



## OFF CAMPUS HOUSING REQUEST FORM

### Housing Policy

All undergraduate students (including 3/2 MBA candidates) are required to live in on-campus housing for 6 consecutive Fall & Spring semesters (3 years) unless granted approval to live off campus by the Office of Residence Life & Housing. Students who are 21+ years of age or will be 21 during the first 10 days of classes, married or commuting from the primary residence of a parent within a 40-mile driving distance from 143 Main Street Buies Creek, NC 27506 may submit a form and documentation for approval to live off campus.

**This Off Campus Housing Form** with accurate physical and local mailing addresses must be submitted and approved by the Director of Residence Life for all students living off campus. **All full-time undergraduate students will be billed the Residency Requirement Fee unless this form has been approved.**

### Student Conduct In Off Campus Housing

The Campbell University Code of Honor and Student Code of Conduct applies to all students. Violations of established policies in the Student Handbook will be referred to the Office of Community Standards and Student Conduct.

This form may be emailed to [residencelife@campbell.edu](mailto:residencelife@campbell.edu), mailed to the Attention of Residence Life at *PO Box 95 Buies Creek, NC 27506* or faxed to the Attention of Residence Life at *910.893.1534*

Requesting off-campus housing for:     Fall     Spring    Semester of \_\_\_\_\_ (year).

Full Name: \_\_\_\_\_ ID Number: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Date of Birth: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

University Email Address: \_\_\_\_\_

Current Room Assignment: \_\_\_\_\_ Total Semesters on Campus: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Off-Campus Address: \_\_\_\_\_

Type of Property:  Rental  Parents  Home  Other

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

**If you are currently under the age of 21, this form must be signed by a parent and the parent's signature must be notarized.**

Signature of Parents \_\_\_\_\_ Date \_\_\_\_\_

### Notary for Parent/Guardian's Signature if Student is under the age of 21

\_\_\_\_\_ County, in the State of \_\_\_\_\_

I, \_\_\_\_\_, a Notary Public for said County and State, do hereby certify that

\_\_\_\_\_ personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

Witness my hand and the official seal, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

My commission expires \_\_\_\_\_, 20\_\_\_\_\_. \_\_\_\_\_ Notary Public

Approved             To only commute from home of parents  
 Not Approved

\_\_\_\_\_  
*Residence Life Director*

\_\_\_\_\_  
Date