



## Change to Commuter Status Request

According to the Westminster College Handbook for Students, **commuter status** is defined as residing at a legal home permanent address with the student’s parents or legal guardians. **Residence Life will contact the parent/guardian listed below. By signing this form, you are granting approval of contact.** Students wishing to commute must live within the following distance:

- 30 driving miles from the College as confirmed by Google maps from the address of 319 S. Market St. New Wilmington, PA 16172

**As the Student Handbook explains, “The College reserves the right to take disciplinary action against students who violate the Housing Requirements policy.” Sanctions may include restitution for room and board charges amount of \$3,140.00.**

A change to commuter status may affect your financial aid. Call the Financial Aid Office for specific details.

**Current students must submit notification of change to commuter status by June 1. While incoming students must provide notice before the first day of the semester they are starting at Westminster College. Late notification will result in a \$125 administrative fee.**

In order to notify the College of your change in status, please complete the information below. We will use the contact information provided to verify this decision verbally. Please expect a phone call/email from our office within 2 weeks of sending the letter.

Once we contact you via phone/email, we will send a confirmation letter indicating that your status has been changed. ***If you change your address please reach out to Student Affairs to update your Commuter Information and Permanent Address.*** V:SP21

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

Student Name: \_\_\_\_\_ ID# \_\_\_\_\_

Effective Semester: \_\_\_\_\_ Spring 20\_\_\_\_ \_\_\_\_\_ Fall 20\_\_\_\_

Commuting Address: \_\_\_\_\_

***\*\*\*Remember, this **MUST** be the legal home permanent address of the parents or legal guardians that is listed on file and **MUST** be within the mile range of campus stated above.\*\*\****

Parent Contact Number: \_\_\_\_\_

Driving mileage to campus: \_\_\_\_\_ miles

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Name (Printed)

\_\_\_\_\_  
Date

Return Form by **June 1** to:  
Patrick Bussiere  
Area Coordinator: Housing  
Bussiepj@westminster.edu