

Oakland City University

Commuter Application

Instructions

Please complete all sections of this form, including initialing and signing when prompted.

Upon completion, this form should be submitted to the Director of University Housing located in the Bower-Suhrheinrich Student Life Center in the Student Life Office.

Student Information

Name: Mr Mrs/Ms

Last

M.I.

First

Date of Birth:

Phone:

Email:

Current Address:

City:

State:

Zip Code:

Academic Information

Entering Session: Fall Spring Other

Grade Level: First-Year Sophomore Junior Senior

Entering Status: First-Year Transfer Re-Admit Non-Traditional (Age 23 or older by 7/1/2018)

Housing Policy

Unless otherwise approved by Oakland City University, in writing, a student who meets all the following criteria is required to live in University residence facilities, as long as space permits in such facilities:

- Full time student
- Traditional undergraduate student
- Receiving any University Funding
- Does not qualify for the housing policy exemption

A housing policy exemption is granted by the Student Life Office to those living with their parents(s) or court-appointed guardian(s), or who are married, or single parents with one or more children. In order to receive institutional aid (as distinguished from federal or state aid), a student must comply with the university's housing policy.

Financial Aid (Please have this section signed by a financial aid representative)

The change of residential status may affect a student's financial aid. The student will need to meet with the Director of Financial Aid and have the following section completed.

Signing this section affirms that the student has made the Financial Aid Office aware that he/she plans to commute once this form is completed and commuter status is granted. The student has been made aware of any and all effects this will have in regards to their financial aid.

Signature of Financial Aid Representative

Date

Housing Exemption Requirements

Reason for Request: Living with Parents Married Single w/ child Non-Traditional (Age 23 or older by 7/1/2018)

Living with Parents Exemption:

The housing contract is a legally binding document signed by all resident students. All resident students will be held to the full term of their housing contract. No housing exemption will be granted until after the term of the housing contract has been completed.

A housing policy exemption requires that a student commute from the permanent address of the parent(s)/legal guardian(s). A permanent address is defined for this purpose as the address in which the person currently resides for an indefinite period of time. Temporary addresses in which the person resides on a short term basis only will not qualify as a valid address for the purpose of a housing policy exemption.

Permanent address will be verified after the resident submits both of the following items:

- 1. A copy of the parent(s)/legal guardian(s) driver’s license or State Identification Card with the permanent address listed.**
- 2. A copy of an official piece of mail with the name of the parent(s)/legal guardian(s) and the permanent address listed.**

If the permanent residence has recently changed and verification is not available, the parent(s)/legal guardian(s) will be given 30 days to provide a copy of the driver’s license or State Identification Card as is required by law for a change of address after residency has changed. An additional 30 days (60 total) may be granted by the Student Life Office to acquire an official piece of mail with the name of the parent(s)/legal guardian(s) and the permanent address listed. The resident will not be removed from the housing list until all required verification is submitted. The resident is responsible for paying all housing and meal charges that will incur until the verification process has been completed.

The parent/legal guardian signature on this form indicates the signee’s confirmation that all the information provided on this form is accurate and that the student will be living at the permanent address provided and commuting to school from that residence.

Parent/Guardian Signature _____ Date: _____

Married & Non-Traditional Student Exemption:

Married and Non-Traditional students who wish to live on campus are required to apply for non-traditional student housing with the Student Life Office. Non-Traditional students, as defined by Oakland City University, are students age 23 or older as of July 1, 2018. Applications are available in the Student Life Center, room 204. Please note that non-traditional housing is granted on a first come, first-served basis. If there is no university housing for married/non-traditional students available, the student(s) bear the responsibility to find off-campus housing.

A married student housing exemption requires that a student verify marital status with Oakland City University. This verification will have to be completed before the student is eligible to be removed from the resident student housing list.

Marital status will be verified after the resident submits a copy of the marriage license.

Agreement

This form is for the purpose of requesting that a student be changed from “resident” status to “commuter” status in the residential housing system and student files of the Student Life Office. Upon approval of the resident/commuter status change, the student will be taken off the housing list. This does not guarantee a refund of the housing deposit. The housing deposit will be refunded upon the completed check-out process provided that all the check-out procedures are followed by the resident.

Each student granted commuter status is required to renew the Commuter Status Form each academic year. Failure to renew will result in the student being reverted back to “resident” status in the residential housing system and student files of the Student Life Office. The student is responsible for paying all housing and meal charges that will incur until the commuter status has been renewed.

If the student ceases to live with the parent(s)/legal guardian, or no longer qualifies for the Housing Policy Exemption, they are to immediately notify the Student Life Office and complete the necessary procedures in order to once again become a resident of Oakland City University. By signing below, the student agrees to these terms and verifies that all information provided is truthful and accurate.

Student Signature: _____ Date: _____