



**2008-2009**

**Housing  
Application  
&  
Information  
Packet**

## General Information

### Housing at Robert Morris College

Robert Morris College is committed to the housing and education of a diverse community of people and understand that housing plays an important role in your academic and social adjustment to college life. All on-campus housing is single-gender by unit, though co-ed by floor. Robert Morris College does not offer family or married housing. Robert Morris College does not offer single rooms.

### Assignment of housing

Assignment of housing will be made based on first-come-first-served. This agreement is for a space at one of RMC's residences. Specific roommate requests will be considered. Every effort is made to assign students with their preferred roommate, but it is not always possible to match preference with the space that is available.

During the college's contract renewal period, continuing students are assigned housing prior to new incoming students. New freshmen and transfer students can expect that they will likely NOT be assigned their first housing preference. The Application for Roommate Request will be used in roommate matching.

Housing and roommate(s) assignments will be mailed in early June to students enrolled for the Summer II quarter and in mid to late August to students enrolled for the Fall quarter.

### Availability of housing

Availability and location of RMC housing is assessed each year and subject to change.

### Cost of housing

RMC Housing rates are subject to change. Rates are determined annually by the College's administration and are available in May. Specifics of payment plans and billing are handled through the Financial Aid Office and should be approved prior to check in at (312) 935-4075.

### Move-In Dates

Summer II 2008 Quarter  
July 9, 12, and 13, 2008

Fall 2008 Quarter  
September 17-20, 2008

### Insurance

The College does not provide insurance for losses resulting from fire, theft, or vandalism of students' personal property. In addition, the College is NOT responsible for students' lost or stolen property. Robert Morris College strongly suggests that all students have health and rental insurance coverage. Information brochures are available in the Office of Student Affairs at the main campus. The College is only providing this information as a service to its students and does not have any connection or affiliation with these companies.

## How to Apply for Housing

### 1. Submit an Admissions Application

While early application for housing is encouraged, you are welcome to submit a housing application ONLY after beginning the admissions application process. The College is unable to process a housing application prior to receiving an admissions application.

### 2. Complete the Housing Application and mail it along with a \$300 housing deposit by May 1<sup>st</sup> to:

Robert Morris College  
Libby Julia, Director of Student Life/Housing  
401 S. State Street  
Chicago, IL 60605

The housing deposit is an out-of-pocket expense. It cannot be covered by financial aid from federal, state, institutional or private sources, including loans as those funds are not typically disbursed to students until the school year begins. We regret that we are not able to waive or defer the deposit for any student.

### 3. Wait to receive a Housing Contract and return it by the specified date

The Housing Contract is mailed within 3-5 days of receipt of the Housing Application.

The Contract Packet includes:

- A Housing Contract
- A letter that will establish the date your signed contract must be submitted
- A Move-In Guide

The completion and return of this contract is required for confirmation of housing. Only after we have received the signed housing contract will your space in housing be secured. If we do not receive the signed contract by the date specified in your contract letter, the contract will be canceled and the space will be assigned to another student.

### 4. Cancellation and deposit refund policy

The housing deposit is refundable only if the application or contract is canceled in writing by May 1 for the following academic year. All requests must be made in writing and addressed to the Director of Student Life/Housing. If space cannot be assigned or if after completion of your Admissions application, the College does not offer admissions to you, the housing deposit is automatically refunded.

The housing deposit will be refunded at the end of the contract term based on the results of the final room inspection. However, the housing deposit will be forfeited and a penalty will be assessed if the student fails to fulfill the terms of the contract or departs from housing at any time during the quarter before the end of the contract period. Students who fail to occupy space by the end of the first class day of a quarter will forfeit this housing deposit and charged a percentage of the contract cost. Please note: A housing deposit is collected every year in the spring for the following housing year.

## Need more information?

Contact:

Admissions Department  
(312) 935-4400  
[enroll@robertmorris.edu](mailto:enroll@robertmorris.edu)

or

Libby Julia, Director of Student Life/Housing  
(312) 935-2004  
[ljulia@robertmorris.edu](mailto:ljulia@robertmorris.edu)

# Housing Application

Please type or print clearly

Last Name Middle I	First	Gender M F	Date of Birth __/__/__	Social Security Number ____-____-____
Phone (home)	Phone (cell)	E-Mail Address		
Permanent Address Country	City	State	ZIP	

### Emergency Contact Information

Name	Relationship		
Address Country	City	State	ZIP
Phone (home)	Phone (cell)	E-Mail Address	

**Quarter & Year to begin:**    Fall 20\_\_\_\_    Winter 20\_\_\_\_    Spring 20\_\_\_\_  
                                           Summer I 20\_\_\_\_    Summer II 20\_\_\_\_

**At the beginning of the quarter I will be a:** (check all that apply)

- Freshman     Sophomore     Junior     Senior     Athlete  
 New RMC Student    Transfer Student    Continuing Student    Returning Student

**Name of Preferred Roommate:** \_\_\_\_\_

*Note: Roommate preferences must be mutual and a student name.*

I am submitting an application for Robert Morris College housing. I understand that a \$300 housing deposit is required to process this application. Space will not be confirmed without a separate and fully executed Housing Contract.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Please return this form and the \$300 Housing deposit to:  
*\*please read the deposit refund policy*

**Robert Morris College**  
 Libby I. Julia  
 Director of Student Life/Housing  
 401 South State Street  
 Chicago, IL 60605

### This Section To Be Completed By the Office of Student Life Only:

Admissions Counselor \_\_\_\_\_

Date Application Received: \_\_\_\_\_      Date Deposit Received: \_\_\_\_\_

Verification:      Placement:

Student Status \_\_\_\_\_      Residence: S / JR / REG / D1 / D2

ID \_\_\_\_\_      Apt / Room # \_\_\_\_\_

Age \_\_\_\_\_      Roommate Preference: Accepted / Denied

PD/AA \_\_\_\_\_

DAY \_\_\_ EVE \_\_\_

Placement:      Administrator: \_\_\_\_\_

Accepted \_\_\_ Denied \_\_\_ Pending \_\_\_      Initials      Date

## APPLICATION FOR ROOMMATE REQUEST

Your answers to these questions will be used to assign you to a match with a roommate.

PLEASE PRINT CLEARLY!

Name: \_\_\_\_\_

Gender:  Male  Female

Permanent mailing address: \_\_\_\_\_  
Number Street

City State Zip Code Country

E-mail address: \_\_\_\_\_ Phone: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Specific roommate request (must be mutual): \_\_\_\_\_

List any medical situations that we should be aware of in assigning a room:  
\_\_\_\_\_

Anticipated area of study/major: \_\_\_\_\_

If you are or will be a member of an RMC athletic team, which sport: \_\_\_\_\_

1. Do you prefer a roommate who is:

your age  younger  older  does not matter

2. List the times you typically get up and go to bed

Get up: Weekdays \_\_\_\_\_ Weekends \_\_\_\_\_

Go to bed: Weekdays \_\_\_\_\_ Weekends \_\_\_\_\_

3. Do you consider yourself a:

Morning person  or a Night person:

4. When do you prefer to study:  Day  Early evening  Night

5. How do you prefer to study:  Absolute quiet  Stereo/TV on  Not in your room

6. Please check the descriptions that apply to you:

prefer many around  quiet  impatient  considerate

prefer to be alone  outgoing  cheerful  studious

conservative in views  liberal in views Other \_\_\_\_\_

7. How important are neatness and order to you in your living space?

1      2      3      4      5      6      7      8      9      10  
Not important                      Somewhat important                      Greatly Important

8. How do you feel about sharing personal belongings (i.e. TV, stereo, computer) with others?

1      2      3      4      5      6      7      8      9      10  
Prefer not to share                      Share if agreed on                      Share everything

9. How do you feel about loaning items (i.e. clothing, money, personal items) with others?

1      2      3      4      5      6      7      8      9      10  
Prefer not to loan                      Loan if agreed on                      Loan items

10. Where are your energies more focused?

1      2      3      4      5      6      7      8      9      10  
Social Focus                      Balanced                      Academic focus

Please list any activities, community organizations, hobbies, or interests you have been or desire to be involved with during your stay at Robert Morris College:

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Of all the questions listed above, which would you say would be the most important matching consideration for you in choosing someone to live with? Question # \_\_\_\_\_

**Every effort is made to assign students to their preferred room, but it is not always possible to match preferences with space that is available. The College will attempt to honor such preferences but no guarantee can be made. Inability to honor assignment preference will not void the application or contract.**

**Information Release:**

Please check the box next to the information you want released.

Address        
Phone        
E-Mail     

*I hereby authorize Robert Morris College to release the information I have checked above to my assigned roommates.*

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*Print Name*

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*Signature*

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*Date*