

ATTENTION ALL CURRENT RESIDENTS

CHECKLIST FOR 2010-2011 ON-CAMPUS HOUSING

If you ARE NOT returning to campus housing in 2010-2011:

- Complete the Housing Intent Form, indicating that you do not intend to live on campus for the 2010-2011 academic year. Please list why you are not returning to campus housing.
- Submit the Housing Intent Form by 5:00PM on Monday, February 1, 2010, to the Office of Housing and Residential Life. Failure to submit this form by the deadline could result in forfeiture of your \$150 security deposit.

If you ARE returning to campus housing in 2010-2011:

- Complete the Housing Intent Form, indicating that you do want to live on campus for the 2010-2011 academic year.
- Submit the Housing Intent Form by 5:00PM on Monday, February 1, 2010, to the Office of Housing and Residential Life. Failure to submit the Housing Intent Form by the deadline will result in the loss of your priority if you are returning to campus housing. *If you are signing up with a group, all your Intent Forms must be turned in together.*
- The Housing Intent Form is NOT your housing assignment for Fall 2010. You must attend Room Sign-Up during your assigned time slot on February 18, 19, or 20 to get an actual housing assignment.
- You will receive an email by Thursday, February 11, 2010, informing you of your assigned date and time for Room Sign-Up. Applicants are given a Room Sign-Up appointment time based on the following criteria, in no particular order: students that live outside 35 miles that are required to live on campus; average cumulative GPA at the end of the Fall 2009 semester for the individual or group; and average number of semesters lived on campus as of the end of Fall 2009 for the individual or group.
- At Room Sign-Up, you must be present for your appointment time. If you cannot make your assigned time, you must complete a Proxy Form in order to get a space in housing. All students signing up in a group MUST be present at the same time or have a Proxy Form signed by any missing student(s). We suggest that your group evaluate each person's assigned date and time and show up together for the earliest possible time slot to give you the best chance of getting your desired space.
- During Room Sign-Up, you will sign a housing contract for the 2010-2011 academic year. If you have to send in a Proxy Form for your Room Sign-Up appointment, you have one week thereafter to turn in your signed contract before you lose your space. Please be aware that if you wish to cancel that contract after you have signed it, cancellation charges may apply.
- If you wish to have a special housing accommodation** because of a disability, you must email our office at housing@webster.edu prior to February 1, 2010, for consideration.
- If you are interested in housing for Summer 2010**, please check that box on the Housing Intent Form. We will contact you with prices and options.

If you will be STUDYING ABROAD in Spring 2010 and want to live on campus in 2010-2011:

- You may turn in your Housing Intent Form before leaving or via email (housing@webster.edu), fax (314-246-4664), or mail (Housing and Residential Life, 240 Edgar Road, St. Louis, MO 63119). It is still due by 5:00pm on Feb. 1.
- You must also complete a Proxy Form. If you wish to sign up with a group, please have your Intent Form turned in with the group and complete a Proxy Form for the group to choose your housing assignment during Room Sign-Up.
- Make sure to sign the housing contract (which will be sent to you via email) and send it to the Housing and Residential Life Office via fax or mail by March 12, 2010. If it's not received by this date, you will lose your space.

If you have any questions, please contact the Office of Housing and Residential Life at 314-246-4663 or housing@webster.edu.