

**GRADUATE STUDENT HOUSING APPLICATION 2018 – 2019**  
**RESIDENT STUDENTS RETURNING TO ON-CAMPUS GRADUATE HOUSING**

Western New England University  
Office of Residence Life  
1215 Wilbraham Road  
Springfield MA 01119-2684

In order for housing placement to occur, a completed application must be returned to the Office of Residence Life. A nonrefundable, non-transferable deposit must accompany the request for campus residency. Assignment to campus housing is dependent upon the receipt of a \$500 deposit. For a current resident student who is returning to graduate housing, the payment will appear as a credit in that your previous deposit is already on record with the University as a security deposit. This new payment/non-refundable deposit will apply to your housing charge. It can be made online, or via a check payable to Western New England University paid at Student Administrative Services. **Please attach a receipt from Student Administrative Services (or a printout showing online payment has been made) to your application.**

YOUR NAME \_\_\_\_\_ WNE STUDENT # \_\_\_\_\_ GENDER IDENTITY \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

TELEPHONE # \_\_\_\_\_ ( ) cell ( ) landline

**ACADEMIC PROGRAM** - Please indicate your program (Law, MBA, Pharmacy, etc.) below:

Program: \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_

**PREFERRED HOUSING –RESIDENT STUDENTS RETURNING TO GRADUATE HOUSING**

Please initial next to the statement which applies to you:

\_\_\_\_\_ I currently live in the graduate student area of Gateway Village and would like to **continue to live in the apartment I am currently occupying** (if you initial this option, continue to page 2).

\_\_\_\_\_ I currently live in the graduate student area of Gateway Village and would like to **move to a different type of apartment.**

If you initialed the second statement, please identify the type of apartment housing you prefer, in priority order, beginning with “1”. You will not be assigned to any option you do not specify and if there is no availability in any of your requested options, you may not be assigned campus housing. If no housing option you requested is available, then (**and only then**) you will be refunded the \$500 deposit.

\_\_\_\_\_ Efficiency (1 person)                      \_\_\_\_\_ One bedroom (1 person)

\_\_\_\_\_ Two bedroom (2 people)                      \_\_\_\_\_ Three bedroom (3 people)

**PREFERRED ROOMMATE(S)** If you wish to be assigned with one or more person(s) in a multi-bedroom unit, please provide their name(s) below, or contact us prior to March 30, 2018 to update your application.

PERSON # 1 Name: \_\_\_\_\_

Is this person your spouse or domestic partner? \_\_\_\_\_ Yes                      \_\_\_\_\_ No

PERSON # 2 Name: \_\_\_\_\_

Preferred roommate(s) each must submit an application that includes your name, to verify a preference to be assigned together. Preferred accommodations for roommate(s) must coincide as well. Since assignment to space is handled ‘first come, first served’, roommate preferences cannot be guaranteed. If your preferred roommate(s) is of the opposite gender, you must each complete the gender neutral housing form (found on the Residence Life website) in addition to this application.

**MARRIED COUPLES & DOMESTIC PARTNERS** will only be assigned to an efficiency or one bedroom apartment, given space is available. Please provide the name of your spouse/partner as person #1 and indicate below their name that they are your spouse or domestic partner. As a live-in guest, they must abide by all policies of the University governing student life. If circumstances warrant, based on the judgment and discretion of the University, residency for this person may be revoked without prior notification.

If you require an accommodation that may impact your housing assignment, please initial here so we may best serve you. (Examples could include a documented medical need, service or emotional support animal, etc.) \_\_\_\_\_

**PERIOD OF OCCUPANCY**

\_\_\_\_\_ Academic year (August 17, 2018 through May 26, 2019)

\_\_\_\_\_ Academic year plus summer (August 17, 2018 through July 28, 2019)

**STATEMENT OF AGREEMENT**

Submission of this application for graduate housing constitutes an agreement to abide by all stipulations set forth in the Graduate Student Housing Agreement, which can be obtained on the Residence Life webpage under the “Graduate Student Housing” heading.

I recognize that residency is binding for the period of occupancy, so long as I am confirmed as matriculating as a full-time student at the University, and that the residency fee shall be billed to my student account, with payment expected in full.

If a deposit has been paid and the student notifies the Office of Residence Life of his/her decision to commute by August 6, 2018 (written correspondence received as of this date) then the applicable residency charge, excluding the \$500.00 deposit, will be credited to the student’s account with the University. **As of August 7, 2018, the residency charge is binding and will be required to be paid in full by the student, whether or not the student takes occupancy, for the length of the contract.**

If a deposit has been paid and I notify the Office of Residence Life of my decision to commute by August 6, 2018 (written correspondence received as of this date) then the applicable residency charge, excluding the \$500.00 deposit, will be credited to my account with the University. **As of August 7, 2018, the residency charge is binding and will be required to be paid in full by the student, whether or not the student takes occupancy, for the length of the contract.**

I recognize that assignment to campus housing is ‘first come, first served’ for all resident students requesting to return to graduate housing prior to March 30, 2018, and for all students after that date. I realize that housing assignments will be processed in early June at the latest, and I will be contacted via email with my assignment for the 2018-2019 academic year. I understand that an application without signature and proof of payment is invalid.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

Anticipated housing rates for 2018-2019 are listed below **and are subject to change**

Efficiency:	\$9696 (traditional academic year)	\$11,635 (traditional academic year & summer)
One Bedroom:	\$10,667 (traditional academic year)	\$12,800 (traditional academic year & summer)
Two Bedroom:	\$8,240 (traditional academic year)	\$9,888 (traditional academic year & summer)
Three Bedroom:	\$10,671 (traditional academic year)	\$12,805 (traditional academic year & summer)

Should you have any questions please contact Kymberley Hendricks at [Kymberley.Hendricks@wne.edu](mailto:Kymberley.Hendricks@wne.edu) or 413-796-2169.

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*OFFICE USE ONLY*

Date App. & Payment Received: \_\_\_\_\_

Housing Assignment: \_\_\_\_\_

Student Notification (date): \_\_\_\_\_