

**Lycoming College
Office of Dean of Student Affairs
On-Campus Residency Exemption Request Form**

NOTE: COMPLETION OF THIS FORM DOES NOT GUARANTEE APPROVAL TO LIVE OFF CAMPUS. PENDING NOTIFICATION OF DECISION, YOU SHOULD MAKE NECESSARY ARRANGEMENTS TO RESIDE ON CAMPUS.

Name: _____ Date of Birth _____ Campus Address: _____
(if applicable)

Home Address _____
Street City State Zip Code

Local Address _____ Home Phone (____) _____
Residence Hall Room # Campus Box #

Local Phone (____) _____ Cell Phone () _____

Please select appropriate exemption and attach all required documentation:

- Commuter** (available to students within a 40 mile radius of Lycoming College from parent/guardian's legal permanent residence only) – attach "Parent/Guardian Statement for Commuters."
- Married** – attach copy of valid marriage certificate recognized by Commonwealth of Pennsylvania
- Single Parent** – attach copy of child/children's birth certificate(s) and documentation demonstrating majority custody (if custody is shared).
- Age** – submit copy of birth certificate or driver's license indicating age of 23 or older.
- Other** – Students who do not meet the above criteria for possible exemption should state special circumstances for their request here. (If more space is required, attach separate sheet.)

<p>I hereby acknowledge that all of the information and supporting documentation provided is true and accurate. I understand that providing the College with inaccurate information will result in an assessment of housing/dining fees.</p>	
<p>_____ Applicant's Signature</p>	<p>_____ Parent/Guardian Signature [if student under 18]</p>

Note: Students who apply and are approved after the first day of classes are eligible for a remittance of housing/dining fees according to the College's refund policy. No remittance of charges shall occur for application made after the last day for refunds during the specified term.

Office Use Only:	
Date Received: _____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Notification Date: _____	Notification Method: <input type="checkbox"/> Letter <input type="checkbox"/> Other <input type="checkbox"/> _____

**Lycoming College
Dean of Student Affairs
Residency Policy Exemption Request**

Parent/Guardian Statement for Commuters

PLEASE NOTE: THIS COMPLETED FORM MUST ACCOMPANY RESIDENCY EXEMPTION REQUESTS FOR EXEMPTION DUE TO COMMUTING FROM PARENT/GUARDIAN'S LEGAL PERMANENT RESIDENCE.

LYCOMING COLLEGE'S RESIDENCE POLICY requires all full-time students to live in college housing and participate in the college board plan each academic year that they are enrolled. Married students, students residing with their parents within a 40-mile radius, students living with their dependents, and students 23 years or older may request to be exempted from this policy. Such requests should be submitted in writing to the Dean of Student Affairs at least three weeks prior to the beginning of the semester that students are requesting permission to live off campus.

- As the parent/legal guardian for _____.
(Please print student's name)

I acknowledge that:

- My son/daughter will be residing with me on a full-time basis in my permanent primary legal residence. I understand that vacation homes, second homes, and/or maintained rental properties do not constitute primary residence for this purpose.
- If my son/daughter's living situation changes after an approved exemption, I understand that we must notify the Dean of Student Affairs of this change through written notification and that my son/daughter may then be required to live in the residence halls or pay associated mandatory housing/dining fees.
- Should this commuting request be denied and my son/daughter chooses to live off campus, he/she will be assessed housing/dining fees as appropriate. Similarly, if the exemption is approved and my son/daughter is discovered not to be living at home, he/she will be charged housing/dining fees for all appropriate semesters.

Parent/Legal Guardian (Please Print)

(Signature)