

# Request to Live Off Campus: Incoming New and Transfers and Current Students for FUTURE Year



Name: \_\_\_\_\_ ID#: \_\_\_\_\_  
*First MI Last*

Status:

Home Address: \_\_\_\_\_  
*Street Address, City, State Zip Code*

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Planned local address while attending Morrisville State College if different than home address listed above:

*Street Address, City, State Zip Code*

***Note: If application is approved, this address must be on file with the Registrar's Office as your mailing address before the start of the current semester.***

## Off campus housing request

Freshman have a four semester or 60 credit on campus residency requirement, whichever is achieved first. New transfers have a 60 credit or four total semesters of college (including credit or semesters at other colleges) residency requirement. However, if you qualify for any of these automatic exemptions from the on-campus housing requirement and do not want to be housed on campus, please indicate the appropriate exemption below:

**Student is 21 years of age or older prior to September 1 of the academic year in question.**

*Documentation: Provide a copy of a Driver's License, state identification card or passport.*

**Student lives at home with parent or legal guardian within a 30 mile radius of Morrisville State College.**

What is the home address of the parent or legal guardian if other than listed above?

*Street Address, City, State Zip Code*

*Documentation required: Provide a photocopy of your parent/guardian's driver's license/state identification or a utility bill in their name verifying the address listed above. If living with a legal guardian, please also provide a copy of court documents establishing guardianship.*

**Student is able to demonstrate significant financial hardship that would otherwise prevent attending Morrisville State College.**

*Documentation required: Attach a letter explaining your financial situation and how failing to receive an exemption from the residency requirement would prohibit your from attending Morrisville State College.*

*Documentation is required to prove your explanation. Your FAFSA, and any other information you have submitted to Financial Aid, will be reviewed in conjunction with staff in Financial Aid, Student Accounts and Residence Life.*

**Student has a disability or serious medical condition that precludes living in a residence hall environment.**

*Documentation required: Documentation is required from a qualified professional who has direct knowledge of the student and his or her condition, e.g. physician, psychiatrist, psychologist, etc. This documentation must specify how your disability will negatively affect your ability to live in a residence hall environment.*

**Student is married, in a registered domestic partnership that is recognized by the state of New York, and/or is a parent or legal guardian with whom one or more dependent children reside.**

*Documentation: Provide a copy of marriage certificate, domestic partnership registration, birth certificate naming you as the parent of a minor child, or documentation naming you as the legal guardian of a dependent child.*

**Student has served in the military as verified by a discharge certificate.**

*Documentation: Provide a copy of your discharge certificate.*

**If you do not qualify for one of the exemptions possible listed above** and you are requesting off campus accommodations for any other reason, please specify in an attached letter and include all supporting documentation needed to verify your statements.

After review of documents and, if needed, consultation with other offices, you will be notified of the result of your application. Please allow three weeks for a response to your request.

If your off campus request is approved, room charges will be prorated for time in residence. Students who wish to keep a meal plan but change their current one can do so via Web for Students. In order to remove all meal plan charges, you will need to contact the MAC office at (315) 684-6047.

Please note that providing false documentation will result in automatic denial of application.

Student Signature

Date

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**Return completed form and any documentation required to:**

Mail: Office of Residence Life, 80 Eaton St., Morrisville, NY 13408.

Fax: (315) 684-6596

Email: Documents can be attached as pdf and emailed to [reslife@morrisville.edu](mailto:reslife@morrisville.edu).