

# HOW TO REQUEST TO LIVE OFF-CAMPUS

Franklin Pierce is a residential university committed to education both inside and outside the classroom. As such, we believe that living in university housing is a valuable component of the total educational and developmental experience of being a student. Because of these institutional commitments, a student is required to reside on-campus unless they submit a petition and are approved to live off campus.

Residential Life, in consultation with other offices, will review off-campus petitions and make the final decision regarding off-campus status. Any student who does not obtain written exemption from the residential requirement is to remain in university housing and is responsible for all associated costs and fees.

**Step 1:** Navigate to [franklinpierce.erezlife.com](http://franklinpierce.erezlife.com) and log in using your Franklin Pierce University username and password.

**Step 2:** Click *apply for housing*

**Step 3:** Click *Apply now* to bring up the Off-Campus Petition

**Step 4:** Complete the Off-Campus Petition. Questions with a red asterisk mark (\*) are required questions. Please note, supporting documentation is needed depending on your reason for petitioning to live off-campus which can be uploaded within the form and we cannot review your off-campus petition without the required supporting documentation.

**Step 5:** On the Confirm application tab, be sure to read the University's Off-Campus Terms & Conditions by clicking the *terms & conditions file* link and then click *Submit application*.

**Step 6:** Once your Off-Campus Petition has successfully been submitted, you will see a confirmation message and a confirmation email will also be sent to your Franklin Pierce University email. From there, your petition will be reviewed and a member of Residential Life will email you with the decision.