

HOUSING RENEWAL PROCESS FOR 2012-2013



This describes the next step in the housing renewal process for all current residents who would like to return to on-campus housing in the 2012-2013 academic year.

- All students who will live on campus during the 2012-2013 academic year must log on to <https://housing.webster.edu/PatronWeb> and complete the **Housing Application Academic Year 12/13 SO JR SR GR**.
- All students who will live on campus during the 2012-2013 academic year must also complete the *Housing Renewal Form for 2012-2013*. This form is due to the Office of Housing and Residential Life in West Hall no later than **5:00PM on TUESDAY, JANUARY 31**.
- If you are a current freshman or sophomore (as designated by credit hours earned by the end of Fall 2011), you must participate in the **Room Sign-Up Process** (described below).
- If you are a current junior, senior, or graduate student (as designated by credit hours earned by the end of Fall 2011), you are eligible to participate in the **Homesteading Process** (described on page 2) if you choose. If you do NOT want to use the **Homesteading Process**, then complete the **Room Sign-Up Process** section on the *Housing Renewal Form* instead.

Room Sign-Up Process

- You will mark on the *Housing Renewal Form for 2012-2013* that you want to go through the Room Sign-Up Process.
- You will be sorted into a category based on your year in school (freshmen, sophomore, junior, senior, graduate). This year in school is determined by credit hours earned post-graduation from high school.
- Within these year-in-school categories, Room Sign-Up appointment times will be assigned using a lottery system.
- If you want to sign up with a group, your credit hours will be averaged to determine which category you will be placed in for the lottery.
- If a member of your group has never lived on campus, you will list his/her name as a member of your group, but he/she does not fill out a Housing Renewal Form. He/she should instead just complete the online application, available on www.webster.edu/housing. On the Application, he/she should list your name(s) as a roommate preference.
- Room Sign-Up will take place Wednesday, February 22, 2012, and Thursday, February 23, 2012, from 12-6pm each day.
- You will receive an email by Thursday, February 16, notifying you of your Room Sign-Up appointment time.
- Show up at your appointed time to select your space in housing for 2012-2013.
- **If you cannot make your assigned time, you must complete a Proxy Form in order to have a space selected for you.** 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).
- The online *Housing Application Academic Year 12/13 SO JR SR GR* is your housing contract.
- Please be aware that if you wish to cancel that contract after you have submitted it, cancellation charges may apply. The cancellation charges are as follows:

Date of Cancellation	Cancellation Charge
February 22 - May 1, 2012	NO CHARGE
May 2 - May 15, 2012	Forfeit Security Deposit (\$150)
May 16 - May 31, 2012	Forfeit Security Deposit (\$150) + \$100
June 1 - June 30, 2012	Forfeit Security Deposit (\$150) + \$200
July 1 - July 31, 2012	Forfeit Security Deposit (\$150) + \$400
August 1 - August 24, 2012	Forfeit Security Deposit (\$150) + \$600
August 25 - October 12, 2012	Charged housing costs for the entire term

240 Edgar Road St. Louis, MO 63119-3230 USA

Phone: 314-246-4663 Fax: 314-246-4664 Email: housing@webster.edu Website: www.webster.edu/housing

Home Campus: St. Louis, MO, USA

Homesteading Process

- You will mark on the *Housing Renewal Form for 2012-2013* that you want to homestead in your current area and room type.
- To be eligible for the Homesteading Process, you must:
 - Be currently a junior, senior, or graduate student (as designated by credit hours earned by the end of Fall 2011)
 - Be currently registered at the home campus in Webster Groves, MO, for the Spring 2012 semester
 - Be currently living on campus during the Spring 2012 semester
 - Have no judicial or other account holds on your record
- Eligible students will be permitted to homestead in their current area and room type.
 - Example: If you currently reside in East 206D, which is an East Single, you will be requesting to remain in an East Single, not necessarily the specific room number of East 206D.
- WVA Efficiencies will be designated only as shared spaces starting in Fall 2012, so if anyone wishes to homestead in a WVA Efficiency, they must accept a roommate. There will be a limited number of available spaces for homesteading in Maria Hall, due to freshmen-designated floors. Homesteading is **NOT ALLOWED** in West Hall.
- Homesteaders can pull in roommate(s) if their requested roommate(s) are also eligible for the Homesteading Process.
- Homesteaders can request roommate(s) that are not eligible for the homesteading process, but there is no guarantee these requests will be granted. In this situation, the homesteader's preferred roommate(s) will go through the Room Sign-Up Process. If the space is still available when the preferred roommate arrives for their appointment time, the homesteader and the preferred roommate can be assigned to live together.
- If we are able to grant a roommate request, please note that roommate preferences must match on the Housing Renewal Forms. For example, if Kelly Smith requests Jane Smith on her form, but Jane Smith does not request Kelly Smith, we will not place them as roommates.
- Approved Homesteading Process applicants will not be eligible to select a space during the Room Sign-Up Process.
- Not all Homesteading Process Applications will be granted. We will assess whether or not you are eligible to participate in the process.
- The online *Housing Application Academic Year 12/13 SO JR SR GR* is your housing contract.
- Please be aware that if you wish to cancel that contract after you have signed it, cancellation charges may apply. The cancellation charges are as follows:

Date of Cancellation	Cancellation Charge
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