OFF-CAMPUS HOUSING PETITION
AND MEAL PLAN REDUCTION FORM

Date

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 student who: Have a high school graduation date that was 2 full years before the first of the fall semester, are 20 years or older by the first day of the fall semester, are married, or are local students commuting from their parent’s home.

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

☐ Financial Hardship or Extenuating Circumstance or Meal Plan Reduction
  ✓ Complete this worksheet
  ✓ Attached a Financial Aid Housing Information Sheet: (pick up specific letter from Financial Aid)
  ✓ Check off which criteria you meet (see the back of this page)
  ✓ Write a petition letter
  ✓ If requesting off-campus, include address of where you hope to live and housemates
  ✓ Submit the form, budget worksheet and petition letter to the Student Life Department

☐ Change in Marital Status
  ✓ Fill out this form
  ✓ Write a petition letter including name of future spouse and wedding date
  ✓ Submit both the form and petition letter to the Student Life Department
  ✓ Make sure your marital status is up-to-date with the Registrar’s office

☐ Medical Condition
  ✓ Fill out this form
  ✓ Write a petition letter
  ✓ Request a letter from your doctor
  ✓ Submit this form, doctor’s letter, and petition letter to the Student Life Department

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 – 3rd floor Stevens Center.

FINANCIAL AID HOUSING INFORMATION SHEET:
Stop by the Financial Aid office (located on the 2nd 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 ACCOMMODATIONS:
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.

<table>
<thead>
<tr>
<th>General expenses</th>
<th>Expenses per month</th>
<th>Money available per month</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1a Rent</td>
<td>$</td>
<td>3a Student income</td>
<td>$</td>
</tr>
<tr>
<td>1b Electricity / Gas</td>
<td>$</td>
<td>3b Parental monthly contribution</td>
<td>$</td>
</tr>
<tr>
<td>1c Food</td>
<td>$</td>
<td>3c Student savings from summer employment – divide by 9 months</td>
<td>$</td>
</tr>
<tr>
<td>1d Car payment</td>
<td>$</td>
<td>3d Total from lines 3a, 3b, 3c</td>
<td>$</td>
</tr>
<tr>
<td>1e Payment to GFU</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1f Credit cards</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1g Other monthly obligations</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1h Total expenses from lines 1a -1g</td>
<td>$</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Current educational debt</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2a You</td>
<td>$</td>
</tr>
<tr>
<td>2b Your parents</td>
<td>$</td>
</tr>
<tr>
<td>Total from lines 2a, 2b</td>
<td>$</td>
</tr>
</tbody>
</table>

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 10th and for spring December 10th.

Return form to:
Student Life Department
University Housing
414 N. Meridian St. Box 6148, Newberg, OR 97132
E-mail – housing@georgefox.edu  Fax – 503.554.2339  | Questions? 503.554.2310