

# Hendrix College Off Campus Petition Process

Due March 31<sup>st</sup>, 2026

## Residential Expectations and Obligations

Undergraduate students are responsible for reading and understanding all details of the Hendrix College Housing Policy found on page 54 and 55 of the [25-26 Hendrix College Student Handbook](#), before continuing. Please review this thoroughly, as completing an application indicates you will uphold all information included in the Student Handbook. For example, falsifying or inaccurately reporting the local address at which you will be living is a violation of the policy, and if discovered can result in your off-campus approval being revoked and room-and-board charges being added to your account.

## Consider Before Applying:

The Office of Residential Life strives to establish an educational living and learning environment for students to enhance their academic experience. Studies show an increase in diversity awareness, student-faculty interactions, and engagement in collaborative learning by students who live on campus in a liberal arts school. Hendrix is known for its sense of community and our Resident Assistants play an important role in creating supportive communities for their residents by planning hall activities and programs that any student can take part in. The Office of Residential Life strives to ensure residents feel safe to be themselves, explore their identities, and learn and grow together; as well as help new roommates learn how to communicate with each other, share a living space, and build a sense of community responsibility. Additional benefits of living on campus include easier access to campus resources like:

- Mental Health resources in our counselling center
- Study locations across campus such as the Murphy House, Bailey Library, or Burrow
- Workout and athletic facilities to maintain physical health at no cost.
- Social groups and campus events through the Office of Student Activities
- The cafeteria, the “Caf,” in walking distance, where you can find nutritious meals and community.
- On-Call and On-Campus staffing 24-hours a day, seven days a week to include Public Safety officers, members of the Residence Life team and Senior Leadership.

## The Residency Requirement:

All undergraduate students are required to live on-campus and purchase an applicable meal plan for the duration of their undergraduate experience at Hendrix College. A student requesting to live off-campus MUST petition to be exempted from this requirement for one of the following reasons:

- The student resides with a parent/legal guardian within a 35-mile radius of campus
- The student is 23 years of age or older by the first day of classes in the fall semester
- The student is legally married
- The student is the parent of a dependent child

Off Campus Petitions are evaluated on a case-by-case basis, including verification that the students are in good standing with the Conduct Office and the Registrar. **Petitions for current students will not be accepted or considered after the March 31st deadline.**

**Incoming students (First Years and Transfers) will work with the housing office in the summer before they matriculate.** Current students not approved for off-campus status must participate in the annual housing selection process. Failure to do so will result in the student being assigned to a housing location and meal plan, and responsible for associated costs whether or not the assigned bed is occupied or the meal plan utilized.

Students who appeal based on living with a parent within a 35-mile radius of campus, with a spouse, or with a dependent child will be required to submit documentation. Please reach out to [housing@hendrix.edu](mailto:housing@hendrix.edu) with the subject line “Off Campus Housing Documentation” to inquire about what documentation is necessary. All documentation must be submitted to [housing@hendrix.edu](mailto:housing@hendrix.edu) by March 31<sup>st</sup>, 2026.

***NOTE: Signing a lease or rental agreement will not exempt a student from their financial responsibility, nor does it serve as a reason to appeal the College residency requirement.***

Because a student’s financial aid package is calculated for the entire academic year, an Off Campus Petition from a current student will **only** be considered during the annual petition process in the month of March that proceeds the academic year during which they are seeking to live off-campus, to include when returning from studying away. Appeals will not be considered at any other time. In other words, students need to submit petitions to live off campus in the Spring semester that proceeds the academic year in which they want to transition to off-campus living.

### **Financial or Accommodations Concerns:**

If a student is concerned about the cost of living on campus, they are encouraged to contact the Office of Financial Aid to explore the possibility of an increased financial aid package. Students who, because of a documented disability, need an on-campus housing accommodation(s) should complete an Accommodation Request available through the Office of Academic Success **between the March 5<sup>th</sup> and the March 31<sup>st</sup> deadline.** This deadline aligns with the Off Campus Petition process. Once an accommodation is granted, it is kept on file and the student will be provided the prescribed priority in the housing selection process. The diverse housing options available to students on campus allow the College to support most accommodation requests. Therefore, such requests are not intended to serve as a request to live off campus.

### **If a Residency Requirement Appeal is granted:**

When a student is approved to live off campus, their approval will remain in effect until graduation. If at any time a student’s situation changes and they no longer qualify for off campus housing, they will be expected to contact the housing office.

For questions, please contact the Office of Residential Life at [housing@hendrix.edu](mailto:housing@hendrix.edu)

Off Campus Housing Documentation:

1. Residing with a parent/legal guardian within a 35-mile radius of campus
  - a. Copy of students birth certificate
  - b. Copy of parent/legal guardian Driver's License with address within a 35-mile radius of campus
  - c. Proof of Residency of parent/legal guardian within a 35-mile radius of campus (can be a bill)
2. Student is 23 years of age or older by the first day of classes in the fall semester
  - a. Copy of students birth certificate
    - i. Confirm with the Registrar
3. Student is legally married
  - a. Copy of Marriage Certificate by the first day of classes in the fall semester
4. Student is the parent of a dependent child
  - a. Copy of Child's birth certificate (identifies student as the parent)