

CONCORD UNIVERSITY
OFF-CAMPUS HOUSING REQUEST FORM
COMPLETE ENTIRE APPLICATION

Revised 20 February 2008
Please Print

Full Name _____ Soc. Sec. No. _____

Semester Wishing To Move Off-Campus _____ College Box _____

Home Mailing Address _____ Date of Birth _____ Credits Already

Completed _____ Credits Expected To Complete This Semester _____

Current Class Rank (Circle One) Senior - 90 CRT Junior - 60 CRT Sophomore - 30 CRT Freshman

Home Phone # _____ Cell Telephone # _____ Room Telephone _____

E-mail Address _____ Dates attended Concord _____

Number of semesters lived on Concord Campus _____ Are you a Concord University Athlete? _____

What Sport(s): _____ Are you a Presidential, Dean or McKelvey Scholar? _____

* Please note: Institutional scholarships often contain room and board waivers. Electing to move off-campus for any reason will forfeit the room and/or board waiver portion of your scholarship.

State in writing why you are requesting an exception to the Housing Policy (attach additional sheets if needed). It is the students responsibility to provide all supporting documents, and be certain they are attached. **If you are applying for Senior Exception, you must provide a Progression Sheet completed and approved by the Registrar's office and attached to this application.**

Accurate and actual off-campus residence may effect federal and state awarded financial aid as well as Concord residency status.

I understand providing false information (verbal or written) related to off-campus housing, including failure to contact the Office of Housing and Residence Life prior to any change in my off-campus housing classification, will subject me to moving immediately into a residence hall, being financially responsible for room/board payments for any period of enrollment, for which, or during which, I provided false or no information, and probable disciplinary action through the on-campus justice system.

Signature _____ Date _____

Please return this form to the Office of Housing and Residence Life, Campus Box D-129, PO Box 1000, Athens, WV 24712.
We may be reached at (304) 384-5231.

DO NOT WRITE BELOW THIS LINE - OFFICE USE ONLY

Date Received _____ Action Taken _____ Date _____ Applicant Notified _____

**CONCORD UNIVERSITY
GENERAL HOUSING POLICY REGARDING EXCEPTIONS
TO LIVE OFF-CAMPUS**

All unmarried students (traditional age undergraduates, 18 to 22 years of age), who have not received prior permission to commute, are required to reside on campus in the University's residence halls as long as space is available. Permission to commute is granted only to those students who will live with their parents or legal guardians in their parents' primary place of residence within a reasonable driving distance (45 minutes or less), from Concord University. This policy supersedes all exceptions listed below except numbers (2) medical and (3) part-time.

Applications for a housing exception should be obtained from, and must be submitted to, the Office of Housing and Residence Life. The Director of Housing and Residence Life, and/or a designated committee, will evaluate the evidence of exemption criteria, and review all off-campus housing exception documents.

It is the student's responsibility to attach substantiating information (outlined under the provided procedures), to any submitted off-campus housing application. Incomplete requests can not be reviewed, and all exceptions will be granted for the academic year.

Students who have previously signed the Concord University Room Reservation Form and Record of Residency are expected to honor their contractual obligations. This contract is for the full academic year beginning in August, or the student's official arrival date, and ending in May, and cannot be terminated or canceled except under the conditions cited in the withdrawal process or housing exception sections of this agreement. If entered into after August, this agreement applies only to the balance of the academic year.

Deadlines for Applications

Requests for exceptions must be presented no later than May 1, for any Summer terms; March 15, for Fall terms; and November 15, for Spring terms. Students contemplating application for an off-campus housing exception using financial reasons, must apply for financial aid by February 15 (forms should be secured from the Financial Aid Office by January 15).

1. **Financial Hardship** – you or your family must have recently experienced an unplanned financial crisis; serious illness, death, job separation, etc. Anyone expecting to qualify for a financial hardship must have applied for financial aid.*
2. **Medical Reasons** – Students requesting exceptions to the housing policy because of special medical problems must furnish written confirmation from a physician. Required information includes (1) the existing medical problem; (2) how long the condition has existed; (3) the last date treated for the condition; and (4) the estimated duration of the condition. Documentation should prove that your medical condition or disability prohibits you from living on campus, not simply that you have a medical condition.
3. **Part-time Student** – The student must maintain eleven credits or less throughout the entire semester(s) the student wishes to live off-campus. Summer term students must carry three credits or less per summer term to qualify for part-time status.
4. **Residing with Relatives** – Requests will have to be substantiated with a written statement from the relative(s). The statement must contain (1) the specific relationship to the student; (2) the full address and telephone number of the relative(s); and (3) their agreement to house the student for the academic year or semester.
5. **Residing on the work site** – If a student is required, as a condition of his-her employment, to reside with an employer, a written confirmation *that the student's physical presence at the place of employment is required for fulfillment of job responsibilities* must be attached to the application.
6. **Age and/or Experience** – Experience – 22 years of age or older and three years of **fulltime** military experience, or married for at least three years and now divorced, or have a dependent child or children. Age – You are a non-traditional student 23 years of age or older.
7. **Seniors who have only one or two semesters until graduation.** Any student wishing to apply for Senior Status Exception must provide a copy of their official progression sheet (academic check

- list) attached to the Off Campus Housing Request Form. The Official Progression Sheet must be accurately completed and approved by the Registrar's Office before the request will be considered.
8. **Other Reasons** – A.) A Student is a independent student as judged by the Concord University Financial Aid Office. Proof of independent status must be obtained from the Concord University Financial Aid Office, and affixed to this application. B.) Student and/or their immediate family, own property and living space in the town of Athens, or the immediate surrounding area. The property and living unit must be owned, not rented, by the student and/or family. Proof of ownership must be attached to this application.

Notification of Exceptions

After the Office of Housing and Residence Life has approved or denied the request, that decision will be communicated verbally and/or in writing to the student.

Change of Status

Following registration, any potential change in residence must be communicated to the Office of Housing and Residence Life prior to making that change.

RENTAL GUIDE FOR STUDENTS LIVING IN THE TOWN OF ATHENS

- I. There is a zoning and land use ordinance for all people living in the Town of Athens.
- II. The Town is divided into three sections – Business district, a small multi-family district, and single family (majority of the town). Please see the map available in the Office of Housing and Residence Life. In the future, the zoning map will be available on the Internet at www.concord.edu/housing.
- III. Excerpts from Athens Town Ordinances that are applicable to help you locate proper/lawful housing:
- A. Article 5, Section 2h:
Rental Dwelling Unit: means one or more rooms intended to be occupied for living purposes by someone other than the owner of the house, building or mobile home containing such unit, which is a separate and distinct unit for the purpose of providing privacy to the renter or occupier thereof, whether a single person, a family related by blood or marriage, or a group of no more than four persons, without regard to whether such unit has separate kitchen or bathing facilities. A rental dwelling unity may include a single room which shares other bathing and kitchen facilities, an apartment which means a room or group of rooms intended to be occupied for living and sleeping, but not for cooking. Any house, building, mobile home, apartment or rooming unity which contains more than four persons unrelated by blood or marriage may, in the discretion of the building inspector, be considered to be separate rental dwelling units according to the number of bedrooms or other enforcement of this Rental Housing Code.
- B. Article 8, Section 7a:
No person shall deposit or permit to be deposited or permit the accumulation of any garbage, litter, refuse matter, offal, animal carcass, open sewers or sewage, paper, ashes, cigarette or cigar butts, trash, cans, bottles or any flammable material which may become offensive, noxious or dangerous to the public health or public welfare, on his own premises, or on any premises under his control, or deposit or permit to be deposited such garbage or refuse matter in any occupied lot, public ground, vacant lot, park alley, street or areaway, or in any other place within the Town, except as is otherwise provided by law. It shall be the responsibility of any violator of this section to remove such matter immediately

and if he fails to remove such matter or repair such condition within five (5) days after being given written notice by the Council to do so, the Town shall go upon the premises and remove or repair such matter. Failure to comply with the written notice given by the Council as aforesaid shall be construed a misdemeanor in violation of this chapter.

C. Chapter II, Article 3, Section 1

Disorderly Conduct: A person is guilty of disorderly conduct if:

- (1). He is on any street, highway, public building, in or on a public conveyance, or public place engaged in conduct having a direct tendency to cause acts of violence by the person or persons at whom, individually, such conduct is directed.
- (2). No person shall willfully conduct himself in a noisy, boisterous or other disorderly manner by either words or acts which disturb the good order and quiet of the community and no others in any public place or by invitation allow, encourage or otherwise cause such conduct on the part of others in any place within the Town of Athens.