

# UNIVERSITY OF MARY WASHINGTON

## Office of Residence Life and Housing

### Fall 09 Housing Wait List

**Thank you for your interest in housing here at UMW! This handout will explain a little bit about the wait list and will hopefully answer any questions you may have.**

#### **Housing is NOT guaranteed to those on the Wait List.**

Persons on the waiting list fall into one of two categories:

- Individuals who already have an assignment for the fall in traditional housing on campus and are waiting for a vacancy in the UMW apartments or a single room.
- Current residential students who did not submit the housing contract by the spring contract deadline, spring commuting students who want fall housing, and those returning to the University after being readmitted or suspended.

#### **The sooner you apply to the wait list, the more likely you are to be housed.**

Students on the waiting list are housed on a first-come, first-served basis. The sooner you complete the application and submit it to this office, the sooner we can process your request and add your name to the wait list.

#### **We are not able to accept Housing and Dining Contracts or Housing Deposits until an offered assignment is accepted by the student.**

The Office of Residence Life does not accept contracts or deposits unless we have a space available for you. Please note that once you have submitted the contract and deposit, it is considered a binding contract for the full academic year. In addition, please note the \$200 deposit is non-refundable.

#### **Students on the Wait List are housed after incoming transfers guaranteed housing upon admission to the University.**

As space permits, students on the Wait List will then be housed on a first-come, first-served basis. The number of transfer students to be housed should be determined by early July.

#### **Keep an eye out for on-campus housing offers.**

Make sure to check your email and voicemail regularly, as details of your assignment will be emailed directly to you. You will also be phoned to make you aware that the information has been sent. If you are offered housing, you are required to respond within 24 hours to accept or decline the offered space.

The housing and dining contract with your \$200 deposit is required to reach us within 2 business days of the offered assignment. Confirmation of receipt of the contract and deposit as well as the room assignment will be sent to you via email.

#### **Other options:**

##### ○ **Overfilling**

Should you have friends who received housing for the fall and are willing to overfill, that is permitted in most rooms. Overfilling is not permitted in traditional housing in singles, quads, and Arrington and Alvey Halls. Most rooms in the apartment complex can be overfilled. Please refer to our website information to determine if the space is eligible for overfill.

When overfilling, each person involved must sign an Overfill Agreement Form prior to your assignment. When overfilling a bedroom in an apartment, each resident of the apartment must sign in agreement in order for you to be assigned as an overfill. This form is found on our web site and available from our office in Marye House. The housing and dining contract and the \$200

deposit are required to be submitted with the completed overfill form.

**Please note that the Office of Residence Life does not encourage overfilling rooms.**

○ **Living off-campus**

The Office of Student Life, located in Marye House, keeps a notebook with information from area apartment complexes for review and has available a list of those interested in renting to students. Additionally, this notebook has information from individuals who contact the office in search of a roommate or who have space to rent. For more information, contact Dena Gray at [dgray@umw.edu](mailto:dgray@umw.edu) or at 540.654.1200.

**Have off-campus housing for spring, but still need a place to live in the fall?**

The application for the fall Wait List will be posted to our website, <http://www.umw.edu/cas/residencelife/forms/default.php>, in April

**Contact Residence Life when:**

○ **You have questions about the Wait List status or the possibility of housing.**

For updates please contact Joyce Baldwin, Housing Coordinator, at [jbaldwin@umw.edu](mailto:jbaldwin@umw.edu). While you are free to ask at anytime, we suggest that you wait until mid July so the office has a better idea of how many fall vacancies we will have remaining after incoming transfers are housed.

○ **You no longer need housing for the fall**

In the event that you find a place to live during the summer after you have filed a housing wait list application, please contact the office so we may remove you from the list.

○ **You have not been assigned by the time classes start in August.**

Space can open during the fall semester for a variety of reasons. If you are still in need of housing after classes begin in August, let us know and we will do our best to house you as space becomes available during the fall semester.

○ **Your contact information changes in any way.**

You can do this by mail, fax to 540.654.1527, or email to [jbaldwin@umw.edu](mailto:jbaldwin@umw.edu) from your EagleMail account. Please make sure to sign and date all changes (unless sending via email). Changes, information, and cancellations will not be accepted over the phone.