



**West Virginia Wesleyan College**  
**Office of Campus Life**  
59 College Ave, Buckhannon, WV 26201

## **Verification Form for Commuter Status**

West Virginia Wesleyan College is a residential college. Therefore, residence on-campus or in campus-owned housing is required for four years. Scholarships and financial aid at West Virginia Wesleyan are based off of a total cost for tuition, room, board, and fees. If a student is permitted to commute or live off-campus, in accordance with policy outlined in the Student Handbook, the student's financial assistance funded by West Virginia Wesleyan (academic scholarships, grants) will be reduced.

Commuter status may be obtained if 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. Since Wesleyan scholarships and grants are based on a full cost for tuition, room, board, and fees, any student approved to commute or live in non Wesleyan-owned housing will have their aid offer revised. Effective beginning in the Fall of 2024, West Virginia Wesleyan financial aid will be scaled to the student's direct cost of attendance.

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 March 15th each year for returning students**  
**Due July 1st for first-year students**

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

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

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

*Must be completed in the presence of a WVWC 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 2024-2025 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 March 15th each year for returning students and July 1st 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 ☐  
Comments:

Application Was: Approved ☐ Denied ☐

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