

January 2012

Dear Parent/Guardian/Family Member:

The Office of Residence Life and Housing wants to inform you that this year's room selection process has changed from previous years. We recommend reviewing all the information contained in this letter. Please remind your student to read all of the documentation about the room selection process that they receive from our office. Please note, due to limited space, on-campus housing is not guaranteed to returning resident students. Some resident students who wish to return will be placed on a housing waitlist and may receive housing on campus as space becomes available.

While we will be informing resident students of these plans via a separate letter, please remind your student of the following procedures and timelines:

- Students wishing to return to housing will be required to fill out a Housing Intent Form. The Housing Intent Form will be available online on Tuesday, January 17, 2012. The Housing Intent Form must be completed and submitted online by Friday, January 27, 2012. The Housing Intent Form can be found online on our department website: [**worcester.edu/reslife**](http://worchester.edu/reslife)
- Once a student has completed a Housing Intent Form:
 - The student will be assigned a random lottery number.
 - The students will then be placed in order by lottery number.
 - All students with lottery numbers that do not exceed the number of available housing spaces will be approved for housing pending payment of the room reservation deposit.
 - Deposits for students who are guaranteed a spot will be accepted between Wednesday, February 8, 2012 and Tuesday, February 14, 2012.
 - Failure to pay the room reservation deposit by Tuesday, February 14, 2012 will result in forfeiture of housing for the 2012-2013 academic year.
 - Any student with a lottery number that exceeds the number of available housing spaces will be placed on the housing waitlist.
- All students who have completed a Housing Intent Form for the fall 2012 semester will receive a letter in their on-campus mailbox by Monday, February 6, 2012. This letter will indicate whether the student has been approved to pay a room reservation deposit and participate in the room selection process, or has been placed on the housing waitlist for the fall 2012 semester.

- If your student has been approved to participate in the room selection process, please keep the following in mind:
 - The student must pay the \$150.00 room reservation deposit (nonrefundable) in person to the Office of Residence Life and Housing between the dates of Wednesday, February 8, 2012 and Tuesday, February 14, 2012.
 - The student should bring the approval letter when they come to pay the room reservation deposit.
 - The room reservation deposit must be in the form of a check or money order made payable to “Worcester State University.” **Cash, credit cards or OneCard payments will not be accepted.**
 - The student will receive a receipt, their lottery number, and the Guide to the Room Selection Process when they pay their room reservation deposit.

- Please remember, there is no need to line up early to pay the room reservation deposit. Students who have been pre-approved will have from Wednesday, February 8, 2012 to Tuesday, February 14, 2012 to come to the Office of Residence Life and Housing between the hours of 9:00AM-4:30PM to pay their room reservation deposit.

- Students will choose their specific room during the last week of February and the first week of March.

When students select their room assignment for the coming academic year, they must also read and sign the Residence Hall License Agreement. This is a legally binding contractual agreement, committing students to living on campus for the full academic year. If you are paying your student's bills, please discuss this with your student before he/she signs the Residence Hall License Agreement. Once a room assignment is selected, it cannot be changed until the room selection process is completed. Therefore, it is advisable that students read all room selection materials carefully and make well-informed choices.

Thank you for your assistance in getting this information out to your resident student. If you have any questions, please contact us at the Office of Residence Life and Housing at (508) 929-8074 or reslife@worchester.edu.

Sincerely,

The Office of Residence Life and Housing