



Kutztown University Policy STU-014

Housing Applications Process

A. Purpose

The purpose of this policy is to explain the procedure by which students apply for on-campus housing.

B. Scope

This policy applies to the Housing and Residence Life and to any office for informational purposes.

C. Definition(s)

Application Process - the process by which the Housing and Residence Life informs an eligible student that his/her request for on-campus housing can be accommodated.

Housing License - a agreement which specifies the services and expectations of agreement between the University and the student.

Housing Application Fee – an application payment required of all students who wish to reside in the residence halls.

Advanced Registration Deposit - a deposit required by the Office of Admissions.

Eligibility - the criteria by which only full time (12 credit hours minimum) undergraduate students of Kutztown University, who have not been judicially denied the privilege of living on campus, will receive an offer of housing.

Freshman - a first-time student.

Transfer - for purposes of this policy, the term "transfer" refers to a transfer, readmit, and transfer-readmit student.

Resident - a student who resides in the residence halls.

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Off-Campus Student - a current student who does not reside in the residence halls.

D. Policy**Application Process for Resident Incumbent Students**

Any current resident student may participate in the Housing Application process in order to secure his/her housing for the following academic year. The student reviews the Housing License during the on-line Housing Application process. By completing the Housing Application process the student indicates agreement to the terms of the Housing License and makes non-refundable housing application payment of \$75.

Application Process for Off-Campus Students

Any current student may participate in the Housing Application process in order to secure his/her housing for the following academic year. The student reviews the Housing License during the on-line Housing Application process. By completing the Housing Application process the student indicates agreement to the terms of the Housing License and makes non-refundable housing application payment of \$75.

Application Process for Freshmen

First time freshmen are guaranteed to be sent an offer of housing if **all** of the following conditions are met by May 1 preceding the fall semester of enrollment:

- *the student is accepted,
- *the student has requested on-campus housing, **and**
- *the student's \$200 Advanced Registration Deposit is **received** by May 1

If these conditions are not met by May 1, the housing application process will be offered on a space-available basis.

Any eligible freshmen may participate in the Housing Application process in order to secure his/her housing for the following academic year. The student reviews the Housing License during the on-line Housing Application process. By completing the Housing Application process the student indicates agreement to the terms of the Housing License and makes non-refundable housing application payment of \$75.

Application Process for Transfers

Any eligible transfer student may participate in the Housing Application process in order to secure his/her housing for the following academic year once all admissions process have been completed. The student reviews the Housing License during the on-line Housing Application process. By completing the Housing Application process the student indicates agreement to the terms of the Housing License and makes non-refundable housing application payment of \$75.

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Summer Session Housing

All graduate and undergraduate students, unless judicially denied the privilege, are able to reside on campus by following the instructions available through the Housing and Residential Services office

E. Effective Date

1994

F. Last Reviewed

October, 2007

August, 2010

August, 2011

August, 2012

August, 2013