



# OFF-CAMPUS HOUSING PETITION AND MEAL PLAN REDUCTION FORM

\_\_\_\_\_ Date

TO BE COMPLETED BY STUDENT	
Request for: Fall _____ Spring: _____	
Semesters in campus housing: _____	
Accumulated credits: _____	
Cumulative GPA: _____	
Major: _____	
Expected graduation date: _____	
Date of birth: _____	
Applying for: Housing: <input type="checkbox"/> Meal Plan: <input type="checkbox"/>	

\_\_\_\_\_ Last name First name Student ID number

\_\_\_\_\_ Permanent home address City/State/Zip

\_\_\_\_\_ Phone number (include area code) Email

*In light of the educational & spiritual benefits associated with living in community, George Fox University has a two-year residency. Similarly, students residing on campus are required to have a meal plan based on the number of completed credits they have earned. Exceptions to this policy are made for students who are: Juniors (62 credits or more), 20 years of age or older, married, students in their third year out of high school, or local students commutina from their parent's home.*

## -Instructions -

Check the box by the exemption you are applying for, and complete the steps required for each category.

<input type="checkbox"/> <b>Financial Hardship or Extenuating Circumstance or Meal Plan Reduction</b>
<ul style="list-style-type: none"> <li>✓ Complete this worksheet</li> <li>✓ Attached a Financial Aid Housing Information Sheet: (pick up specific letter from Financial Aid)</li> <li>✓ Check off which criteria you meet (see the back of this page )</li> <li>✓ Write a petition letter</li> <li>✓ If requesting off-campus, <u>include address of where you hope to live and housemates</u></li> <li>✓ Submit the form, budget worksheet and petition letter to the Student Life Department</li> </ul>

<input type="checkbox"/> <b>Change in Marital Status</b>
<ul style="list-style-type: none"> <li>✓ Fill out this form</li> <li>✓ Write a petition letter including name of <b>future spouse</b> and <b>wedding date</b></li> <li>✓ Submit both the form and petition letter to the Student Life Department</li> <li>✓ Make sure your marital status is up-to-date with the Registrar's office</li> </ul>

<input type="checkbox"/> <b>Medical Condition</b>
<ul style="list-style-type: none"> <li>✓ Fill out this form</li> <li>✓ Write a petition letter</li> <li>✓ Request a letter from your doctor</li> <li>✓ Submit this form, doctor's letter, and petition letter to the Student Life Department</li> </ul>

### PETITION LETTER: A petition letter is required with all appeals.

On a separate sheet of paper, write a letter to the appeal committee explaining you and/or your family's situation. Attach your letter to this form, fill out the budget worksheet (if applying for Financial Hardship), and return it to the Housing Department in Student Life – 3<sup>rd</sup> floor Stevens Center.

### FINANCIAL AID HOUSING INFORMATION SHEET:

Stop by the Financial Aid office (located on the 2<sup>nd</sup> floor of Stevens Center) and request a copy of your financial aid housing information sheet. Attach it to this worksheet before turning it in. This information is used by the committee in determining eligibility.

## CRITERIA FOR EXEMPTIONS OR ACCOMODATIONS:

The university will consider an exception to our residential and meal plan policies in situations where a student is experiencing an extreme financial hardship and unable to pay the expense of living on campus or the expense of the meal plan that they are eligible for. To be considered for exception a student should meet the following criteria.

**Please confirm that you meet each of these by checking the box next to each of these criteria:**

- Eligible for the Federal Pell Grant
- Sophomore standing for the year in question
- Good academic standing
- FAFSA for upcoming academic year, financial aid notice received and accepted
- Student and parents cannot finance the unmet need, and have demonstrated that in unsuccessful attempts for funding through loans or other options. Refusal to borrow does not satisfy this requirement.

*If you cannot check off some of the above criteria, you must address each in your petition letter*

## FINANCIAL HARDSHIP – HOUSING/MEAL PLAN BUDGET WORKSHEET

Fill out the worksheet below with accurate information. You may estimate your general expenses if unknown. The purpose of this worksheet is to help us get a sense of your ability to pay for living off-campus or paying for your food as well as have a better understanding of your monthly budget.

	General expenses	Expenses per month
1a	Rent	\$
1b	Electricity / Gas	\$
1c	Food	\$
1d	Car payment	\$
1e	Payment to GFU	\$
1f	Credit cards	\$
1g	Other monthly obligations	\$
<b>1h</b>	<b>Total expenses from lines 1a -1g</b>	<b>\$</b>

	Money available per month	Amount
3a	Student income	\$
3b	Parental monthly contribution	\$
3c	Student savings from summer employment – <i>divide by 9 months</i>	\$
<b>3d</b>	<b>Total from lines 3a, 3b, 3c</b>	<b>\$</b>

	Current educational debt	Amount
2a	You	\$
2b	Your parents	\$
	<b>Total from lines 2a, 2b</b>	<b>\$</b>

	BUDGET SUMMARY	
4a	Money available per month (line 3d)	\$
4b	Total expenses (line 1h)	\$
	<b>TOTAL (4a subtract 4b)</b>	<b>\$</b>

I verify that to the best of my knowledge the information above is true and accurate.

Student Name (printed)

Date

**Student Signature** (By signing, you agree to the release of financial information to the student life office.)

The deadline to apply for financial hardship consideration in the fall is May 10<sup>th</sup> and for spring December 10<sup>th</sup>.

**Return form to:**

Student Life Department

University Housing

414 N. Meridian St. Box 6148, Newberg, OR 97132

E-mail [-housing@georgefox.edu](mailto:-housing@georgefox.edu) Fax – 503.554.2339 | Questions? 503.554.2310