

PROCEDURES

- Review all Housing Renewal information on the website and in this document.
- Determine your desired roommates and building for next year.
- Complete all the necessary forms
 - Housing application
 - Room and Roommate Preference Form
 - **Have roommates** – only one form is necessary for the room
 - **No roommate** – submit a **Roommate Survey** so we can find you the best possible roommate
 - Any other necessary forms
 - **Co-ed Policy Form** – if you are living in a co-ed room
 - **Over Occupancy Form** – if you are living in an over occupied room
 - Email your forms to housing@ltu.edu between April 13th at 9am and April 17th by 4pm.
Applications will not be taken if sent before April 13th.
 - If you have roommates, you may want to consider one person emailing the entire room's documents
 - Any applications submitted after this date will be placed after all students have been placed.

PLACEMENT

- The Office of University Housing will be placing all students based on their preferences selected on the Room and Roommate Preference form.
- As applications are received they will be timestamped. Applications will then be placed in order of class level.
 - For example, if you have senior status and are the first person to email your application, you and your roommates will be placed first during the senior placement round. If you are the fifth senior to email your application throughout the week, you will be placed 5th during the senior placement round, etc.
- Students will be assigned during the placement round of the roommate with the highest class level.
 - For example, if a junior, two sophomores and freshmen are living together, they will be assigned a room during the junior placement round.
- The Office of University Housing will look at your preferences marked on the new Room and Roommate Preference form.
 - For example, if you marked your first choice as a Donley 2 bedroom apartment and put down three specific room choices, depending on your timestamp, you will either get one of your room choices, or we will try to give you the same room number on a different floor. If none of your room choices are available but the building is, we will place you in a different room within that building. If all rooms are full in your first building choice, we will then place you in your second choice or possibly third.
 - Please remember, this sheet is a guide for us and preferences. We will do our best to give each student the best possible rooming situation.

- Your class level is based on the credits you have earned as of now; current credits do not count. Placement rounds will go in order of class level.
 - Graduate Student
 - Senior – 90 or more credits
 - Junior – 60-89 credits
 - Sophomore – 30-59 credits
 - Freshman – 0-29 credits
- Students with an approved medical accommodation through the Office of Disability Services will be emailed separately regarding their procedure. However, they should still email all of their forms during the week of renewal.
- DO NOT contact the Office of University Housing in regards to where you were placed. All students will receive their placement via email in July. We will not be responding to email inquiries regarding this.
- Waitlist Procedures. If you receive your placement in July and did not get your BUILDING of choice, you may then email a Waitlist Form to housing@ltu.edu. We will not accept waitlist forms for a different room number within the same building you were assigned.

RENEWAL SCHEDULE

- Housing Renewal will take place the week of April 13th-17th, 2020.
- Applications should be emailed to housing@ltu.edu between Monday, April 13, 2020 at 9am through Friday, April 17, 2020 at 4pm.
- Any applications emailed before April 13th at 9am will not be accepted.
- Any applications emailed after April 17th at 4pm will be placed last.

HOUSING UPDATES & REMINDERS FOR 2020-2021

- Move in for upperclassmen will take place on Saturday, August 22, 2020 and Sunday, August 23, 2020. You can move in either day. Early arrivals for the Fall will be limited and approval is needed by August 7, 2020.
- To ensure the proper use and care of our rooms, University Housing will continue to perform room inspections next year once per semester unless needed on a more frequent basis.
- To ensure that University Housing and Campus Facilities are able to keep up and repair any damage, vandalism, etc. that may occur to rooms and common areas, students will be held accountable for all costs for any damage done to the room and all residents of a floor or the entire building will incur the cost of common area damages.
- The residence halls will be closed for Winter Semester break. If you need to stay over break you will have to apply to stay and pay a fee of at least \$300.
- All residence halls and campus are completely **smoke free**.
- You must maintain full time status to live in housing (undergrads 12 credits, grads at least one class). Failure to do so will result in removal from housing.
- You will receive notification in July of your housing assignment. University Housing reserves the right to change your assignment, if necessary, at any time. **DO NOT EMAIL THE OFFICE OF UNIVERSITY HOUSING FOR UPDATES ON YOUR PLACEMENT BEFORE YOU RECEIVE YOUR JULY EMAIL.**

**Each student is responsible and required for reading the University Housing Guidelines at the beginning of each school year to inform them on any changes in housing.*

HOUSING RENEWAL REMINDERS FOR 2020-2021

- There will be no same room sign up. All rooms will be available.
- Single rooms will not be available for the 2020-2021 academic year.
- If you need a single room for medical reasons, you must contact the Office of Disability Services ***PRIOR*** to Housing Renewal. All paperwork and accommodations must be in place prior to renewal or you may not be able to be accommodated.
- If you have not paid the \$250 housing application fee/deposit, you must do so before or during Housing Renewal or you will not be able to sign up for a room.

AVAILABLE ROOMS FOR RETURNING STUDENTS

- All rooms are available in each building except for the RA rooms which include the follow room numbers – do not request one of these room numbers on your Room and Roommate Preference Form
 - Donley – 07s, 16s
 - Reuss – 108s, and 201s
 - South – 10s

MEAL PLANS

- All students living in the residence halls for the 2020-2021 academic year will be required to purchase a meal plan.
- Please review all options on the website.
- Devil Dollars can be used at Einstein Bagels, the POD in the UTLC and for evening pizza delivery from Jets.
- Meals do not roll over to the next week but Blue Devil Dollars do roll over from the Fall semester to the Spring semester.
- If you wish to acquire an accommodation for the meal plan, you must contact the Office of Disability Services.

ROOMMATE INFORMATION

- If you have a roommate(s) you want to live with, you should talk and complete ONE Room and Roommate Preference form as a group.
 - Be sure to include everyone's names on your housing application and the Room and Roommate Preference form.
 - You may choose to have one person email everyone's forms in.
 - If everyone emails their own forms, the Office of University Housing will match them together before you are placed.
 - If everyone emails their forms at different times, the group will be given the earliest time of the student with the highest class level.
- If an intended roommate currently lives off campus, they may email their housing application during the Housing Renewal week as well and we will pair them with you as long as you are on each other's applications.
- If you don't have a roommate, please be sure to fill out the Housing Roommate Survey so we can pair you up.

SUMMER HOUSING

- Please see the Summer Housing Info Sheet/page on our website for all details.

CO-ED APARTMENTS

- Co-ed apartments are allowed for returning students.
- Co-ed apartments must be agreed upon and mutually requested by all roommates involved and they must turn in the Co-ed Roommate Policy & Contract form at the time of Housing Renewal.
- Each apartment must be filled to maximum capacity at all times for co-ed rooms. If at any time someone moves out of a co-ed apartment, it is the responsibility of the existing roommates to find a new roommate. If you are unable to do so, the apartment will be converted back to single gender and the Office of University Housing will reassign those needed to, to another space.
- The Office of University Housing would never place a student into a co-ed living apartment unless it was mutually agreed upon by all of the roommates.

OVER OCCUPIED APARTMENTS

- Over occupied apartments are allowed for returning students who will live in Donley Hall or South Housing.
- Over occupied apartments must be agreed upon and mutually requested by all roommates involved and they must turn in the Over Occupancy Policy & Contract form at the time of Housing Renewal.
- There are no discounts for over occupied rooms.

APARTMENTS OCCUPIED BY STUDENTS WHO ARE BOTH OLDER & YOUNGER THAN 21

- Apartments that room students where one or more resident(s) are older than 21 and one or more is younger than 21 are allowed to live in Donley Hall or South Housing.
- Apartments with mixed ages must be agreed upon and mutually requested by all roommates involved and they must turn in the Alcohol & Roommate Policy & Contract form during the first week of the Fall semester.
- This policy is to ensure that all residents of the room understand the university and University Housing's alcohol policies.

CONSOLIDATION POLICY

- During Housing Renewal, the consolidation policy will be in effect. If there is a space in a room type that you are requesting, you must fill that space unless there is not enough space for you and your mutually requested roommate(s).
- If there are not enough available spaces in the same room for you and your requested roommates(s), then another room will be opened up if one is available.

WAITING LIST

- We will not be placing students on a waitlist during Housing Renewal.
- If you receive your placement in July and would like to be waitlisted for a different building, you may then fill out the Waitlist Form. We will not be waitlisting students for a different room within their assigned building.

OFFICAL ROOM ASSIGNMENT NOTIFICATION

- You will receive notification by mail by mid to late July of your room assignment for the fall.
- You should not contact the Office of University Housing with questions about your housing assignment for the fall. These voicemails and emails will not be answered. All students will need to wait until they receive their placement email in July for their building, room, and roommate assignments.

CONTRACT CANCELLATION

Should you desire to cancel your housing contract once you submit it, please be advised of the following:

- You must cancel by May 31st to get your \$250 fee/deposit back.
- Approved cancellations between June 1st and July 31st will receive a full refund and no cancellation fee, however you will forfeit your \$250 fee/deposit.
- Approved cancellations after August 1st and before the first day of classes will receive a full refund but will be assessed a \$250 cancellation fee and will forfeit your \$250 fee/deposit.
- Approved cancellations after the first day of classes will be assessed a \$500 cancellation fee and will be refunded according to the refund schedule. In addition, you will forfeit your \$250 fee/deposit.
- Please read the terms and conditions of the application and contract carefully.

ARBOR LOFTS

- Please see the Arbor Lofts Info Sheet for more information.
- You will be able to sign up for Arbor Lofts during Housing Renewal if you are eligible to live there.