6. OTHER CRITICAL INFORMATION

- CAMPUS HOUSING IS A STUDENT CHOICE AND NOT A MANDATORY FEE; therefore the Housing Deposit is not included on any student account through the regular billing process. This brochure and other reminders serve to inform you of this option! Also, please understand that the $150.00 (for first-year students) or $200.00 (for returning residents) credit that now appears on the student’s account as a credit reflects last year’s deposit payment; you need to pay $200.00 NOW to ensure housing for 2015-2016.

- The Housing Deposit is non-refundable under any circumstances except December graduation and commuters declined housing due to demand. The Housing Deposit is not refunded for reasons such as withdrawal, transfer, change of needs or plans, Residential License Agreement release, participation in off-campus programs, changes in enrollment status, student conduct action, etc.

- The Housing Deposit is applied as a credit to the student’s Spring 2016 housing fee IF the student is housed for both the Fall 2015 and Spring 2016 semesters. For details about the applied credit or payment of housing fees, please contact the Student Accounts Office at (413) 572-8538.

- Change in enrollment status due to financial, academic, student conduct, or other considerations may result in loss of housing, which may not be able to be restored even if the original problem can be resolved.

This information is subject to revision at the discretion of the Office of Residential Life.

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IMPORTANT:
Information in this pamphlet has changed from last year. Please read this information to ensure you make your Housing Deposit correctly and by the March 1st deadline!

URGENT INFORMATION

HOUSING DEPOSIT DEADLINE 2015-2016

January 2015

Dear Westfield State University Student,

If you want to live on campus next year, you must pay your 2015-2016 Housing Deposit through your MyHousing account by 11:59 PM on Sunday, March 1, 2015. This brochure contains instructions for that payment.

As you know, our residence halls are very full! For students who do not pay the deposit or pay late, we anticipate that housing may not be available for the 2015-2016 academic year. Therefore, we strongly encourage you to review this information and to respond without delay. Please follow the instructions in this brochure carefully to secure your on-campus housing privileges for next year.

Please call us with any questions. Thank you!

Sincerely,

Dr. Jon A. Conlogue
Executive Director of Residential Services and Campus Life
1. OVERVIEW

HOUSING DEPOSIT...

$200.00 Credit Card payment made in your MyHousing account when completing your 2015-2016 Residential License Agreement

OR

Housing Deposit Waiver available to eligible students in the TRiO and Urban Education programs or through Residential Life

must be submitted by 11:59PM on Sunday, March 1, 2015.

We cannot accept responsibility for the length of time delivery entails, whether by the U.S. Postal Service or other carriers; if completing a Housing Deposit Waiver, the form must be in the Residential Life Office no later than Friday, February 27th at 5PM to meet the March 1st deadline.

The deadline is based on the date your Housing Deposit is made in your MyHousing account.

Be sure you receive a confirmation email following the submission of your Residential License Agreement and Housing Deposit.

PLEASE NOTE THAT PAYMENT FOR THE HOUSING DEPOSIT CANNOT BE MADE BY AND CANNOT BE MADE THROUGH THE STUDENT ACCOUNTS OFFICE.

On-time payment of the Housing Deposit is the first step towards obtaining on-campus housing for 2015-2016 and allows you to participate in the Housing Sign-Up process in March. The Housing Deposit is NOT a guarantee of housing for the 2015-2016 academic year. Failure to complete your housing paperwork and participate in the Housing Sign-Up process will result in forfeiture of the Housing Deposit and your on-campus housing privileges.

2. PAYMENT OPTIONS

OPTION A:

Credit Card payment made in your MyHousing account when completing the Residential License Agreement

COMPLETE your Residential License Agreement and submit your Housing Deposit by the March 1, 2015 deadline.

CHECK your University email account for a confirmation email stating your agreement has been received and your deposit has been made.

OPTION B:

Submit a Housing Deposit Waiver available through TRiO, Urban Education or Residential Life.

COMPLETE your waiver with the appropriate office. If you are a member of the TRiO or Urban Education programs, you can connect directly with that office. If you are a high-need student who needs a waiver based on financial aid, please connect with the Residential Life Office.

SUBMIT your waiver to the Residential Life Office no later than Friday, February 27, 2015 at 5PM.

3. NEXT STEPS

*REVIEW the “2015-2016 Housing Sign-Up Gazette” available from the Residential Life Office and online. (Commuters, please see #5 below.)

*DETERMINE the students you plan to live with next year and confirm them as your roommate group in MyHousing (Commuters, please see #5 below.)

*PARTICIPATE in the Housing Sign-Up process per the instructions in the “2015-2016 Housing Sign-Up Gazette”.

4. IF YOU WILL BE LIVING AWAY

If you will be living away from campus during Spring 2015 as a participant in an off-campus internship or exchange program our office will be sending you information on how your selected roommate(s) will be able to select your 2015-2016 room on your behalf.

5. COMMUTERS

All commuters will be able to secure housing through the Housing Sign-Up process this year. No commuter will be eligible for a refund of their Housing Deposit because all students submitting a deposit will be eligible for housing. Commuters will be able to access MyHousing to complete their housing paperwork and profile.

Please note that this information has been sent to all students’ campus email addresses. Everyone wishing to live on campus for 2015-2016 must pay the Housing Deposit.