DEAN OF STUDENTS OFFICE
DICKINSON COLLEGE
OFF-CAMPUS HOUSING APPLICATION
2014-2015

Applicant Information (Please print clearly)

Name: _____ HUB Box #_____

Graduation Month/Yr: _____ E-mail address: _____@dickinson.edu

Have you ever been found responsible for a violation of the *Community Standards?** Yes □ No □

Name: _____ HUB Box #_____

Graduation Month/Yr:_____ E-mail address:_____@dickinson.edu

Have you ever been found responsible for a violation of the *Community Standards?** Yes □ No □

Name:_____ HUB Box #_____

Graduation Month/Yr: _____ E-mail address:_____@dickinson.edu

Have you ever been found responsible for a violation of the *Community Standards?** Yes □ No □

Name:_____ HUB Box # _____

Graduation Month/Yr: _____ E-mail address:_____@dickinson.edu

Have you ever been found responsible for a violation of the *Community Standards?** Yes □ No □

Notes:

- *The Borough of Carlisle prohibits more than four unrelated persons from living together at the same address.*
- *Students should not sign a lease until written approval is received from the Dean of Students office. Submitting an application **does not** guarantee that you will receive off-campus permission.*
- *Off-campus residents must submit their local address and phone number to the Dean of Students Office by July 1, 2014. Students who do not submit their information will have their permission revoked.*
- **Students who have been found responsible for violating the Community Standards may be disqualified from consideration for off-campus permission. If you have been found responsible for a Community Standards violation(s), please submit with this application your written reflections on the following:*
    - *Describe the circumstances surrounding your violation(s).*
    - *What did you learn from this experience?*
    - *What evidence can you provide to demonstrate that your conduct is now aligned with the College's expectations?*

  The College reserves the right to gather additional information, including a request to meet with the individual student.
  Please limit your document to two typed, double-spaced, 12 pt. Times New Roman font pages.
  If you have questions about your conduct record, please contact Elizabeth Farner, Assistant Dean of Students (farnere@dickinson.edu).

General Information:
All students are required to live on campus in a College-owned facility unless they are granted approval to reside off-campus in a privately-owned rental unit or commute from their permanent address. For more information on this policy, see the Dickinson College Room & Board Agreement and the Student Handbook.

Only a certain number of students will be allowed to live off campus. This number changes from year to year based on enrollment projections. Administrators from Admissions, Global Studies, Student Development, Campus Operations and Institutional Research determine the number of students authorized to live off campus using these projections.

Students are advised that permission to live off-campus exempts them from the on-campus housing requirements. Students exempt from the requirement are responsible to secure their own housing and negotiate the terms of that agreement with a third party. The College is not involved in student landlord-tenant agreements, does not keep a listing of rental properties, and does not endorse any third party property owner/operator.

Eligibility:
Only rising seniors in good academic standing may apply to live off campus. Class Year designations are assigned by the Registrar's Office.

Applications that include students who have been in violation of the College's *Community Standards* will be reviewed by the Off-Campus Housing Review Panel. This panel consists of one Student Development administrator, one Faculty member who lives in the Borough, two members of the Community Advisor (CA) staff, and one member of Student Senate. Generally, students are disqualified if they have been involved in: violations of the drug policy; repeated incidents that demonstrate a lack of responsibility around the use of alcohol; incidences of violence or harassment; or other serious or repeated violations of the *Community Standards.* If an applicant who is applying as part of a group is deemed ineligible by the Review Panel, the remaining applicants who are eligible will have reasonable opportunity to adjust their application. **Decisions of the panel are final.**

Applications are accepted for individual students and/or groups of up to four students. A student may appear on only **one application.**

Prioritization:
When the number of eligible students who apply to live off campus exceeds the number of off campus permissions available, each **application (individual or group)** will be put into a lottery and chosen at random.

Applications that are not selected will be prioritized on a waiting list based on their number in the lottery.

Acknowledgments:

By accepting permission to live off campus, students acknowledge and/or agree to the following:

- *Off-campus permissions are not transferrable*
- *Off-campus permissions are not granted mid-year.*
- *Off-campus residents are accountable for adhering to the Community Standards.*
- *Violations of the Community Standards may result in the revocation of off-campus permission,* ***regardless of contractual or financial commitments into which the student may have entered.***
- *Community Standards violations in off-campus residences may result in all residents being held responsible. If a decision in made to rescind off campus permission, thus requiring a student to return to campus housing, all occupants of the house may be subject to the same requirement.*
- *Reports from the Carlisle Police Department will be treated in the same manner as reports from the Dickinson College Department of Public Safety*
- *Students agree to attend an off-campus living seminar and complete seminar expectations in a timely manner. Failure to do so will result in the revocation of off-campus permission.*
- *Students who accept permission to live off campus are not eligible for the on-campus housing lottery.*

Timeline:

November 2013 – Off Campus information and applications available in the Student Life office and on the Campus Life web page.

January 31, 2014 – **Completed** off-campus applications due in the Student Life suite by 4:30PM. An application is not complete until all accompanying documentation has been submitted.

February 10, 2014 – Notice to students deemed ineligible for off-campus permission due to violations of the *Community Standards*.

February 14, 2014 – Deadline for students to adjust their application in the event any member(s) of their application group are deemed ineligible.

February 19, 2014 – Notice of off-campus permission based on lottery results sent to students via campus email.

February 28, 2014 – Deadline for accepting off-campus permission (4:30pm)

I have read and understand the information contained in this application and agree to the conditions under which permission to live off-campus will be granted.**

_____ _____

Signature Date

_____ _____

Signature Date

_____ _____

Signature Date

_____ _____

Signature Date

*****Note:*** *In lieu of signatures, students currently studying off-campus must e-mail reslife@dickinson.edu by 4:30PM EST on January 31, 2014 from their Dickinson email account to acknowledge that they understand the information contained in this application and agree to the conditions under which any approval to live off-campus will be granted.*