

Wartburg College
Office of Residential Life

DUE DATE - Feb. 10th

Late Applications will result in lowest priority for approval consideration, regardless of "met" criteria.

APPLICATION FOR PERMISSION
TO RESIDE
OFF-CAMPUS

READ THOROUGHLY

INFORMATION ONLY! ACTUAL APPLICATIONS MUST BE PICKED UP IN THE STUDENT LIFE OFFICE!

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Because Wartburg College values the role of residence hall life in creating a vibrant living/learning community, all full-time students are **REQUIRED** to live on campus all four years, and for the duration of each academic year. Due to the value Wartburg places on the on-campus living experience, it is extremely difficult to be released if you don't meet any of the criteria listed on the other side of this application. Students desiring to live off campus for the academic year 2012-2013 must apply for approval from the Residential Life Office. Requests for approval must be submitted in the Residential Life Office by February 10, 2012 at 4:00 PM.

Senior status, previous off-campus living, or special circumstances do not ensure approval for the upcoming year.

Completion of this application, financial exigency, deposit and landlord deadlines, local summer employment, or a signed lease does not guarantee or enhance a student's chances for approval to live off-campus. Therefore, don't sign leases or set-up off-campus housing prior to release notification (February 24). Moving off campus without prior approval will result in you receiving a room assignment on campus and you will be held responsible for full room and board charges for the 2012-2013 academic year.

The off-campus process involves many different components of the institution and the process is extremely complex. The actual number of students allowed to live off-campus will be based upon the number of students returning to the halls and new student enrollment projections compared to our housing capacity for the upcoming academic year.

All off-campus decisions are made through the Off-Campus Release Committee which is comprised of multiple offices on campus, including but not limited to the Business Office, Financial Aid, Residential Life, Student Life, Admissions and Athletics.

Initial Decisions for off-campus release will be announced February 24. If you do not meet any of the off-campus release criteria but have submitted an application for other reasons, there may be a delay in the College's response to you, based on the gathering of information, housing numbers, enrollment numbers, retention figures, and the need for additional committee meetings. The latest date you would be notified of the final decision would be April 30. Late applications will be reviewed last, regardless of class status, GPA, or reason for living off-campus and these individuals may be notified as late as June 1st. Again, signing leases, setting up off-campus housing, or planning to move off campus without approval from the Residential Life Office will result in you being held responsible for room and board charges because College Policy states that Wartburg College is a 4 year residential campus.

If you have not received final notification of an approved release prior to the start of the Housing Lottery Process, you will need to pay your 200 dollar housing deposit and select a room during the Process. If the Committee approves your application after you have paid the 200 dollars, the deposit will be credited back to you (if decision is made before June 15th). If you choose to submit your application after June 15th, were approved based on your extenuating circumstances but had already paid your 200 dollar housing deposit, you won't receive a refund on that deposit.