



Residential Living

Dear Parent(s) or Legal Guardian(s):

Your student has indicated that they will commute on a daily basis from your permanent, full-time residence for the 2019- 2020 academic year. First-year, direct from high school students are required to live on the Washburn University campus, though commuting on a daily basis from the permanent residence of a parent/legal guardian (this includes Grandparents or Aunt/Uncle) is an approved exemption from this policy.

In order to verify the information your student has provided, Residential Living is requiring that you complete the form below and **notarize and mail or hand-deliver** it to our office upon receipt. Any falsification of this information will result in your student being assessed housing and meal plan charges in addition to being sent through the University Student Conduct Code process.

Your student’s request to commute will not be approved until receipt of this notarized form. Should receipt occur after the date of billing, charges may be applied to your student’s bill. If approved, these charges will be removed. For complete information on the Housing Exemption process, please visit www.washburn.edu/resliving. Should you have any questions, please feel free to contact Residential Living by email at resliving@washburn.edu or by phone at 785-670-1065. Thank you in advance for your cooperation.

Sincerely,

Residential Living

Please complete this form

I certify that my student will be commuting on a daily basis from my full-time permanent residence (listed below) for the 2019--2020 academic year.

Student’s Full Name

Student ID Number

Commuting Address: _____
Address

City State Zip Code

Parent/Guardian Name (print)

Signature (Completed in the presence of a Notary)

Date

Date on which this consent form was signed: _____

Notary Public: _____

SEAL

Date on which Notary's commission expires: _____

Please scan and upload into the Exemption Request or return the completed and notarized form to:

Residential Living
1801 SW Jewell Rd
Topeka, KS 66621

Main Office located in the Living Learning Center (across from the front desk).