

Union College
Office of Residential Life
Off Campus Lottery Application for Academic Year 2018-2019

DEADLINE: FRIDAY, JANUARY 26th, 2018 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 which are being held on Monday Oct 30, Friday Nov 3, and Thursday Nov 9, 2017. All are at 1 pm in the Reamer Auditorium.** There will be information sessions scheduled for the winter term.
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. A random lottery will be conducted if applicant numbers exceed the designated number of students to be released. A waiting list will be established by the same process at the time of lottery.
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 will be notified if 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 sign the off-campus lottery application. Any student who forges a signature will be subject to conduct charges and off-campus release (if approved) will be in jeopardy. 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.
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 information on the application is 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 2018-2019 academic year must first consult with the 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 23rd, 2018. Failure to complete the confirmation sheet could result in a forfeiture of a spot off-campus.
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 1st, 2018, 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/offices/dean/forms/handbook2017-2018.pdf>

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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 on the first page of this application. By signing this application, we represent a group of students that wish to apply to live off campus together and understand that the lottery is based on a group application and not an individual process.

Please Print Clearly

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Expected Graduation year: _____
Signature: _____

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For Office Use Only:

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