for all on-campus housing charges for the time he/she was in violation of this policy; 3) the student will be placed at a Level 4 Conduct Status, thereby becoming ineligible to participate in extra-curricular activities.

REASON FOR SEEKING APPROVAL TO LIVE OFF-CAMPUS: Because of the many benefits of living on-campus, approval to live off-campus is granted only for exceptional circumstances, including the reasons below. By policy, requests from students under the age of 21 to live off-campus are limited to the circumstances listed below with approval contingent upon the student providing appropriate documentation. Please check the reason you are seeking approval to live off-campus.

- a. For the entire period in question, the student will continue to live in the primary family home with his/her parents or court-appointed legal guardian(s) and the street address of the home is no more than 60 miles from the University of Mary.
- b. If the student is a transfer student, he/she will receive a one-semester credit for each semester he/she was enrolled at his/her previous institution(s).
- c. The student is married (attach a copy of the marriage certificate). Students with plans to marry during the time they are required to live on campus will be required to live on-campus up to the date of the wedding.
- d. The student is the legal custodial parent or court-appointed custodial guardian of a minor child or children (attach a copy of a birth certificate and court-ordered custody agreement or other appropriate legal documentation to verify).
- e. The student is registered with the Office of Student Accessibility Services with a documented disability, and is able to provide appropriate documentation to verify the need for a reasonable accommodation in the student residence facility the University is not able to provide.

RELEASE OF INFORMATION TO PARENTS: My signature below indicates my consent for University of Mary Student Development staff and administration to discuss any and all information related to my request to live off-campus with either my parents or legal guardian(s) named below:

Names of parents or legal guardians:

Signature of student _____ Date _____

IF MY REQUEST IS APPROVED, MY OFF-CAMPUS CONTACT INFORMATION WILL BE AS FOLLOWS:

Address _____ City _____ State _____ Zip _____

Land Line Phone _____ Cell phone _____

PARENT/LEGAL GUARDIAN APPROVAL:

Signature of parent(s) or guardian(s) _____ Date _____

Parent(s) or guardian(s) name(s) (Please print) _____

Parent(s) or guardian(s) Address _____

City _____ State _____ Zip _____

Parent(s) or guardian(s) Phone Numbers: Land Line _____ Cell phone _____

Office Phone _____

As part of the approval process, a legally recognized parent or court-appointed legal guardian must sign the request.

SUBMIT COMPLETED FORMS ALONG WITH ALL SUPPORTING DOCUMENTATION TO:

Student Development Office
Room 1503, Benedictine Center for Servant Leadership
University of Mary
7500 University Drive
Bismarck, ND 58504
(701) 355-8265

The University of Mary assumes no responsibility to make exceptions to its policy for students who sign a rental agreement, lease or make any other arrangement for off-campus housing before obtaining the approval of the Vice President for Student Development. The university reserves the right to require documentation as it deems necessary to verify the information submitted with requests. **Requests must be submitted at least 30 days prior to the start of the semester in question.** Students who need accommodations because of a disability should contact Student Accessibility Services, (701-355-8264) located in the Student Success Center on the lower level of the Welder Library.