

Off Campus Student Information

*All students residing off campus must provide this information prior to obtaining their final class schedule from the Registrar's Office. **Students commuting from the permanent home of their parents do not need to complete this form.***

Please print clearly

Name: _____

Student ID Number: _____

Off Campus Apartment/House Address: _____

Off Campus Apartment/House Telephone Number: _____

Cell Telephone Number: _____

Email Address: _____

Landlord's Name: _____

Landlord's Telephone Number: _____

Persons With Whom You Are Sharing Your Off Campus Apartment/House:

Name	Student ID Number*
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

*Leave blank if you are not sure of the Student ID number.

Please return in the enclosed envelope or email information to studentaffairs@kings.edu, Student Affairs Office to avoid a delay in receiving your semester schedule.

If your off campus address, telephone or landlord's information changes during the academic year you are required by College policy to notify the Registrar's Office and the Student Affairs Office within one week.

College Policies Regarding Off Campus Behavior

The College expects all students, those living on or off campus or commuting from the home of their parents or guardians, to act in an appropriate manner and treat others with respect. College policies reflect the *minimal* acceptable level of behavior and the consequences of not meeting these expectations.

- Students on and off campus are *not permitted* to possess any street, traffic or construction signs. Students who violate this policy will be referred to Student Affairs for disciplinary action and to the local authorities.
- A student who is cited or arrested by the police for being under the influence of alcohol or drugs or for being disorderly, and is detained at the police station or other location, *will not be* signed or bailed out by college officials. The student will need to arrange for another person, whom the police deem suitable, to sign her/him out. If the student cannot arrange for an appropriate person to sign her/him out from the police station, the student will be detained until the police decide to release her/him.
- If a citation is issued at an off campus house owned, rented or leased by King's College students, the tenants of the dwelling will be suspended from the College for no less than one full semester. The tenants, *whether present or not at the incident when the citation is issued*, are responsible for behavior that takes place at their dwelling.
- Students who are not tenants of the dwelling and are issued a citation will receive a sanction of not less than disciplinary probation for one semester, notification of parent/guardian, and \$100.00 fine.
- Any off campus dwelling deemed as a *nuisance* (defined as two or more complaints by the police or neighbors) will result in the student being required to move from the dwelling or he/she cannot remain a student at the College. All costs incurred by the student due to the move or failure thereof (and being dismissed from the College) are the responsibility of the student.

Residential Neighborhoods and Noise: Many of the areas where students live are either adjacent to or are primary residential neighborhoods for families. This is especially true for the properties on North Main Street, Madison Street and North Street. Student residents are a part of their neighborhood and *must respect* their neighbor's right to privacy and quiet. Loud music or other noise will result in a police response to their apartment or house. The City of Wilkes-Barre does have a noise ordinance which is enforced.

Overcrowding Ordinance: In the City of Wilkes-Barre, *no more than four unrelated persons* may share one dwelling-apartment or house. If the city cites your landlord for violating the ordinance, the landlord will be required to evict those tenants exceeding the maximum number per household.

Parking: In many city neighborhood areas, there is permit parking for property owners. Often renters are not eligible to obtain permits for on street parking. Students who violate the permit parking law or meters should expect to be ticketed and towed. Students are not permitted to park on the street on North Franklin Street from Union Street to Jackson Street, in front of the row/townhouses or on the traffic circle. The spaces in front of the row/townhouses are for the residents of these homes only

Garbage: Apartments and houses that have city garbage service, which is all apartments except larger apartment units where the landlord may provide a dumpster, are required to use the blue city garbage bags that you must purchase at local stores or at the Monarch Mart located in the Sheehy-Farmer Campus Center. Other garbage bags will not be accepted and violators will be fined by the city.