

Residence Hall Contract Release Commute Request Supplement



Notarized confirmation from parent/guardian with whom the student will reside while commuting is part of the required documentation for the Residence Hall Contract Release category.

Commute (Commuting distance is defined as no farther than 65 miles)

Commute from home of parent or legal guardian: Notarized letter from parent or guardian stating that the student will be commuting from that location 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.

Student Information

Student First Name _____ Middle Initial _____ Last Name _____ NIU Z ID # _____
Student 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 must be provided.**

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

I hereby certify that my student _____
(Name)

will be living at our home residence at _____
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 above, 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 the NIU Bursar 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 _____ who 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:

Residential Administration
East Neptune Hall
Northern Illinois University
DeKalb, Illinois 60115

Attention: Contract Release Request to Commute

Fax (815)753-9669