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Memorandum for All Civilian Students

Subject: Housing Policy for Academic Year 2017 – 2018

From: Frank T. Vanecek, Senior VP Student Affairs and Technology

A handwritten signature in black ink that reads "Frank T. Vanecek".

Date: 17 March 2017

This policy defines residential requirements for Academic Year 2017 – 2018 and is provided on this date to allow students time to plan accordingly. It will be posted online via the Policies and Procedures section of my.norwich.edu.

This past fall semester, current, full-time civilian residential students were given the option of moving off campus. Several students chose this option and will become commuter students beginning with the fall 2017 semester. Those students who did not take advantage of this opportunity are required to live on campus as residential students. Fifth or sixth year architects (master's degree students) may request to reside on campus by receiving an approved waiver from the Residence Life staff.

Effective with the fall 2017 semester, the housing regulations are as follows:

1. All married students, no matter their age, will be able to live in off-campus housing.
2. New students (freshmen or transfer), 24 years of age or older at the time of their arrival to Norwich, will not be allowed to live in on-campus housing.
3. New freshmen students (i.e., non-transfers), arriving for the fall 2017 semester will be required to live in on-campus housing for the coming academic year.
4. New transfer students, arriving for the fall 2017 semester will have the option to live in on-campus housing or petition the Residence Life staff to live in off-campus housing.
5. Bona fide Civilian Commuter Students are not required to live in on-campus residential housing. A bona fide civilian commuter student is defined as: (1) a dependent student who resides at their home address with parent or guardian and this residence is within a one hour's commute (generally 50 miles) of Norwich; or (2) is an independent student as defined by Federal Financial Aid Regulations. The parent/guardian of the dependent student will be asked to certify in writing (Verification Form available in Dean of Students Office) that the dependent student will be residing at their home address with

the parent/guardian. The parent's or guardian's residence (rent or own) may not have been secured solely for the purpose of providing a "residence" for this student.

6. Fifth year students, except for fifth and sixth year architects, must live in off-campus housing.

Students must complete the actions listed below by the due dates specified.

- Complete and submit your housing form by April 1, 2017 by 4:30 p.m.
- Pay your advance deposit of \$250.00 by April 1, 2017 by 4:30 p.m.
- Register for classes by Monday, April 17, 2017 by 4:30 p.m.
- Not be on a financial hold.
- Not be on a disciplinary hold.
- Sign the Housing Contract, when housing is selected, not later than Friday, May 5, 2017.

Civilian Residential Student Lottery:

All eligible returning residential civilian students will participate in a spring lottery process to select their rooms for the upcoming academic year. Anticipated Housing Lottery date is: Monday, May 1, 2017. The specifics of the lottery process will be provided in a separate document available April 7, 2017 via email to all current civilian residential students. Housing assignments will be made on a space available basis.

Singles in South and Dalrymple Halls are available to civilian residential students on a seniority basis during the Lottery process. A premium of \$550.00 per semester will be levied on a student who selects these rooms. **Note:** Other singles, such as "RA singles" and "Academic/Medical singles" as certified by the Academic Achievement Center do not pay a premium for their single room. These singles will be assigned as available.

Civilian Residential Student Housing Contract:

All students requesting on campus housing for Academic Year 2017-2018 must sign a housing contract no later than Friday, May 5, 2017. Request for relief from the requirements of a signed contract for Academic Year 2017-2018, once approved by NU, will incur a \$500 penalty and may incur a larger penalty up to the annual cost of your room.