

Verification of Residence with Parent or Legal Guardian



This completed form is to be returned to the Office of Residence Life and Housing. A properly completed *Request to Terminate the Room and Board Agreement* or *Request for Exemption from the College Housing Policy* must accompany this form. Once all the necessary forms are received in our office a decision will be rendered. Please note that the parent or legal guardian signature must be witnessed and attested to by a Notary Public.

Student Information & Intention

Student Name _____ Age _____ DOB _____

Student ID number _____ Class: Fr. So. Jr. Sr. Gr. Exchange

I am under 21 years of age, but will be commuting from the domicile of my parent(s) or legal guardian(s). I understand that approval of my *Request to Terminate the Room and Board Agreement* or *Request for Exemption from the College Housing Policy* will be based on the condition that I reside at the domicile of my parent(s) or legal guardian(s) for the academic year; I further understand that if this arrangement changes I must move directly into College-owned housing.

Student signature

Date

Parent or Guardian Information & Verification

Name _____ Phone _____

Address _____
Number & Street City & State Zip Code

My notarized signature below indicates my verification that I am the parent or legal guardian of the student named above and that s/he will be residing at and commuting exclusively to the College from my domicile for the _____ academic year(s). My signature further indicates my understanding that the College's approval of the student's *Request to Terminate the Room and Board Agreement* or *Request for Exemption from the College Housing Policy* is based on the condition that s/he lives at my domicile for the approved time period. Further, if the above student moves out of my domicile before completion of the academic year (for transfer students) or before the completion of two academic years (for first year students) I agree to promptly notify the Residence Life and Housing Office and understand that s/he will be required to move directly into College-owned housing.

Parent or Guardian Signature

Notary Public Signature Date

Date

DISTRIBUTION:
White – Housing Office
Canary - Student
Pink – Parent or Guardian