



**West Virginia Wesleyan College**

**Office of Campus Life**

59 College Ave, Buckhannon, WV 26201

**Verification Form for Commuter Status**

West Virginia Wesleyan College (WVWC) is a residential institution and features residence hall education focusing on student learning and personal development as part of its distinct academic mission. **Therefore, students are required to live on campus unless a student will be living at home or with an acceptable family member; parent, grandparent, legal guardian (no exceptions), or graduated from or was home schooled in Barbour, Lewis, Randolph or Upshur Counties. Other requests may be made but are subject to review.**

**If a student wishes to apply for commuter status, this form must be completed in its entirety and in the presence of a Notary Public. This form must be resubmitted yearly for approval. If Commuter Status is granted and a student’s residency changes during the Academic Year, the student must resubmit this Verification Form with the updated information.**

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**Commuter Form Due in Campus Life by April 1<sup>st</sup> each year for returning students**

**Due July 1<sup>st</sup> for first-year students**

**This form does not guarantee that Commuter Status will be granted.**

**If a student is approved for off-campus living status, the student’s financial aid award package will be reassessed. Because students living off campus pay reduced direct costs to the College, there will be a \$2,000 reduction in institutional gift aid.**

**Area to be completed by Parent / Guardian and Student**

**Student ID# \_\_\_\_\_**

**Must be completed in the presence of a Notary Public**

**Student’s Name: \_\_\_\_\_**

Student’s Address of residency \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student will be residing with:

Parent / Guardian Name: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

Phone number of Parent/Guardian \_\_\_\_\_

**I hereby confirm that the above information is true and will remain the same for the 2023-2024 Academic Year.**

Student’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent / Guardian’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Area to be completed by Notary Public**

State of West Virginia, County of \_\_\_\_\_

The foregoing instrument was acknowledged before me this on this date: \_\_\_\_\_

My commission expires: \_\_\_\_\_ Notary Public’s Signature: \_\_\_\_\_

Notary’s Official Seal:



## Office of Campus Life Residency Exemption Application

**Residency (Residence Hall) Requirement and Other Obligations: Due by April 1<sup>st</sup> each year for returning students and July 1<sup>st</sup> for first-year students**

- Residency Requirement (as stated in Student Handbook): West Virginia Wesleyan College (WVWC) is a residential institution and features residence hall education focusing on student learning and personal development as part of its distinct academic mission. Therefore, students are required to live on campus unless an exception is approved by the Office of Campus Life. Residence Hall Agreements are for the entire academic year (August through May).
- Applications for an exception to the residence requirement for continuing students must be submitted to the Office of Campus Life. Leases or other living arrangements should not be confirmed until exceptions are verified in writing from the Office of Campus Life.

**Reason for Exemption (Please check the exemption being requested)**

- Non-Traditional Age** – Student reaching age 23 **prior** to the beginning of the fall semester.
- Married** – Student must submit a copy of his/her marriage license.
- Fifth Year Seniors**- Verification by the Registrar's Office is required.
- Graduate Student** –Verification by the Registrar's Office is required. This does not apply to the first four years of the five year MBA Program.
- Living At Home**- Students are required to live on campus unless they are living at home (acceptable family members: parent, grandparent, legal guardian) within a 30 mile radius from campus. Please see reverse side for Verification Form.
- Medical Release**- Student and Physician must complete the *Special Needs Based Housing Request Forms*. These forms are available in the Office of Campus Life.
- Single Parent**-Student must submit a copy of child's birth certificate.

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**Student Information** (Please Print)

Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_ Date: \_\_\_\_\_

Permanent Address:

\_\_\_\_\_  
\_\_\_\_\_

Primary Phone Number: \_\_\_\_\_

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**Office Use**

Supporting paperwork completed and submitted: Yes  No

Application Was: Approved  Denied

Comments:

(OCL) Staff Completing Form: \_\_\_\_\_ Date: \_\_\_\_\_

Signature