

Off-campus Petition

Requesting Exemption from the Residential Requirement

Petitions due Wednesday, April 13, 2022

Living on-campus is an integral part of the [Redland's experience](#) because students can and do learn from one another outside of the classroom. All students are required to live on-campus with a meal plan for the duration of their undergraduate experience except when given permission for specific circumstances through the Off-campus Petition process. The knowledge students gain from the social and interpersonal experiences of residential life plays a vital role in their personal development. As a result, we are committed to the residential experience for all students.

Policies:

Students are responsible for reading and understanding all details of the [Room and Board Contract](#) and [Code of Community Standards](#) before continuing. Please review these thoroughly, as completing this application indicates you will uphold all information included in these publications. For example, falsifying or inaccurately reporting the local address at which you will be living is a violation of the Code of Community Standards, and if discovered can result in your off-campus approval being revoked.

Consider Before Applying:

- **All students are required to live on-campus with a meal plan for the duration of their CAS undergraduate student experience at the University of Redlands.**
- A student requesting to live off-campus MUST submit a petition requesting permission, even if they meet one of the conditions below.
 - the student resides with a parent/guardian within 30 miles of campus;
 - the student, per the University Registrar, is attending part-time;
 - the student is younger than 16, or older than 23, years of age;
 - the student is legally married or in a registered domestic partnership.
- Off-campus Petitions are evaluated on a case-by-case basis, including verification the students is in good standing with the Office of Community Standards and Wellbeing and the Registrar, and should not be assumed.
- If a student fails to submit a petition by the deadline or their petition is denied, the student will be financially responsible for future room and board fees, whether or not they choose to live on-campus and/or use the meal plan.
- **Signing a lease or rental agreement off-campus will NOT exempt a student from their financial responsibility.**
- Because a student's financial aid package is for the entire academic year, an off-campus petition for a returning student will only be considered during the Housing Selection and Placement Process in the prior year to seeking to live off-campus at any point the following academic year. Petitions will not be considered at any other time. In other words, to live off-campus during the fall or spring semester, or May Term, a student must submit their petition by the above published deadline.
- If mitigating circumstances arise, such as violations of the Code of Community Standards, that would lead to a student's off-campus approval being revoked, the student will be required to move back on-campus (with the associated room and meal plan fees) and a new petition must be submitted to request to move off-campus during the next Housing Selection and Placement Process.
- Notification of the outcome will be provided on April 20th.
- Students not approved for off-campus status must continue to participate in the Housing Selection and Placement Process to select a room to live in on-campus.

Financial or Accommodation Concerns:

If a student is concerned about the cost of living on campus, they are encouraged to complete the Student Financial Services (SFS) [Special Circumstance Appeal Form](#). This allows the applicant to provide current financial information, which may differ from what was reported at the time the FAFSA was completed, to Student Financial Services. Special Circumstance Appeals are reviewed by a financial aid committee, who may adjust your eligibility for aid or provide additional payment options. The SFS Special Circumstance Appeal does not impact the outcome of a student's off campus petition, but rather can provide financial support for those in need.

Students who, because of a documented disability, need an on-campus housing accommodation(s) should complete an [Accommodation Request](#) available through Academic Success and Disability Services by published deadlines. Once granted, the accommodation remains on file and is provided priority based on availability, for the duration of the need determined at the time of approval. The diverse options available to students living in residence allow the University to support the majority of accommodation requests; therefore, such requests are not intended to serve as a request to live off-campus and should not be submitted as such.

If Approved for Off-Campus:

- Once a student is approved to live off-campus, they are approved on an ongoing basis and Residence Life and Housing will assume they will live off-campus unless notified otherwise (or approval is revoked due to violations of the Code of Community Standards or academic/financial concerns).
- If at any time a student would like to return to living on-campus in housing, they must notify Residence Life and Housing as soon as possible to participate in the Housing Selection and Placement Process to select a housing assignment.
- Students approved off-campus must always maintain an accurate address with the University using the Off-campus Address Submission Form on their MyRedlands Housing Portal.

For questions, please contact Residence Life and Housing at RLH@redlands.edu.