



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 have under 30 credit hours, are under 21 years of age and who have a full academic schedule.

Students with less than 30 credit hours are required to live in Tarleton State University's on-campus environment. 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 or Social Security 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	Additional Required Signatures	For Official Use Only Verification/Authorization
	I reside with my parents/legal guardians at the address shown on my driver's license. The address is within 60 miles of Tarleton State University. Provide a copy of the student and parent/legal guardian's photo identification to verify permanent residence.	_____ Parent/Legal Guardian Signature	_____ R.L.L. Verification Signature
	I reside with my sibling who is a registered student at the following address located within 60 miles of Tarleton State University. Please provide the University Identification Number for your sibling so that registration status can be verified. Address: _____	_____ Sibling Signature _____ Sibling UID	_____ R.L.L. Verification Signature
	I have earned 30 credit hours or more and have met the credit hour requirement to move off-campus.	None	_____ R.L.L. Verification Signature
	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	_____ R.L.L. Verification Signature
	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	_____ R.L.L. Verification Signature _____ TSU Medical Personnel
	I am over 21 years old and will provide a copy of my driver's license.	None	_____ R.L.L. Verification Signature
	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.	None	_____ R.L.L. Verification Signature

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

_____ Student Signature

After submitting this document, you will receive a response within fourteen to twenty days.

Approved **Denied** Signature: _____ Date: _____ Logged: _____