



Housing/Meal Plan Appeal Form

Student Development Office

All undergraduate students are considered to be residential students and will have an on-campus meal plan until they apply and have been approved for off-campus status. The application deadline to request a change to a student's residential status or meal plan selection is July 1 for fall or December 15 for spring.

All undergraduate students except those who are married, living with an immediate relative (within 45 miles of campus), or have completed two years of post-secondary undergraduate study in the United States before the start of the semester are required to live in the residence halls and participate in an on-campus meal plan. Immediate relatives are defined as parents, grandparents, or legal guardians only. Residents who meet one of the criteria must complete an Off-Campus Housing Application available by contacting the Student Development Office or online. Any student may complete the form but must await approval before moving off campus or making off-campus commitments (i.e. signing a lease). Students are encouraged to check with the Student Financial Planning Office if they are considering off-campus living as it may affect their financial aid package.

Transfer Students are required to live in campus housing for a minimum of one academic year upon admission to KWU unless they meet one of the criteria for exceptions, or they are in their final year of undergraduate study.

International Students will be required to live in campus housing unless they have completed two years of post-secondary education in the United States, either at KWU, another institution, or a combination of the two. All International Students must be enrolled in a University Meal Plan regardless of their housing status.

All off-campus undergraduate students will be automatically enrolled in a Commuter Meal Plan. Commuter students who are not involved in an athletic program may request consideration to waive the Commuter Meal Plan through the Student Development Office. Off-campus Student Athletes and/or International Students may not request consideration to waive this meal plan. A student who quits their athletic team after the start of the semester will not be allowed to change their commuter meal plan status until the next semester.

Please use this form to appeal all or part of the housing/meal policy. You must explicitly state the reason for your appeal, use additional space if necessary.

Housing Policy Appeal

Name: _____ Student ID #: _____

Date of Birth: _____ Phone #: _____

Current Address: _____

Explanation of Request (attach additional sheets/documentation if more space needed): _____

Name of person(s) that you are requesting to reside with: _____

Relation to person(s) that you are requesting to reside with: _____

Address that you wish to reside: _____

Meal Plan Appeal

Are you currently involved in an athletic co-curricular at KWU? _____

Explain for appeal of commuter plan: (attach additional sheets/documentation if more space needed):

Student Signature

Date