

## Community Residential Application Process and Protocol

1. **Application:** Community Residential Applications may be obtained online or in the Student Life Office (Campus Center main floor). Applicants may need to affix signature/s in the presence of the Assistant to the Vice President for Student Life or her designee.
  - **Parents/Grandparents/Aunts/Uncles/Older Siblings** living in the local area must submit a Michigan/Indiana state driver's license with a local address within a 45-mile radius of Andrews University to be photocopied by the office.
  - **Siblings age 22 and older** who will act as household guardians for a student under the age of 22 may be requested to submit a copy of their signed lease and other documentation (such as copy of bills), once they have received "Approval with Condition" status from the office.
  - **Falsification of Information** is just cause for Student Life to revoke any "Approval" and require immediate compliance with on-campus residence or revoke student status with the University. Further disciplinary action may be taken (see Code of Student Conduct #6).

**Applications must be complete to be approved. There will be NO RUSHES for approval. You should NOT expect immediate clearance, even temporarily, when submitting applications.**

2. **Review:** Applications will be reviewed and, if needed, an appointment with the Assistant to the Vice President for Student Life will be arranged for further discussion.
3. **Notification:** Decisions will be rendered within 2 weeks or according to the designated timeline (see below). Applicants are strongly advised not to enter contractual agreements or enter financial commitments before receiving full approval. Student Life is not responsible for these choices or consequences. Approval, \*Approval with Condition, or Denial decisions will be sent on the Assistant to the Vice President for Student Life's behalf to the applicant's *Andrews University email address*. **You should NOT assume that you are approved before receiving email notification to your A.U. mailbox.**

Semester expected to move	Application deadline	Decision rendered by
Fall 2011	<b>August 12</b>	August 19
Spring 2012	<b>November 4</b>	November 21

4. **Follow-up:** Applicants who have been "Approved with Condition" must submit a copy of their signed lease by the first day of the new semester in which the move is made.

**\*Approval with Condition** - This application status may be given to students who have applied to live with a sibling age 22 or older. This status suggests approval is pending Student Life's receipt of a copy of the signed lease agreement for the residence where the applicant will live. The older sibling must be listed as a lessee (tenant) on the agreement. Applicants will not be cleared in the registration system until we have received this information. Conditional Approval will not exceed the period of three weeks.

**Andrews University students are expected to abide by the principles and guidelines delineated in the Student Handbook wherever they may live.**

**ANDREWS UNIVERSITY COMMUNITY RESIDENTIAL APPLICATION 2011-2012**

**PLEASE NOTE!** Before making any legal or financial arrangements for your housing (such as signing a lease or giving deposits) you **MUST** obtain approval of this application from the Student Life Office. Only students who meet the criteria outlined in the Residential Living Policy will be approved to live out of the residence halls or in the community.

Semester expected to move	Application deadline	Decision rendered by
Fall 2011	<b>August 12</b>	August 19
Spring 2012	<b>November 4</b>	November 21

**Please check (✓) the appropriate box(es):**

- New Application:** This is my first time applying for Community Residence.
- Renewal:** I was approved to live in the community the previous school year and –
  - will remain at the *same address*, or  will move to a *different address*.

**Date:** \_\_\_\_\_ **AU ID#:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Age:** \_\_\_\_\_ **Birth Date:** \_\_\_\_\_

**AU Email Address:** \_\_\_\_\_

**CURRENT RESIDENCE:** \_\_\_\_\_

\_\_\_\_\_ **Phone:** \_\_\_\_\_

**START DATE:** I am applying to live out-of-residence beginning  Fall '11  Spring '12  Fall '12

**QUALIFIERS: Please check (✓) all that apply-**

- **I am applying to live with a:**
  - Parent  Grandparent (the parent of MY parent)  Aunt/Uncle (sibling of my parent)
  - Sibling age 22+  Full-time Andrews University Faculty or Staff Family

**Name of above Relative or AU Employee:** \_\_\_\_\_

- **I am turning 22 years of age in the:**  Fall '11  Spring '12  Fall '12 semester.
- **I am a fifth-year senior-** I have attended four full years at a university/college *and* have 112+ credits by the  Fall '11  Spring '12  Fall '12 semester.

**FUTURE RESIDENCE:** \_\_\_\_\_

\_\_\_\_\_ **Home Phone:** \_\_\_\_\_

**Names of non-relatives in the home:** \_\_\_\_\_

**Agreement of Parent/Guardian or Head of Faculty/Staff Household** (check all to agree and sign)

My relationship to \_\_\_\_\_ is:  
Name of Student Applicant

Parent    Parent of Parent    Brother/Sister of Parent    Sibling/22+    AU Faculty/Staff

I will live on a **daily basis** in the same household with this student at the address listed on this form.

She/he will NOT live in a separate apartment or basement apartment with a separate entrance.

I agree to notify the Student Life Office if any of the following occurs:

a) He/she ceases to live in the home

b) I cease to live in the home on a **daily basis** with this student

c) I become aware of concerns that impact the holistic welfare of this student

d) I become aware that his/her conduct is not in harmony with Andrews University expectations as outlined in the Student Handbook

The statements checked above are true. I understand that any false statements will jeopardize the applicant's student status at Andrews University.

**PLEASE NOTE: Signature must be made in person at the Student Life Office. A copy of your Michigan or Indiana driver's license with a matching local address is required at the time of signature.**

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

**Agreement of Student** (read and sign to agree)

**ROOM CANCELLATION:** If I am approved to live out-of-residence, please cancel my residence hall room reservation and release my room deposit to my account. If I am currently living in the residence hall, I agree to follow all exit procedures and understand that moving out of the residence hall will deprive me of certain privileges such as discounts on health club, guest rooms, laundry, etc.

I agree to abide by Andrews University expectations as stated in the Student Handbook and to take responsibility when hosting student guests so that they will likewise live in accordance with Andrews University expectations.

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Date Received: \_\_\_\_\_

Action: **Approved**   **Denied**

Action Taken on: \_\_\_\_\_

For Semester: **Fall**   **Spring**   \_\_\_\_\_

Approved by: \_\_\_\_\_

Exemption Cleared on: \_\_\_\_\_

Date Notification sent: \_\_\_\_\_

Notification Sent by: \_\_\_\_\_

**Comments:**