



Off Campus Housing Verification Form

YEAR _____ FALL _____ SPRING _____

All single, full-time students, under the age of 21 who do not reside locally at a primary residence, in the Tri-Cities, with a parent or legal guardian must live in a residence hall as long as space is available. As noted in the Commuter Policy, living at home with parents is defined as "mother or father, a Legal Guardian (documentation from Court required), live with a married sibling over the age of 22, or live with grandparents" – these person(s) must live in the residence with the student full time. Parent or Guardians must have lived in the Tri-Cities area (physical address within Sullivan County, TN or Washington County VA, which includes the Cities of Kingsport, TN; Johnson City, TN; Bristol, VA; Bristol, TN; Gray, TN; and Piney Flats, TN) for at least six months preceding the date of first enrollment and continue to reside with their parent(s)/guardian(s).

All paperwork and supporting documentation must be received before classes begin. Requests submitted after the beginning of classes, if approved, will see charges reduced according to the University's refund schedule.

The King University Academic Calendar lists all deadlines associated with each term.

Please keep in mind, any forms that are incomplete will not be processed.

**Return to: Office of Residence Life
1350 King College Road, Bristol, TN 37620.
Fax: 423-652-4891
Phone: 423-652-4743.**

An email will be sent to the King University email address of the student making the request within 5 working days verifying receipt of the submitted documentation. If the email is not received, the student may contact the Residence Life Office to confirm receipt and request an email.

I, _____, will be living with my _____
(Student Name) (Legal relationship to student)

in their permanent principle residence for the entire academic year. The address is listed below:

Physical Address (no PO Boxes)

City, State, Zip Phone

Student Signature KU Student ID Date

I, _____, am the _____ of the student listed
(Parent/Guardian/Other Name) (Legal relationship to student)

above. I verify that my _____ will be living with me in my permanent, principle residence at the
(Legal relationship to student)

address listed above for the entire academic year. _____
Parent or Legal Guardian's Signature

The signatures and information of both parties were witnessed set forth here
this _____ day of _____, COMMONWEALTH/STATE OF _____,

COUNTY OF _____
My Commission Expires: _____

Notary Public State at Large Phone Number

By signing this verification, we understand that:

There is a continuing obligation to report any changes of address to the King University Residence Life Office. A change in status of address may require the student to live in student housing pursuant to the University's housing policies; and falsification of this document or failure to meet this continuing obligation may result in disciplinary action and/or being charged Room and Board fees.

This form must be completed before the beginning of Fall semester classes every year until the residency requirement has been met.