

Off-Campus Living Request & Registration

2010 - 2011 Academic Year

To ALL Applicants: Current Academy policy allows students who fit defined categories to apply to live off campus by **completing** and submitting this form. **This is not an appeals form** (refer to Academy Catalog and Student Handbook for information on residency requirements and appeals).

Your application must be filled out completely and returned in a timely manner to the Director of Residential Life & Student Services via their campus mail box located in the Commandant's Office Suite: 135 Curtis Hall. When you submit your application, you must be prepared to prove eligibility. If you are not approved you will be notified within one week of receipt of your form.

For New Students: All new students must submit their Off-Campus Living Request & Registration no later than two weeks after the first class day of their first semester. Failure to do so may result in a \$200.00 cancellation fee. New Regimental students planning to live off-campus will meet with a Company Officer during the New Student Check-in Process.

For Returning Students: Those returning students who signed up for campus housing during the Spring Housing Selection and then decide to move off-campus must submit completed applications no later than July 1st for Fall or the Last Day of Fall Classes for Spring. Those who submit completed forms after those dates are subject to a \$200.00 room cancellation fee. Those who submit forms after August 1st or January 1st for Fall or Spring Semesters, respectively, are subject to a \$400.00 surcharge. Returning Regimental students must meet with their Company Officer prior to submitting their request.

Students who occupy rooms temporarily will be charged pro-rated fees for room and board (required) based on when they moved off campus. **(Temporary housing will be on a space available basis.)** The date that you vacate Curtis Hall and successfully complete your check-out with the Residential Coordinator will determine your pro-rate.

NAME: _____ TODAY'S DATE: _____
(Last Name, First Name, Middle Initial)

MMA BOX NUMBER: _____ *TELEPHONE NUMBER AT THE RENTAL APT/HOUSE: _____

STUDENT ID NO. : _____ DATE OF BIRTH: _____ MMA E-MAIL ADDRESS: _____

*THE APT/HOUSE PHYSICAL LOCATION & ADDRESS (Mailing address, or if in Castine, house number and street): _____

ROOM or HOUSE MATES: _____

LANDLORD/RENTAL AGENT NAME & PHONE NUMBER: _____

* This information MUST be complete before the Regimental Company Officers and/or Residential Life will approve your request.

YOUR STUDENT CLASSIFICATION:

- UNDERGRAD – REGIMENTAL UNDERGRAD – INDEPENDENT (Not in the Regiment)
 GRAD STUDENT 2-YEAR DEGREE

ACADEMIC MAJOR: _____ EXPECTED GRAD DATE (MO/YR) _____

YOUR QUALIFICATION CATEGORY:

- MARRIED VETERAN 22 OR OLDER (by 12/31/20____) 5TH YEAR SYSTEMS
 PART-TIME STUDENT 6 SEMESTERS ON CAMPUS APPEAL (Type: _____ Approved by: _____)

LIST THE SIX SEMESTERS COMPLETED ON CAMPUS (Example: Fall 06, Spring 07, Fall 07): _____

CURRENT HOUSING STATUS:

- CAMPUS RESIDENT OFF-CAMPUS RESIDENT
 NEW STUDENT STUDENT RETURNING FROM LOA - DATE OF ARRIVAL: _____

CURRENT MEAL PLAN: No Plan 5 Meals 12 Meals + \$150 Flex 17 Meals + \$50 Flex 21 Meal Plan

MEAL PLAN REQUESTED: No Plan 5 Meals 12 Meals + \$150 Flex 17 Meals + \$50 Flex 21 Meal Plan

ATTENDED OFF-CAMPUS LIVING INFORMATIONAL MEETING? YES NO

STATEMENT OF RESPONSIBILITY: ALL OFF-CAMPUS STUDENTS

I understand that eligibility to live off campus is a privilege granted, not a right. In moving off campus I know that I am choosing to become a member of the greater community beyond the MMA campus, and as such, I agree to act as a responsible member of that community. I understand that failure to do so reflects poorly on the Academy and the other students here, and that, exclusive of any other disciplinary actions, this will cause a review of my status which can result in revocation of my privilege to live off campus.

I attest that the information I have provided is correct. I understand that off-campus residence does not relieve me of the obligations to:

1. Abide by all Academy rules and regulations. (Off-campus infractions will be judicially reviewed.)
2. Act as a positive, contributing, member of the town and our MMA off-campus community.

Signature of Student

***Additional* Regimental Student Statements:**

I have met with my Company Officer. I understand and agree to fulfill all my Regimental requirements while living off-campus.

I will provide the Regimental Administrative Coordinator with my current physical address and phone number within the first week of each semester and keep the Regimental Office updated with any changes.

Additional Signature of Regimental Student

Company Officer Date

OFFICE USE ONLY

QUALIFICATION CONFIRMED FOR _____ Semester: YES NO
 APPROVED DISAPPROVED

CURRENT HOUSING ASSIGNMENT: _____ KEY RETURNED: Yes No

DATE MOVED OFF CAMPUS: _____

Residential Coordinator Date

PRO-RATE: ROOM _____ BOARD _____ ENTERED: Yes No
APPLY LATE SURCHARGE (07/01, 12/10) \$200 Yes No EMAILED: Yes No
(08/01, 01/01) \$400 Yes No EMAILED: Yes No

Director of Residential Life and Student Services Date