



# Off Campus Request Form

## Residential Living & Learning

In order to receive a response prior to being held responsible for the semester's housing, this request must be submitted to the Residential Living & Learning office by:

\_\_\_\_\_ August 1; Fall Semester

\_\_\_\_\_ December 1; Spring Semester

Based upon research findings, Tarleton State University believes students will have the best opportunity to develop relationships and gain the necessary skills to transition into independence with an on-campus residential experience. Any registered student may live in our on-campus environment if space is available, although priority is given to students who must meet On-Campus living requirements. **Students who have signed a Housing Contract are obligated to fulfill the terms of the contract.**

Students who wish to live off-campus are required to meet one of the exemptions outlined below. Subject to verification and authorization by the Residential Living & Learning, students who meet one or more of the following criteria may be given permission to live off campus.

\_\_\_\_\_ Last Name, First Name, Middle Initial

\_\_\_\_\_ University Identification Number

\_\_\_\_\_ Home Address, City, State, Zip

\_\_\_\_\_ Telephone/Contact Number

Check each exemption that applies and provide the requested documentation prior to submitting this to Residential Living & Learning for verification and authorization.

✓	Exemption	Required Signatures
	I reside with my parents/legal guardians at the address shown on my driver's license. The address is within 45 miles of Tarleton State University. Provide a copy of the student and parent/legal guardian's photo identification to verify permanent residence along with a copy of the birth certificate or legal documentation verifying parental/legal guardianship.	_____ Parent/Legal Guardian Signature
	I reside with my sibling who is a registered student at Tarleton State University and is residing at the following address located within 45 miles of Tarleton State University. Please provide the University Identification Number for your sibling so that registration status can be verified.  <b>ADDRESS:</b>	_____ Sibling Signature  _____ Sibling UID
	I am a Transfer student with 60 or more successfully transferred credit hours.	None
	I am married or a single parent with dependent child(ren) residing with me. Provide a copy of the legal marriage certificate or birth certificate of the dependent child(ren).	None
	I have a medical condition which precludes living in the residence hall. Provide written documentation (on doctor's letterhead) by a physician. Documentation will be reviewed and verified by Tarleton State University medical personnel. By signing below, you agree to release all related medical information to Tarleton State University in order to verify this request.	_____ Physician Signature  _____ TSU Medical Personnel
	I am over 21 years old and will provide a copy of my driver's license.	None
	I am taking 8 credit hours or less as a part time student. Provide a copy of your registered schedule. Schedule will be verified after the add/drop date for each semester this applies.  <b>8 HOURS OR LESS AGREEMENT:</b>	None

My signature indicates the truth and accuracy of the information provided to obtain approval to live off-campus.

\_\_\_\_\_ Student Signature

\_\_\_\_\_ Date

Approve  Denied

After submitting this **completed** document, you will receive a response within 14 to 21 days.

Date Received: \_\_\_\_\_ RL&L Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Logged: \_\_\_\_\_