

**Union College**  
**Office of Residential Life**  
**Off Campus Lottery Application for Academic Year 2019-2020**

**DEADLINE: FRIDAY, JANUARY 25<sup>th</sup>, 2019 BY 4:30PM**

1. **Off-campus leases should not be signed without first having permission to live off-campus from the Office of Residential Life.** Signing a lease without permission will not release applicants from Union College's four year residency requirement or any on-campus financial obligations due to the College.
2. **ALL students interested in living off-campus MUST attend an information session (dates to be announced at the start of fall term).** There will be information sessions scheduled for the winter term as well.
3. Permission to reside off-campus will be limited to a designated number of rising Union seniors, based on enrollment numbers and other additional factors.
4. Permission to live off-campus is not automatic. Release will be based on successfully completing all aspects of the application (group essay questions and individually completed community service hours). Essays will be anonymously reviewed by a committee and applications will be ranked based on quality. A waiting list will be established by the same process at the time.
5. For financial aid concerns regarding off-campus living, students can contact the Office of Financial Aid at 518-388-6123 to make an appointment with a counselor.
6. **All students' conduct history will be considered and students at a point total of 6 or more will be notified that their conduct history excludes them from participating in the off-campus lottery.** Current student conduct, including any charges that are filed after submitting an application that has been approved, could result in a loss of the privilege.
7. **Prior to submitting an application, students are responsible for checking with the Registrar to confirm their class status, which is based on the number of credit hours completed.**
8. Each student must complete all aspects of the application and sign for themselves. If a student on the application is currently on a term abroad, an email must be attached to the application with that student's permission and documentation should be attached for community services hours completed.
9. Students may only appear on one off-campus application. If a name appears on two applications the student will be contacted and asked to select one application.
10. The off-campus application will not be accepted if all aspects of the application are not completed for each individual student in the group.
11. If off-campus permission is not granted, applicants will be required to participate in the housing lottery and live on campus.
12. The Office of Residential Life does not sanction or inspect off-campus property and does not mediate landlord/tenant issues. Students living off-campus are responsible for managing all landlord/tenant issues independently of the College.
13. Members of Greek organizations should be aware of their chapters' house occupancy. Students seeking off-campus residency for the 2019-2020 academic year must first consult with the Director/Associate Director of Fraternity & Sorority Life regarding house occupancy expectations. Students released from their Greek house residency requirement are not automatically guaranteed a release from the on-campus housing requirement and students released off campus are not automatically released from Greek house obligations.
14. All students approved to live off campus must complete the Off-Campus Housing Confirmation sheet and return it to the Office of Residential Life by Friday, February 22<sup>nd</sup>, 2019. Failure to complete the confirmation sheet could result in a forfeiture of a spot off-campus.

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15. Applicant groups who lose members due to any issues above will not be allowed to add additional members after the lottery and may jeopardize the application. Be honest with your group regarding your conduct status, credit hours earned, and financial ability to live off campus.
16. Students who will be 23 years of age, or older, as of September 1<sup>st</sup>, 2019, can apply as an **individual** for Off Campus Release due to being of a non-traditional age. Please indicate this on your application.
17. More information can be found at: <https://www.union.edu/files/dean-students/201809/student-handbook-2018-2019.pdf>

**Essay Questions:**

Please answer the following questions to help Residential Life determine your eligibility for Off Campus Release. You must attach your typed answers on a separate sheet of paper (maximum length of 3 pages at 12 point font) to the Application Form. If you are applying as a group you may answer the questions together.

1. Why are you interested in living off campus your senior year?
2. As a four-year residential institution, very few students at Union College are permitted off campus housing their senior year. How will you maintain your connection to the campus community if you live off campus?
3. Being part of the larger Schenectady community comes with great responsibility. What does being a good neighbor mean to you? What lifestyle changes do you anticipate making in order to be a responsible off campus resident, while abiding by both local and college policies?

**Community Service:**

Each person applying for Off Campus Release must complete 5 hours of community services in the Schenectady/Niskayuna community as a demonstration of your interest in maintaining a positive relationship with the local community. These hours can be with an affiliated organization through the Kenney Community Center or another organization in the local community. Hours must be completed between the time this application is made available and January 25, 2019. Hours can't be completed in conjunction with a requirement for another organization/purpose on campus. A letter, on organization letterhead, must be attached to the application for each person on the application, acknowledging completion of the 5 hours and a description of what service was provided.

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By signing below, we indicate that we have read and understand all terms and conditions regarding the Off-Campus Lottery Application as they are shown. By submitting this application, we represent a group of students who wish to apply to live off campus together and understand that this is a group application and not an individual process.

**Please Print Clearly**

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ID #: \_\_\_\_\_ Cell #: \_\_\_\_\_  
Expected Graduation year: \_\_\_\_\_  
Signature: \_\_\_\_\_

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For Office Use Only:

Date Received: _____	Group Number: _____	Lottery Number: _____	Status: _____
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