



HENDRIX

Off-Campus Request Form Instructions

Please read carefully and keep this sheet for your reference.

Hendrix College is a four-year residential college and we require all students to live on campus during their time at Hendrix. However, each year the College will approve a limited number of students to reside off-campus. Students with special needs may appeal this rule by claiming exemption status based on the reasons stated below. It is the student's responsibility to **provide appropriate documentation** supporting their request.

In order to receive the fullest consideration, all applicants should submit a Residency Exemption form and all required documentation **prior to March 1** for the following academic year. (If you will be abroad in the fall and wish to live off campus when you return for spring semester, you must submit this form by March 1.) All housing exemption requests will be evaluated on a case-by-case basis by a committee and decisions will be rendered based on several factors, documentation and available space. Decisions are final. There is no appeal process. Requesting an exemption IS an appeal.

Regular Applicants will be considered in draw number order after students with automatic exemptions and special needs are approved. **Exemption requests received after March 1 will be placed on a wait list and will be considered only as space allows.**

If granted, a Residency Requirement Exemption is only valid for **one academic year at a time.**

Requesting Exemption Request does NOT guarantee off-campus permission. Students who apply for off-campus permission need to submit all required documentation and the attached form to the Housing Office. If you are requesting off-campus permission due to a special situation, send an email explaining your situation, including specific reasons for your request, to the Housing Office along with the form. Official documentation may also be: hand delivered to the Housing Office, SLTC 208; faxed to (501) 450-1555; or mailed to: Hendrix College, Housing, 1600 Washington Avenue, Conway, AR 72032-3080.

Off-campus approvals will be announced late-April. If you have not yet been approved prior to your Room Selection night, you need to go through the Room Selection Process and secure an on-campus spot. If you are subsequently approved, we will release you from your chosen housing placement.

AUTOMATIC EXEMPTIONS:

These exemptions will be approved as long as the student submits an application (with documentation) prior to the deadline.

- **I will be a graduate student.** *Required documentation: no documentation needed; review of student schedule.*
- **I am married or will be married by the first day of classes.** *Required documentation: copy of Marriage Certificate (first application only)*
- **I will be 23 years of age or older by the first day of classes.** *Required documentation: no documentation needed; age will be verified*
- **I have custody of my dependent child.** *Required documentation: copy of Birth Certificate.*
- **I will be a part-time student.** *Required documentation: no documentation needed; review of student schedule.*

SPECIAL NEEDS EXEMPTIONS:

Financial Need

Required documentation: Must submit annual FAFSA document.

In order to be considered for this exemption, students must complete the Free Application for Federal Student Aid (FAFSA); it is also strongly suggested that they meet with our Financial Aid staff. In most cases, students will need to qualify for federal aid to receive this exemption. Students who do not meet this requirement will be considered as a regular applicant. Visit the Financial Aid offices on the 2nd floor of Dawson or call 1-501-450-1368 to arrange an appointment. A link to the FAFSA information can be found at: <http://www.hendrix.edu/financialaid> or directly at www.fafsa.ed.gov. Students who receive free room as part of their aid package will not receive a refund for these charges if they move off campus. **If there are extenuating circumstances that you believe are not reflected by FAFSA's EFC decision, you may submit an explanation along with your form via email.**

Documented Disability

This is a rare exemption because Hendrix College has several on-campus accommodations (accessible) available to students.

Required documentation: A typed letter from a medical doctor or licensed counselor (who is not a family member), citing the specific reason(s) why off-campus housing is "medically necessary." Providing documentation does NOT guarantee off-campus permission. This letter must include the following:

- **Dates of evaluation and last contact**
- **Diagnosis and history (symptoms, age at onset, procedures used to assess or diagnose)**
- **Level of severity of condition**
- **Medication and other treatments**
- **Reason why residence hall living is medically problematic**
- **Reason why non-residence hall living would be beneficial**
- **Additional comments or relevant information.**

Living At Home with Immediate Family where "family" is defined as a parent or legal guardian

This home must be the primary residence of the parent – not a second home, vacation home, or rental property. Aunts, uncles, cousins, siblings, grandparents or other family members are *not* considered parents unless legal guardianship was awarded before the 18th birthday of the student.

Required documentation:

- **Verification of which immediate family member with whom you will live during the upcoming academic year. This can be a copy of a utility bill with that person's name and address on it or a lease agreement.**
- **Copy of said family member's driver's license with the same address listed.**
- **Proof of your relationship to them. This is a notarized statement from you and your parent or legal guardian with whom you intend to live. It could also be the student's birth certificate that names the parent.**
- **If this office finds out that you are living somewhere else or with someone else, your student account will be billed for on-campus housing and a meal plan.**
- **You will not be approved to reside in any other off-campus housing.**
- **Off-campus local address must be supplied to the Housing office by the first day of classes or when you move off.**

I have read and agree to the terms and conditions listed on this form and the accompanying document.

Applicant signature: _____ Date: _____



Off-Campus Request Form 2020-21

For Office Use Only:		
Received Date/Time	_____	
By:	_____	
Class-Cohort	Draw #	EFC

Name: _____ College ID number: _____

Cell Phone: _____ Email: _____ @ Hendrix.edu

Started at Hendrix _____ / _____
Month/Year Fr So Jr Sr
Circle One

Current Housing: Building _____ Room/Apt # _____ or Off Campus

Future Off-Campus Address MUST be on file by first day of classes or penalties/sanctions may be imposed.		
Future Off-Campus Local Address:	City:	Zip:
Roommate's information in case of emergency:		
Name:	Relationship:	Phone:

Reason for requesting exemption: (Check all that apply)

- I am/will be a graduate student.
- I am/will be married by the first day of classes.
- I am/will be 23 years of age or older by the first day of classes.
- I have custody of my dependent child.
- I will be a part-time student.
- I have a financial need.
- I have a documented disability that requires off-campus accommodations.
- I will live at home with my immediate family while at Hendrix.
- I am a regular applicant (attach a letter explaining your situation, including specific reasons for your request).

Please indicate your meal plan choice for off campus	
Off-Campus Meal Plan:	<input type="checkbox"/> No Board <input type="checkbox"/> 5 <input type="checkbox"/> 10 <input type="checkbox"/> Unlimited

Off-campus requests will be granted on a case-by-case basis. Only the applicant will be considered: not their friend/roommate. Claiming Exemption Status does NOT guarantee off-campus permission. Students who apply for off-campus permission based on exemption status need to submit all required documentation and the attached form to the Housing Office. In order to be considered for Residency Exemption, this form and all required documentation must be submitted by the March 1 deadline.

First round of off-campus approvals will be announced late-April. If you have not yet been approved prior to your Room Selection night, you need to go through the Room Selection Process and secure an on-campus spot. If you are subsequently approved, we will release you from your chosen housing placement.

- Personally: Housing Office, SLTC, Room 208
- Mail: 1600 Washington Ave, Conway, AR, 72032-3080
- Fax: (501) 450-1455
- Email: housing@hendrix.edu

Please include your full name and student ID number on all documentation. If you have requested off-campus permission due to a special situation that was not listed as an option on the application form, please include an email/letter explaining your situation, including specific reasons, for your request.

I have read and agree to the terms and conditions listed on this form and the accompanying document.

Applicant signature: _____ Date: _____

Revised: January 2020

OFFICE USE ONLY: <input type="checkbox"/> Approved Date: _____ <input type="checkbox"/> Denied Date: _____
--