

REQUEST TO MOVE OFF-CAMPUS

2012/2013

All full-time undergraduate students with less than 60 hours attempted are required to live on campus. Students interested in living off campus must have attempted at least 60 credits or have completed four (4) full semesters (does not include summer or pre-sessions) before they can move off campus. The 60 credit on-campus requirement may be given consideration to be waived for students who commute from their home of record, withdraw from the University, take a leave of absence, or secure properties operated by Student Lodging, Inc. (Shenks Hall, Reighard Hall, Brookwood, Healthy Life Style, or College View Apartments) .

Please print

Attempted Credits/End of SP12 _____

Name _____

Date _____ Student ID Number _____

Campus Address _____

Cell or Home Phone Number _____

Email Address _____

Student Lodging

Check One

Reighard Hall

Commute

Shenks

Leave of Absence

Brookwood

Transfer

College View

Withdrawing

Wellness

Other

Explanations of extenuating circumstances that you would like to be considered in the request to move off campus must be noted on the reverse side of this form.

Approved _____ Yes

_____ No

Refund _____ Yes

_____ No

PLEASE NOTE:

Approval is not guaranteed. If you change your mind after completing and returning this form, you must place your name on a waiting list in the Department of Housing and Residential Programs, Harbold Hall.

Once your housing assignment is cancelled, your meal plan is also cancelled. Please contact the Bursar's Office in Dilworth Building if you would like to have your meal plan reinstated.

My signature indicates that I have read and understand the contents of this document and the 60-credit on campus policy. Approval to move off campus prior to earning 60 credits is not guaranteed. I also understand that once I submit this form and if my request to move off campus is approved, I will automatically relinquish my right to live on campus. I am aware that if I change my mind and want to live on campus, I will not be guaranteed housing but will be placed on a waiting list for available housing space.

Name _____

(Signature)

Date _____

Warning: Forgery, alteration, misuse or unauthorized possession of, or omitting or falsifying requested information on University documents, stationery, records or identification cards is a violation of the Millersville University Student Code of Conduct.

Please return this form to the Housing Office, Harbold Hall, Millersville University, P.O. Box 1002, Millersville, PA 17551.