This form is part of the required documentation for the Residence Hall Contract Release category "Release to Commute (exceptional circumstances)".

NOTE: Commuting distance is defined as no farther than 50 miles.

**Commute from home of parent or legal guardian**: Signature of parent or legal guardian verifying that the student will be commuting from the permanent home address, and an explanation from the student of what has changed since the student signed the current Residence Hall Contract that now causes the need to commute.

**Commute from the home of another adult family member**: Letter from parent or legal guardian explaining why this other location is necessary, and an explanation from the student of what has changed since the student signed the current Residence Hall Contract that now causes the need to commute.

\[\text{Applicable academic year or semester:}\]
- ☐ Academic year ______
- ☐ Fall Semester Only ______ (year)
- ☐ Spring Semester Only ______ (year)

\[\text{Student Information:}\]
First Name Middle Initial Last Name
NIU Z ID # ______________ Student’s
Student’s signature ___________________________ Date __________________

\[\text{Commuting Residence Clarification}\]
- ☐ Parent or ☐ *Guardian
  First Name Middle Initial Last Name
  Relationship to the student ________________________________
Street Address __________________________ City __________ State ______ Zip Code________
Approximate distance from DeKalb ________ Approximate travel time each way ____________
Primary Contact Phone # Alternate Contact Phone #

* Court documentation clarifying legal guardianship may be requested.

Revised April 2021
This section needs to be completed by the parent or guardian and notarized.

I hereby certify that my student, ___________________________________________________,
(Student’s Name)

will be living at our home residence at_______________________________________________.
(Parent’s or Guardian’s Address)

for the entire academic year and will commute directly from this residence to Northern Illinois University on each of his/her class days. He/She will not maintain a subsidiary residence away from our home at any time during the current academic year.

I agree to notify Housing & Dining in writing within five days of any change in my student’s residence status as specified in this document. I understand that within five days after such a notification, my student will be required to move into a university residence hall. I further understand if it is discovered, without such notification, that my student has not been following the commuting residence definition, as indicated in paragraph one, that he/she will be subject to appropriate university disciplinary and/or administrative action and will have charges for a residence hall contract sent immediately to their NIU Bursar’s account.

____________________   ____________________________
Signature of Parent or Legal Guardian   Date

Street address   City   State   Zip Code

Return this form to:

Housing and Residential Services
101 East Neptune Hall
Northern Illinois University
DeKalb, Illinois 60115
Attention: Request to Commute
Fax (815)753-9669

Or by email:

housing@niu.edu

Revised April 2021