

NEW SPACES

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ON-CAMPUS HOUSING SELECTION FOR 2009-2010

Off-Campus Housing Approval Process for Current Second Year Students

This packet is intended to help you understand the Off-Campus Housing Approval Process. Should you have any questions regarding this process or the information in this packet, please contact the Housing Office at 274-5215.

In this packet, you will find the following items:

- Guidelines and Expectations
- Application/Notification of Automatic Approval

Off-Campus Housing Approval Process
Guidelines and Expectations
Academic Year 2009-2010

This information is intended to help students understand Augustana College's college housing residency requirement. The College attempts to retain as many students as possible in all on-campus housing facilities because we firmly believe that it is educationally advantageous for students to reside on campus. It is also financially advantageous for students since full halls make it possible to maintain lower room and board rates.

For Current Second Year Students Interested in Moving Off-Campus in the Fall, There is a Waiver Process:

➤ **Who is automatically approved to live off-campus?**

- Married students and/or students with children, or
- Students who graduated high school in, or prior to, 2006 (in most cases, Seniors), or
- Students commuting from an immediate family member's home. The Dean of Students Office will request confirmation from the family member.

If you meet any of these criteria, you do not need to apply, but you must notify the Housing Office of your intent. Please fill out the Notification of Automatic Approval form included in this packet.

➤ **Who is eligible to participate in the off-campus approval process?**

- Must have graduated high school in 2007, and
- Must have earned at least 50 credits by the end of Spring Semester 2009, and
- Must currently be in good academic standing with the College.

➤ **How many students will be approved during the off-campus process?**

It is not likely that all third-year students (typically Juniors) who apply to live off-campus will be approved for next year. After determining numbers in the Spring, an initial group of students will be waived. Additional students may be approved as needed throughout the Spring and Summer terms.

➤ **How does approval work?**

Third-year students (typically Juniors) meeting the criteria for eligibility in the off-campus approval process (high school graduation in May 2007, minimum of 50 Augie credits, and in good academic standing) will need to fill out an application for off-campus housing approval. The student will then be entered into a drawing and, if drawn, they will be approved to move off.

Students may apply only as individuals. However, if a group of students is interested in moving off-campus together and any of their names are drawn, they will be allowed to "pull-in" up to two (2) additional students at that time. All three students will then be approved to move off-campus. Each member pulled-in, however, must also have submitted an application and be eligible as stated above. No more than three students will be allowed to move off-campus as a group due to Sioux Falls city ordinances.

Additional Questions:

➤ **Will moving off-campus affect my financial aid?**

Students who move off-campus and do not take a meal plan will typically realize a 20% reduction in Augustana Gift Assistance. For more specific information, please contact the Financial Aid Office.

➤ **What if I currently live off-campus?**

Students currently living off-campus are NOT automatically approved to live off campus for the following year *unless they meet the requirements for automatically being approved to live off-campus.*

➤ **What if I have already signed a lease for next year?**

Students who desire to live off-campus for 2009-2010 should not sign a lease until they have received written approval from the Housing Office. If a student signs a lease and then is not approved for off-campus housing, the off-campus landlord may not release these students from the lease. The student may then be responsible for room and board payments to Augie as well as to the off-campus landlord.

➤ **What if I'm not approved to live off-campus for next year?**

Students who are denied off-campus approval should go through the Room Selection process. Call the Housing Office at x5215 for further information.

All students approved to live off-campus are required to attend a one-hour Community Relations Workshop during the Spring 2009 semester. Date and time will be announced.

Questions? Contact the Housing Office at corey.kopp@augie.edu or call 274-5215.

Off-Campus Housing Approval Application

Academic Year 2009-2010

This application is due to the Housing Office no later than 5 pm on Tuesday, March 31, 2009.

Applicant Name: _____

Co-Applicant Names (If Applicable):

1) _____

2) _____

E-Mail Address: _____

Cell Phone Number: _____

I would like to be included in the off-campus housing drawing. I confirm that I meet the criteria for eligibility and that I am aware of and am responsible for all guidelines and expectations associated with the process.

Student Signature

Date

Please Note:

If your name is drawn, you will be contacted by 12 noon on Thursday, April 2 using the information provided above. If you have included a co-applicant(s) name(s) above and they also meet the minimum criteria, they will be automatically approved at that time as well. Please note that all applicants must fill out the form in its entirety and list all other applicants to be considered a group application. The drawing will continue until all applicants have been drawn. Names drawn after the cut-off will be used to create our waiting list, which will follow the order in which they were drawn. If you are drawn and should choose to decline your approval, your name will be removed from the list.

(We only need half of this form! Cut here!)

Off-Campus Housing Notification of Automatic Approval

Academic Year 2009-2010

Use this form if you meet the criteria for automatic approval. Please note that you must fill out this form and return it to the Housing Office in order to obtain automatic approval to move off-campus.

Please provide the following information:

Name: _____

ID # _____

E-Mail Address: _____

Cell Phone Number: _____

Please indicate which of the following automatic approval criteria you meet:

- Married student and/or students with children; or
- Students who graduated high school in, or prior to, 2006 (in most cases, Seniors); or
- Students commuting from an immediate family member's home.

I will live at the following address _____

Family member's name and relationship to me _____

The Dean of Students Office will request confirmation from the family member.

Please note that you must meet one of the above criteria in order to be automatically approved to live off-campus. If you do not meet the above criteria, it is expected that you will contract for a room on-campus for Fall 2009.

Student Signature

Date

