

Off Campus Housing Policy

Northwest University is intentionally residential. We believe living on campus provides a meaningful compliment to the classroom experience and shapes our learning community in ways that encourage holistic development. We believe that the interaction between people is a guiding and fundamentally important component of Christian student development. Therefore, as a condition of attending Northwest University, traditional undergraduate students are required to live on campus in university owned residence halls or apartments.

Students wishing to live off campus must complete an online Residential Exemption Request indicating which of the following criteria they meet:

- Live with their parent(s) or legal guardian * verification required
- 23 years old or older on the first day of class
- Be 21 years old AND have junior status (60 semester credits earned) on the first day of class
- Be married and living off campus
- Be a parent or legal guardian to a child
- Have been approved to study abroad

*Verification by parent(s) or legal guardian is required. Off campus residence must be within a 35-mile drive to campus in order to receive approval.

Application process:

1. **In order to be considered**, Residential Exemption Requests must be received ***prior*** to August 1st for the Fall semester and by December 1st for the Spring semester. Requests received after these dates may not be considered.
2. **Exemption Requests must be approved before off-campus commuter status is granted.** The Director of Residence Life and Housing along with the Housing Coordinator manages all Residential Exemption Requests. Communication regarding approval status are emailed to your NU email account.
3. **Exemption Requests do not need to be submitted every year.** Students only need to submit a request and be approved once – they do not need to re-apply every year (unless a student’s status has changed); however it is the commuter’s responsibility to provide current and updated address information to the Student Development office by emailing housing@northwestu.edu as necessary. If a student is denied from year to year, they would need to resubmit a request until approved.
4. **Appeals are a separate process and can be submitted to the Student Development office for the Housing Appeal Board to review.** Appeals should highlight resident’s circumstance unavoidable reason for noncompliance to the policy. Include evidence and other pertinent details to help garner an informed decision. Res Life and Housing Appeal forms can be found on the Housing website; the Housing Appeal Board members include but are not limited to: the Director of Residence Life and Housing, Area Coordinators and

the Housing Coordinator. If your exemption request is denied, you have the option of choosing an on-campus location.

5. **Students who do NOT have a housing application on file (or an approved Residential Exemption Request) while attending the university will be subject to a \$100 fee and may be required to move on campus immediately.**
6. **Falsifying information on your Off-Campus Application will void it.**