



Change to Commuter Status Request

Commuter status is defined as residing at the legal, permanent home address with a student's parent(s) or legal guardian(s) currently on file with Student Affairs. Students wishing to commute must live within 30-driving miles from the College as confirmed by Google maps from the address of 319 S. Market St., New Wilmington, PA 16172.

Current students must submit a Change to Commuter Status request by June 1. Incoming students must provide notice prior to the first day of Orientation their entering semester. Late submissions, if approved, will result in a \$500 administrative fee.

A change to commuter status may affect a student's financial aid. Students are encouraged to speak to the Financial Aid Office prior to submitting a request. In addition, the College reserves the right to take disciplinary action against any student who violates the 4-year housing residency requirement and/or lives at another address other than the legal, permanent home address on file. Disciplinary action may include restitution for current room and board rates at the time of the violation.

Students wishing to change their legal, permanent home address on file with the College must first complete a change of address request with Student Affairs, located in the McKelvey Campus Center, Suite 341. Students requesting to commute from a different parent/legal guardian address than the one on file with the College will additionally need a letter from the parent/guardian stating the student will be living with them, a copy of the parent/guardian's driver's license showing the new address, and a copy of a lease or mortgage agreement showing the name of the parent/guardian and the new address.

Complete the information below for us to review your address on file and ensure it is within the 30-driving mile range from the College. Please allow our office 2 weeks to review this prior to a decision being rendered.

The following information is required of students who wish to change to commuter status, please print legibly:

Student Name: _____ ID# _____ Contact Number: _____

Effective Semester: _____ Spring 20____ _____ Fall 20__

Commuting Address: _____

Parent or Legal Guardian Contact Email: _____

I acknowledge the above commuting address provided is my legal, permanent home address and I will be living with a parent/guardian at the address listed. I understand the College must verify my address falls within the 30-driving miles requirement to be eligible to commute.

Student Signature

Date

I acknowledge I will be living with my student at the above commuting address provided and it is my legal, permanent home address. I agree to provide the necessary documentation for the College to review my student's request.

Parent/Legal Guardian Name (Printed)

Parent/Legal Guardian Signature

Date

Return Form by June 1 to:
Residence Life
residencelife@westminster.edu
724-946-7110

OFFICE USE:
Address Matches on File: Yes No
Driving Mileage w/in 30 Miles: Yes No

V:SP25