

**THE OFFICE OF RESIDENCE LIFE & HOUSING
APPLICATION PROCESS**

I. CRITERIA FOR LIVING IN UNIVERSITY RESIDENCE HALLS

- A. **All students must be enrolled for the session(s) for which they are applying for housing. In order to remain eligible for campus housing a student must maintain a 2.0 cumulative GPA.**
- B. Student must be in good financial standing with the University at all times.
- C. All tuition, University fees, room, and board charges must be paid in full or satisfactory financial arrangements made with the Office of the Bursar before a student is permitted to enter the Residence Halls.
- D. Students with past, existing hall violations and/or pending a Residence Life or University judicial hearing may not apply without prior approval from the Office of Residence Life and/or Judicial Affairs.
- E. Students must be immunized with the meningitis vaccine or sign a waiver of the vaccine prior to being permitted to enter the Residence Halls. Students 18 years and younger must have the signature of a parent or guardian.
- F. **Early Arrivals WILL NOT be accommodated.**

II. CANCELLATION REQUEST PROCESS

- A. The Housing and Food Contract is a legally-binding contractual agreement for the entire academic year, including the fall and spring semesters. The Office of Residence Life & Housing strongly discourages requests for cancellation of this contract.
- B. All requests for cancellations must be submitted in writing, addressed to the Office of Residence Life & Housing. **Please be aware, the \$200 application fee is non-refundable.** The cancellation form can be obtained on our website. All cancellation requests must be approved. A financial penalty will be applied based upon the review of the cancellation request and supporting documentation. The simple submission of the cancellation does not release your contractual obligation.
- C. Cancellation submission dates are as follows: July 1 (for the fall semester) and December 1 (for the spring semester).
- D. **The submission of the Cancellation Request Form in addition to a formal withdrawal from Morgan State University is required to be released from penalty charges.** However, the simple submission of the Cancellation Request Form and the University Withdrawal Form does not release your contractual obligation.
- E. **All assigned rooms must be claimed by the applicant by the first day of class no later than 5 pm. in any given semester.** Students who fail to claim the assigned space or to notify the ORLH of a delay will forfeit their space.
- F. Students who are qualified to change meal plans are allowed 1 week from the date classes begins to lower or cancel meal plans. However, students are allowed to increase or purchase a meal plan at any time. Any qualified changes must be submitted through the Meal Plan Request form provided on the website.
- G. Failure to pick up a room key **will not** release a student from the Housing and Food Service contract and applicable fees and charges.

III. APPLICATION SUBMISSIONS

Applications may be mailed or hand-delivered to the Office of Residence Life and Housing in Harper Tubman House. Our office hours are Monday through Friday, 9 a.m. to 5 p.m. **Please Note: The submission of an application is not an offer of housing. Applications received after the established deadline will be placed on the waiting list.**

IV. PROCESS COMPLETION

You will be notified via campus e-mail that your application and \$200 non-refundable fee has been received. Receipt of this notification does not mean that a space has been confirmed. Confirmation of a housing space will be made via campus e-mail once you have registered and made satisfactory financial arrangements with the University to include tuition, fees, room and board by the deadline date established by the Office of the Bursar. **Please do not attempt to check into any residence hall unless you have received confirmation of a reserved housing space.**

As indicated by my signature, all information that I have provided is true and accurate. In addition, I have read, understood and accept the terms and condition for this document.

Applicant Signature & Date

Parent/Guardian Signature (if applicant is under age 18) & Date