



Residence Hall Contract Release Commute Request Supplement

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*: Notarized 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: Notarized 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.

Applicable academic year or semester:

Academic year _____

Fall Semester Only _____ (year)

Spring Semester Only _____ (year)

Student Information:

_____ NIU Z ID # _____ Student's
First Name Middle Initial Last Name

Student's signature _____ Date _____

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 request.

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

ACKNOWLEDGEMENT:

STATE OF ILLINOIS, COUNTY OF _____

I, _____ a Notary Public in and for said County, in the State aforesaid, do hereby certify that _____ whom is known to me,

appeared before me this day in person, and acknowledge that he/she signed the foregoing instrument. Given under my hand and Notary Seal, this _____ day of _____, 20 _____.

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