

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

I. CRITERIA FOR LIVING IN UNIVERSITY RESIDENCE HALLS:

- A. **All students must be full time enrolled for at least twelve credit hours (12). In order to remain eligible for campus housing a student must maintain a 2.0 cumulative grade point average (GPA).** Applicants with a cumulative GPA of 2.0 will be given priority in the housing assignment process.
- B. **All applicants who are eligible to complete a FAFSA for the current academic year are required to do so.**
- C. Student must be in good financial standing with the University.
- D. 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.
- E. **A non-refundable application fee of \$200 is required with the application for all students (new and returning).**
- F. Students with 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.
- G. Students must be immunized with the meningitis vaccine or sign a waiver of the vaccine prior to being permitted to enter the residence hall. Students 18 years and younger must have the signature of a parent or guardian.
- H. Early arrivals will not be accommodated.

II. MORGAN VIEW APARTMENTS

Morgan View Apartments is privately-owned housing available to students. Morgan View Apartments has a separate application process. Applying for housing through The Office of Residence Life & Housing does not include Morgan View Apartments.

- A. **First-time first-year students are not permitted** to apply for housing at Morgan View Apartments.
- B. This application is not for housing in Morgan View.
- C. Students cannot apply for housing on campus and housing at Morgan View. Students found in violation of this policy **will forfeit** their \$200 non-refundable application fee. For more information regarding Morgan View, please contact their office at (410) 435-8900.

III. 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. The simple submission of the cancellation does not release your contractual obligation.
- C. When a student signs the Housing and Food Service Contract, they understand that the Contract obligates them to pay established residence hall and board fees for the entire academic year, or semester if the student's housing period begins with the Spring Semester.
- D. Failure to pick up room key **will not** release a student from the University Housing and Food Service contract, applicable fees, and charges.
- 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 2 weeks from the date classes begins to reduce 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.

Cancellations for Fall Semester Housing

Submitted before July 1 will receive a 100% refund of total room charges
Submitted July 1 through July 31 will receive an 80 percent refund of total room charges
Submitted August 1 through August 31 will receive a 50 percent refund of total room charges
Submitted after September 1 will not receive a refund of room charges

Cancellations for Spring Semester Housing

Submitted before November 15 will receive a 100% refund of total room charges
Submitted November 15 through December 15 will receive a 50 percent refund of total room charges
Submitted after December 15 will not receive a refund of room charges

Cancellations for Summer Semester Housing

The cancellation request must be submitted to our office with a *\$50 cancellation fee* (per session) prior to the start of the session(s) for which housing was requested. No housing refund will be given for cancellations submitted after the start of the session for which housing is requested.

IV. APPLICATION SUBMISSIONS

Applications may be mailed or hand-delivered to the Office of Residence Life and Housing in Harper Tubman House. Please do not submit your housing application and fee with your admissions enrollment or orientation fee as it may delay the processing of your application or result in its loss or damage. Our office hours are Monday through Friday, 8 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.**

V. PROCESS COMPLETION

You will complete the housing application online at <http://reslife.morgan.edu> when your paper application is converted to an electronic document. Confirmed assignments are made beginning in April. In order to retain your assigned space for check-in in mid- August, you must make satisfactory financial arrangements with the University (i.e. full payment) to cover the total cost of tuition, fees, room and board for the Fall Semester 2011. **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.

Student: Print Name

Parent/Guardian: Print Name (if student is under age 18) & Date

Student Signature & Date

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