



Verification of Living with Parent Form Fall_____ Spring_____

Please note: University policy states that **ALL** single, full-time, undergraduate students, under the age of 21, having fewer than 60 hours or less than four academic semesters living on campus, are required to live in university residence hall facilities. Exception is made for students residing with their parents in the parents' principal residence within 50 miles of the Richmond campus as determined by an official state map. Full-time students must be 21 years of age or have completed 59 hours prior to the first day of class of any given semester or lived in campus housing for four academic semesters to live off-campus for that semester. Students living off campus who fail to meet any of these requirements will be assessed the lowest residence hall fee. All paperwork and supporting documentation must be received before classes begin each semester. Requests submitted after the commencement of classes, if approved, will see charges reduced according to the University's refund schedule. Eastern Kentucky University's Colonel Compass lists all deadlines associated with each term.

Any form that is incomplete will not be processed.

You may mail, email or fax the form to:

EKU Housing and Residence Life Office
Whitlock Building CPO51 Room 552
521 Lancaster Avenue
Richmond, KY 40475

Email: housing@eku.edu
Phone: 859-622-1515
Fax: 859-622-8384

Signatures must be verified by a notary or a member of the Housing and Residence Life Staff

I, _____, will be living with my parent(s)/legal guardian, in their permanent principal residence for the entire academic year. The address is listed below:

Physical Address (no PO boxes) _____ City _____ State _____ Zip _____ Phone _____

Student Signature _____ EKU Student ID# _____ Date _____

By signing this verification, we understand that: There is a continuing obligation to report any changes of address to the Eastern Kentucky University Housing and Residence Life Office. A change of address may require the student to live in student housing pursuant to the University's housing policies. Falsification of this affidavit or failure to meet this continuing obligation may result in disciplinary action and being charged the lowest residence hall fee.

I, _____, am the parent/legal guardian of the student listed above. I verify that my son or daughter will be living with me in my permanent, principal residence at the address listed above for the entire academic year.

Parent/Legal Guardian Signature _____

The signatures and information of both parties were witnessed set forth here this _____ day of _____

Commonwealth of Kentucky _____
County _____ Commission Expires _____ Phone # _____

Notary Public Signature at Large _____ ID# _____

If both a parent/legal guardian and the student bring this form to sign in front of a Housing and Residence Life Staff member a Notary signature is not required. **(Both student and parent/legal guardian must have a picture ID)**

Housing Staff Signature _____ Date _____

Office Use only: Email _____ Address _____ HS _____ CBORD _____ Banner _____
Charge _____ Approval email _____