

Returning Student Housing Selection 2010 - 2011

Housing Selection Details

Eligibility

- └ To live in University housing, a student must be a full-time, day undergraduate student, maintaining a minimum of 12 credits per semester.

Housing Deposits & Intent to Participate Forms

- └ All students planning to participate in the Housing Selection Process must:
 - Submit an *Intent to Participate Form* with their *\$150 housing deposit* to the Cashiers' window in Archer Hall, in person, starting February 1, 2010. Deposits will not be accepted after 4:00 pm on Friday, February 26, 2010. Deposits received after 4:00 pm on Friday, February 26, 2010 will be considered late, please read the information below regarding late deposits.
- The deposit is refundable, until you have been assigned housing or decline an assignment offer from the waitlist. Deposits can be made with cash, check or credit card (credit card numbers are acceptable Visa & MasterCard only) and must be made in person; no phone calls will be accepted for deposits. (Checks made payable to Philadelphia University)

Late Deposits

- └ Any deposits received after 4 pm on Friday, February 26, 2010 will be considered a LATE DEPOSIT and will not be eligible to participate in the regular Housing Selection day.
- Late deposits will be able to select the remaining spaces at 6:00 pm on Saturday March 27, 2010. Late deposits are not eligible to be pulled into a housing group.

Lottery Numbers

- └ Wednesday, March 10, 2010: Students will be notified of their assigned lottery number through their *UNIVERSITY E-MAIL ACCOUNT*
- Once you receive a lottery number you must pick up a *Housing Application and Agreement* in the Office of Residence Life, 317 Kanbar Campus Center.
- Please verify the information sent in your lottery number e-mail, especially your class year. Lottery numbers are randomly generated. Your selection time is based on your lottery number. You should attend the time slot of the lowest lottery number in your group.

Housing Options (prices reflect 08-09 price listing)

- └ Seniors & Juniors can live in the following housing options:
 - Alden Park - \$6,646/Year
 - Independence Plaza (Franklin, Madison, Jefferson) - \$6,646/Year
 - Townhouses - \$6,386/Year
 - Scholler Hall - \$4,540/Year
- Sophomores can live in the following housing options:
 - Independence Plaza (Franklin, Madison, Jefferson) - \$6,646/Year
 - Scholler Hall - \$4,540/Year

Independence Plaza Residents ONLY

As part of the University's commitment to fostering strong relationships with the surrounding community, all IP residents are required to sign an Addendum to their Housing Application and Agreement. The Addendum includes policies and procedures the University has created to ensure students and surrounding neighbors maintain positive relationships. Students who are unwilling to agree to and sign the Addendum will not be assigned to Independence Plaza.

Alden Park (Affiliated Housing) Residents ONLY

Affiliated housing is the off-campus property where the University leases and assigns housing for a specific number of units; affiliated housing is considered on-campus for the purposes of financial aid. All students selecting a space in affiliated housing are responsible for paying and scheduling for their own connection and service for telephone access. The University pays all other utilities, including cable and broadband internet access. There is only one internet connection per apartment and it is the residents' responsibility to purchase a router if they desire more than one connection. Alden Park residents also have to sign an addendum to live in Alden Park. A violation of the Community Standards or the policies outlined in the Addendum could result in reassignment or termination of the Housing Agreement. Rising sophomores are not eligible to live in Alden Park.

Housing Groups

- Students will select to live in groups based on the size of the apartment/room they would like to live in.
- Once a group is selected the entire group will go to the Housing Selection day during the time slot for the lowest lottery number in the group.
- Students may sign up for housing with students in other classes; however, only upper class students can pull a lower class student into the group (lower class students cannot pull in higher class students). Students that do not deposit on time CANNOT sign up with a housing group during the housing selection lottery times.
 - Seniors can pull in – Seniors, Juniors or Sophomores
 - Juniors can pull in – Juniors or Sophomores
 - Sophomores can pull – other Sophomores

Co-educational Townhouses or Apartments

Apartments and/or Townhouses may be selected as all-male, all-female or co-ed spaces. In Independence Plaza & Alden Park, double rooms must remain single-gender. Co-ed groups must completely fill any apartment/house that they wish to select for the *entire academic year*. If there is a subsequent cancellation, you may be offered the chance to secure a replacement, but Housing reserves the right to assign another applicant to the space of the same gender, or to reassign the remaining residents to same-sex accommodations. Housing reserves the right to designate some areas as single-gender during the room selection process in order to preserve the balance of genders in a building or for other programmatic reasons.

Housing Selection by Proxy

For students that are unable to be present during their lottery number's designated time, you may designate another student as a proxy. Your proxy will have the right to select your space for you. Once your proxy has selected your space, you are officially assigned to your space and contractually obligated for the 2009 – 2010 academic year.

You must submit a *Proxy Form* to the Office of Residence Life by 4:00 pm on Friday, March 6, 2009. Forms will be available in the Office of Residence Life.

Meal Plans Options

Meal plans are optional for all apartments, townhouses and affiliated housing options.

All residents selecting Scholler Hall are required to select either a 14 meal plan or 19 meal plan.

Meal plan pricing is listed below (*prices based on the 08-09 year*):

5 Standard Meal Plan = \$1,736/Year; 5 Meal Premium Plan = \$1,778/Year

10 Standard Meal Plan = \$3,252/Year; 10 Meal Premium Plan = \$3,338/Year

14 Standard Meal Plan = \$4,412/Year; 14 Meal Premium Plan = \$4,540/Year

19 Standard Meal Plan = \$4,642/Year; 19 Meal Premium Plan = \$4,812/Year

Housing Application & Agreement Terms

Once a space has been selected by a resident and assigned, the *Housing Application and Agreement* becomes a binding, legal agreement for the full 2010 – 2011 academic year. The only exceptions to this policy are students that graduate early, study abroad or leave for an internship position.

Study Abroad/Internship Students

Students studying abroad during the Spring 2011 semester must complete the following by February 26, 2010:

Complete an *Intent to Participate Form* at the Cashiers' Office

Submit a \$150 deposit at the Cashiers' Office

Submit the *Residence Life Checklist* including the *Proxy Form*

Students studying abroad during the Fall '10 semester that wish to return to campus housing for the Spring 2011 semester must complete the following by Wednesday March 24, 2010:

Complete an *Intent to Participate Form* at the Cashiers' Office

Submit a \$150 deposit at the Cashiers' Office

Return a signed *2010-2011 Housing Application & Agreement* to the Office of Residence Life (Kanbar Campus Center 317)

Waitlist Information

Once all spaces have been assigned, remaining students with lottery numbers will be placed on the waitlist. All waitlist students will be given a new lottery number. Students have until Friday April 9, 2010 to submit a *Housing Application and Agreement* to maintain their status on the waitlist. Students who do not select housing or submit a housing agreement by Friday, April 9, 2010 will have their \$150 deposit automatically refunded to their account and will not be considered for the waitlist. Students must come in person to the Office of Residence Life to submit their housing *application*.

Special Accommodations Requests

Any students requesting special accommodations for medical reasons must submit appropriate documentation by Friday February 26, 2010 for consideration. Forms are available in the Office of Residence Life or the Office of Disability Services (Kanbar 102). It is necessary to submit requests and documentation each year for review. Only requests covered by the Americans with Disabilities Act (42 U.S.C. § 12101) will be considered and will be reviewed by the Office of Disability Services.

Housing Selection Summary

Basic Steps to Housing Selection:

1. *Submit a \$150 deposit* and completed an *Intent to Participate Form* at the Cashier Window in Archer Hall
 - a. Timeline: Monday February 1, 2010 – Friday February 26, 2010 at 4:00p.m.
 - b. Students must go in person to the Cashiers' window; parents or guardians cannot call in with a credit card number to make a deposit.
 - c. Find a group of roommates
2. Plan several housing options; your first choice may not be available
 - a. Discuss with your group how it will split up if necessary
 - b. Review the guidelines listed in regards to Housing Groups, Housing Options & Co-educational spaces
 - c. Decide if you will need a meal plan and, if so, which meal plan.
*Reminder: Scholler Hall residents must have at least a 14 meal plan
3. Receive lottery number via e-mail on Wednesday March 10, 2010
 - a. Check accuracy of information
 - b. Determine your selection time (based on lowest lottery number among your housing group)
4. Arrive at Housing Selection on Saturday March 27th at the designated time to select housing
 - a. Bring completed Housing Application and Agreement and university ID.
5. If you do not receive housing on March 27th, 2010 during your designated time, return at the end of the selection when you may select from any available spaces still remaining.
 - a. If no spaces are available at that time, you may choose to sign up for the waitlist.

Frequently Asked Questions

1. Not depositing On-Time – any person that deposits after the announced deadline is not eligible to participate in the process. Late deposits cannot be pulled into a housing group and can only select from the remaining spaces at the end of the process. Deposits are due Friday, February 26, 2010.
2. Housing Agreement – On-campus housing cannot be used as a back-up plan while you search for off campus housing. Once you sign the Housing Application & Agreement – you are financially obligated for the full academic year. Lesson – do not sign up for a space on campus if you are planning to live off campus.
3. Housing Groups – a housing group must completely fill a space – example – a 3 person group cannot sign up for a 4 person apartment. A three person will only be eligible for a 3 person apartment.
4. Study Abroad – students that are accepted to the Fall abroad program are not eligible to participate in the housing selection process.
5. Lottery numbers - only a higher class can pull in – a Junior cannot pull in a Senior. Example – a Senior, Junior and Sophomore all want to live together – the Senior has a high lottery number so they think they can go into the process on the Junior number – they cannot, once the senior lottery time is over – all the senior beds are gone. The senior cannot sign up during the junior lottery time.
6. Not showing up – if you miss the housing selection day, you are only able to sign up for what ever spaces are left after the day is complete.
7. Waitlist – If you do not receive the housing you desired, you should reconsider your options, going on the waitlist for an entire apartment to open up is unrealistic. Typically we have one or two spaces open up during the summer. We very rarely have an entire apartment open up. The waitlist continues throughout the entire summer, students can be contacted off of the waitlist until the first day of classes.
8. Not reading the housing selection hand-out. Educate yourself on the process, if you have questions, ask a Residence Life staff member.
9. Lottery numbers are generated randomly and assigned randomly. Depositing on the first day will not get you a better lottery number. Every deposit submitted before 4:00pm on Friday, February 26th has the same opportunity.
10. Your housing deposit is refundable if you do not select an on-campus space. If you do select a space and sign the Housing Application & Agreement, your deposit will not be refunded.
11. The Townhouses are not being torn down for the 2010-2011 academic year. All 100 beds will be in the lottery.
12. Men and women – regardless of class year can share an apartment – however double rooms must be occupied by the same gender.

Important Reminders

- Prior to selecting a space, plan alternative choices for yourself and roommates. Ensure you have thought about all options before your designated date and time. Discuss alternatives with potential roommates in the event you are not able to sign up for the unit size you desire. Understand that if you are required to split a group into smaller groups, only the group with a lottery number for the current time will be allowed to sign up. The other group will have to come back during their designated date and time.
- Ensure you know the correct number of students needed to sign up for a space. For apartment-style units, you must have the exact occupancy to sign up for the apartment until the last listed lottery time. Students may sign up for individual spaces in Scholler Hall & Townhouses during their designated selection time.
- Check your lottery number e-mail to ensure you are classified as the correct year. Corrections to class year cannot be made the day of lottery and may potentially impact your ability to select a space.
- Bring your university ID card, your Housing Application Agreement (which must be signed, dated, and selection of meal plan), and your proxy form (if applicable).

2010- 2011 Housing Selection Time Line

Date	Time	What
Wednesday, January 13, 2010		Housing Selection Information E-mailed to Student Philadelphia University E-mail Account Information Posted on Residence Life website
Monday, February 1, 2010	9:00am	Deposit \$150 complete an “Intent to Participate” form ARCHER HALL – 1st floor, Cashiers Window
Monday, February 1, 2010 – Thursday, March 25, 2010		Proxy Sign Up (For any student that can not attend on March 28th) at the Office of Residence Life in Kanbar Suite 317
Tuesday, February 2, 2010		Information Session for all First Year Residents in Ravenhill Manison & Ronson Hall
Friday, February 26, 2010	4:00pm	LAST DAY to deposit \$150 complete an “Intent to Participate” form in Archer Hall on the 1st floor at the Cashier’s Window
Monday, March 1, 2010		Email Verification of class standing sent to deposited students
Friday, March 5, 2010		Deposited students must correct any incorrect class standing via email to reslife@philau.edu
Wednesday, March 10, 2010		Lottery Number Sent Out to Deposited Students University Email Account
Wednesday, March 24, 2010	8:00pm-9:00pm	Roommate Roundup for All Residents in the Ravenhill Manison (anticipated location)
Saturday, March 27, 2010	10:00am-10:00pm	Housing Selection Process in the Kanbar Performance Space