



**Undergraduate Financial Aid**

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**Off Campus Budget Request Form  
2020–21 Academic Year**

Office Use Only: Do Not Assign

**Student Information**

Name: \_\_\_\_\_ Class: \_\_\_\_\_

PUID: \_\_\_\_\_

**Instructions:** Read the policy and requirements below and sign this form, certifying that you have read and understand them. Submit this form with the required documentation to the financial aid office. You may request an off campus budget for one semester or for the full year; if you request an off campus budget for the full year, and are approved, your spring aid will be packaged with the off campus budget without resubmission of this form.

**Check one:**

- Fall Semester 2020                      Deadline to submit: September 30, 2020
- Spring Semester 2021                      Deadline to submit: February 28, 2021
- Academic Year 2020-21                      Deadline to submit: September 30, 2020

**Policy:** Dependent students invited to return to campus who do not sign a University housing contract and dependent students not invited to return to campus for the fall and/or spring semester will be packaged with an at home budget for that semester. Students who will not live at home and will instead rent a residence may request to be packaged with an off campus budget.

**Requirements:**

- A rental contract—either a lease/sublease signed by a landlord and the student-tenant OR a confirmed third-party reservation agreement (such as Airbnb);
- The rental property may not be a parental address—this includes custodial parents, non-custodial parents, stepparents, and legal guardians;
- The rental period must span the semester for which the off campus budget is requested;
- The student’s name must be listed on the lease/sublease as a tenant, even if a parent or guardian is additionally required to secure the contract. For third-party services, the student must be the account holder on the reservation. If the student is not the account holder, the student must submit a signed statement from the account holder, certifying the student’s tenancy in the property.
- Each requirement above must be met before an off campus budget request will be considered.

All members of the University community are expected to be honest and straightforward in their dealings with University processes, policies, activities, and personnel. This obligation includes honoring contracts and agreements and providing accurate information on official forms and documents as well as to official University personnel, offices, and committees. Deliberate violations of this provision will be considered serious offenses; subsequent violations, or systematic violations in the first instance, will be considered extremely serious. (1.1.5 Honesty and Cooperation in University Matters, Rights, Rules, Responsibilities, 2020 edition)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_