ENDICOTT COLLEGE

Office of Residence Life
376 Hale St.
Beverly, Massachusetts 01915
Tel. (978) 232-2141

Change of Residency Status Application

Please return completed form to Office of Residence Life, Callahan Center or fax to: 978-232-3003

All Change of Residency Status applications must be received no later than the deadline indicated below. Students applying must meet certain criteria for consideration for approval.

For Fall semester: **Due Mar 15** For Spring semester: **Due Dec. 15**

Students who participate in the housing selection process who change their status after the due date will lose the $500 Continuation Deposit. Non-participants in the housing selection process who apply and are approved after the deadline will lose their $500 Continuation Deposit and a guarantee of housing. The minimum requirements to apply for Change of Status is a 2.3 GPA or higher and to be of junior or senior status or be 21 years of age.

Student Name: _____ **ID#:** _____ **Today's Date:** _____

Date of Birth: _____ **Class:** **Fresh.** ___ **Soph.** ___ **Jr.** ___ **Sr.** ___ **Other** ___

Cell Phone: _____ **Email:** _____

I am seeking to change my status to: **Resident:** _____ **Commuter:** _____
This change will be: **Temporary:** _____ **Permanent:** _____
This change should occur: **Academic year** **Fall:** _____ **Spring:** _____

If requesting to live **ON CAMPUS**, please complete this section:

1. Reason for requesting to live On Campus: (check one)
- [ ] Returning from Full-Semester Internship
- [ ] Returning from Leave of Absence or Readmit
- [ ] Other(please specify): _____

_____

2. Do you need housing for Winter term?
Yes _____ No _____

3. Do you need housing for Summer term?
Yes _____ No _____

If changing to live **OFF CAMPUS**, please complete this section:

1. Reason for requesting to live Off Campus: (check one)
- [ ] Full-Semester Internship (see Note, temp. change)
- [ ] Financial
- [ ] Changing academic status to Part Time
- [ ] Other(please specify): _____

_____

2. Please list current residence building and room:
_____

3. Would you like a meal plan?
Yes* _____ No _____
*Please complete Board Agreement.

Note: If changing status for full-semester internship, the student will fill out a housing preference form that will be email midway through the semester. These forms will help the Residence Life Office anticipate housing needs for the semester of the student's return. If a student lists their status as temporary they will automatically revert back to resident when the semester is over.

Continuation Deposit:
This is a one time deposit that allows the student to register for classes each semester and participate in housing selection with no additional deposits for the entire period of enrollment if the student's account is in good standing. Students will forfeit this deposit if their application is received and approved after the deadline. A lost continuation deposit must be repaid before the student can register for classes, start their semester, or be readmitted to housing. Readmission to housing is based on space availability only.

Financial Aid:
A change of status may have a direct impact on your Financial Aid eligibility. Please contact the Financial Aid office, 978-232-2070, to have your file reviewed before submitting this application.

International Students*:
The School of International Education is required to notify the U.S. Citizenship and Immigration Services of any change of address within ten days of moving. All international students must obtain the signature of the Director of International Studies to be considered for approval.

Disclaimer:
This form will not be reviewed for approval until all necessary signatures are acquired. The Office of Residence Life can acquire all signatures for you. By signing, the student acknowledges that (s)he will forfeit their $500 Continuation Deposit if this application is submitted and approved after the due date for the semester (s)he would like this change to begin. If lost, (s)he will be required to resubmit the $500 Continuation Deposit before registering for classes, starting their semester, or being re-admitted to housing. This application will not be considered approved until the student receives official written notification from the Office of Residence Life. The College reserves the right to deny any application based on housing occupancy, age, GPA, or class status.

Student Signature: _____ Date: _____

Please list your new address:

Address_____

City _____

State _____ Zip Code _____

The administrators below MUST sign before this application is approved.

V.P. of Finance: _____ Date: _____

Director of Financial Aid: _____ Date: _____

Vice President Student Development _____ Date: _____

*Director of International Studies: _____ Date: _____

OFFICE USE ONLY:

Change of Status: Approved _____ Denied _____ Date: _____
Loss of Deposit? Yes _____ No _____
Declaration of Intent? Yes _____ No _____