

Chestnut Hill College
Office of Residence Life
HOUSING SELECTION INFORMATION AWARENESS
2016-2017

Looking to live on campus next year? Well, here is what you need to know. To live in college housing, you must be full-time undergraduate student carrying a minimum of 12 credits. To reserve your spot on campus for next year, you must make a **\$100 non-refundable** deposit to reserve your space; this amount will be credited back to your fall room and board. This deposit then enters you into a LOTTERY. Read more.....

Step # 1: Make a \$100 deposit on the MYCHCH Portal/Student Life/Housing page. Click on Housing Deposit Form and make your on-line payment. YOU WILL GET AN EMAIL VERIFICATION TO CONFIRM PAYMENT. This \$100 will be placed against your room and board for the fall. If you end up not selecting housing, this deposit is non-refundable. Students who are studying abroad are expected to make a housing deposit as well and will be entered into the lottery and notified by ORL via email.

Step #2: Figure out where you want to live next year and who with. Have at least two plans of action. What's Available? Currently, the following rooms will be available but subject to change:

- Fournier: 2nd & 3rd floor singles & some doubles;
- Fitzsimmons: 4 & 6 person suites, shared bath (you must have 4 or 6 people to select)
- SugarLoaf (Loyola Lodge): double rooms each with private bath

Step # 3: You will receive your **Lottery Letter** on April 1st. This letter will have your number, which is randomly generated based on your class year. That means rising seniors will select first, then rising juniors then rising sophomores. Lottery numbers will start with #1 and go on from there. For example, if 300 students make a housing deposit, then each student will be assigned a number from 1 to 300.

Your number will be associated to a time on **HOUSING SELECTION DAY** (April 22nd) in your Lottery Letter. If you are trying to select a single room, you will simply come at that time. If you have a roommate, or a group of roommates, you will come at the time of whomever has the lowest lottery number amongst you. Everyone must be present!

If you are not able to attend your Housing Selection Day time due to class, student teaching, or internship, you may fill out a **Proxy Form**. The Proxy Form gives another student permission to come and select for you. Proxy Forms are due to the Office of Residence Life by **April 8, 2016**.

Housing Selection Timeline

FEB. 1 st	Lincoln Woods Applications Available
FEB. 26 th	Lincoln Woods Applications Due
MAR. 7 th	Deposit Days Begin on MYCCHC Portal; Credit/Debit Payments Only (\$100)
MAR. 25 th	Deposit Days Early Deadline to Receive Lottery Number
APR. 1 st	Lottery Letters Delivered to Campus Mailbox (Commuters pick up in ORL)
APR. 1 st	Housing Accommodation Requests Due
APR. 8 th	Proxy Forms Due
APR. 22 nd	Housing Selection Day, 9:30am-12:30pm

Housing Selection Day

You will be assigned a time frame to attend selection day based on your lottery number. When you arrive at your assigned time to select your room, you will need your CHC ID and lottery letter.

There will be staff present to organize you into lottery number order before each time period, to check that all forms are filled out correctly and that only eligible lottery numbers are participating in the process at the designated times.

You cannot select housing if you are on Business Hold or are not-registered.

Housing Agreement

Once you have selected a space, you will be asked to log on to the portal and sign the housing agreement. This means you will be financially obligated for the full 2016-2017 academic year. Housing Application and Agreement becomes a binding agreement for the full academic year. It is like signing a lease-you cannot simply cancel it. Designated Break Periods are not included in the housing agreement.

DO NOT SELECT HOUSING AND EXPECT TO BE RELEASED FROM YOUR AGREEMENT FOR ANY REASON UNLESS YOU LEAVE CHC...which we hope you don't!

Break Periods: As designated by the Housing Application and Agreement, Thanksgiving, Winter, Spring and Easter Breaks are not included in the terms of occupancy. Residents that reside more than four (4) hours away/ 300 miles from their permanent place of address may request to stay during Thanksgiving, Spring Break and Easter only. Applications will be available during the semester and additional housing charges may apply if approved to stay for the break. In addition, residents may be asked to relocate to remain in housing for the break period.

Meal Plans: Residents can choose between two meal plans; 10 meals per-week with \$50 flex dollars or 14 meals per-week with \$150 flex dollars. Students residing in Lincoln Woods do not receive a meal plan but can purchase flex dollars or a commuter meal plan.

Health & Special Need Requests: Any students requesting special accommodations for medical reasons must submit appropriate documentation by **April 1, 2016** for consideration. It is necessary to submit requests and documentation each year for review. This is done through the **Housing Accommodations Form**. Requests based on medical reasons must be documented and supported by a licensed doctor and indicated on official letterhead with contact information. Students who receive housing accommodations may be assigned to a space on campus and may not have the option to select during the selection process or be able to select a roommate of their choice.

***Housing Selection details subject to change.
Housing Rates will be published March 2016.***

