



# Off Campus Parental Verification Form

Northwest University is an intentionally residential community. Students desiring to live off campus must complete a Residential Exemption Request online. The purpose of this form is to verify that students who are required by policy to reside on campus due to age are meeting the criteria to live off campus by confirming parent/legal guardian residency. The entire off-campus policy and other housing requirements may be found [here](#) on our housing website.

**Please fill out the following information to confirm your son/daughter's exemption request:**

Student's name: \_\_\_\_\_ ID# \_\_\_\_\_

Parent or guardian name: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Miles from campus: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_  
(initial) As the parent/legal guardian I have reviewed the Community Handbook and life style standards found [here](#).

\_\_\_\_\_  
(initial) I understand that my son/daughter is expected to abide by the life style standards found within the Community Handbook.

\_\_\_\_\_  
(initial) I understand that in the event that my son/daughter's living arrangements change, their current approval would be void and he/she will need to resubmit the Residential Exemption Request online and notify the housing office.

\_\_\_\_\_  
(initial) I understand I need to provide (emailed along with this form) a document with proof of address (posted mail with name and address would suffice).

\_\_\_\_\_  
(initial) I understand that falsification of information or failure to meet the above obligations may result in student conduct, being required to move on campus, and/or fines.

Please sign, scan and email to housing at [housing@northwestu.edu](mailto:housing@northwestu.edu)

**Student signature:** \_\_\_\_\_

**Parent/legal guardian signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

<b>For office use:</b>	
<input type="checkbox"/>	Residential Exemption Request complete online
<input type="checkbox"/>	Proof of residency received
<input type="checkbox"/>	Approval
	<input type="radio"/> Yes
	<input type="radio"/> No
<input type="checkbox"/>	Email sent
<input type="checkbox"/>	Adjust THD