



October 27, 2023

Dear Residential Student:

This letter serves as notification regarding the off-campus application process for the 2024-25 academic year.

Students who earned at least 85 credits by the end of Fall 2023 may apply to live off campus. It is your responsibility to verify with the Registrar's Office that the credits listed on your transcript are accurate and up-to-date.

Students interested in applying for off-campus housing approval must complete all of the following:

1. Pay their housing deposit and complete their housing application for the 2024-25 academic year.
2. Complete the off-campus housing application (found within MyHousing page).
3. Be in good academic standing.
4. Be in good student conduct standing, and have no overdue or active sanctions.

February 1, 2024, is the beginning of the process for students to apply for off-campus housing approval for the 2024-25 academic year. The deadline for applying for off-campus housing approval is **February 16, 2024**.

Late or incomplete applications will not be accepted.

Students who are approved to live off campus will have their scholarships and financial aid affected; students must consult with the Office of Financial Aid and acknowledge this change as part of their approval to live off-campus.

Completing the application to reside off campus does not automatically lead to approval for release from campus housing. Students who receive approval for release from campus housing will have their housing deposit refunded and their housing application voided for the 2024-25 academic year. We strongly discourage students from signing leases off campus until receiving approval for release from campus housing. **Students who sign a lease and do not receive approval will not be released from the College Residency Requirement.**

Thank you for your time and attention regarding this process. The full housing policy for York College of Pennsylvania can be found online by visiting the College website at www.ycp.edu.

Sincerely,

Marcie Beam
Director, Office of Residence Life