



Off-Campus Living Policy

Agnes Scott College is a residential liberal arts institution. The residential environment is a key component of each student's college experience. Students enrolled at Agnes Scott College are required to live on-campus housing for the duration of their tenure at the college. Any exception to this policy must be approved by the Director of Residence Life. Exceptions to this requirement are contained within this document and the student handbook.

Requests to live off-campus must be submitted to the Office of Residence Life. The form can be found on the Residence Life website at www.agnesscott.edu/residencelife. All supporting documentation **MUST** be included with form. Please upload documentation verifying your reason for your off-campus housing request. Acceptable documents include PDFs, Google Docs, Word Docs, Photo ID.

Please note submission of documents does not guarantee approval to live off campus.

Requests that are considered include:

- The form below must be signed by the student, parent/guardian and notary.
- A typed letter detailing the reason for requesting to live off-campus is also required.
- A meeting with the Director of Residence Life may be requested of you.

Additional Criteria:

- **Students Age 24 and Over** - Copy of photo ID with date of birth is required.
- **Married** – Copy of marriage Certificate is required.
- **Child/Dependent(s)** – Copy of birth certificate or other legal documentation is required.
- **Accommodations** – Official letter explaining required accommodations not met is required and must be verified through the Housing Accommodations Committee.
- **Extenuating Circumstances** – Typed letter detailing circumstances and reason for request is required. Please note a meeting with a member of the Residence Life Team may be required.



Permission to Live Off Campus Form

Student's First Name: _____

Student's Last Name: _____

Student ID #: _____ Class Year: _____

Permanent Address (with legal parent/guardian):

Street Address	Apartment/Box Number
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City	State	Zip Code
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This is to certify that (please print) _____ will be living at the above address for the 2023-2024 school year with my parent/legal guardian. My signature also certifies that I am aware of and understand the policy stated above. I have a duty to notify the Office of Residence Life if there is any change in the living arrangements of my student. ***This form must be notarized.***

Parent / Legal Guardian Full Name (Printed)

Parent / Legal Guardian Full Name (Signature)

Date

Student's Full Name (Printed)

Student's Full Name (Signature)

Date

Notary's Full Name (Printed)

Notary's Full Name (Signature)

Date