



Room Selection for returning students for the 2010-2011 academic year begins in January. Students must complete **each** of the three steps outlined in the process timeline below in order to secure a room on campus for next year. (Note: because space on campus is limited, housing cannot be guaranteed to returning students.)

Students who enrolled Winter Term 2009 must participate in this process if they are interested in applying to live on campus for next year.

New Requirement: All students who secure a room during the selection process **MUST** be registered for fall 2010 term classes **by May 1, 2010**. Failure to register for classes by this deadline could result in the cancellation of the housing assignment.

Room assignment cancellation deadline: Students who select a room for 2010-2011 will have **until May 1, 2010 to cancel** their contract with a **penalty of \$750.00**. (The \$200.00 deposit cannot be applied to any housing-related fee if the housing assignment is declined.) Contract cancellations will not be considered **after May 1, 2010**.

Change in Direct Lending: For many years, Johnson & Wales University has successfully administered federal student loan programs (i.e. Stafford, parent PLUS loans) through the Federal Family Education Loan Program (FFELP). This relationship provided JWU students with access to federal loans through a variety of private lenders who extended borrower benefits to them. Recently the government has begun regulating these benefits and changing the way student loan programs operate. Subsequently, JWU, like many schools, is transitioning to direct lending beginning with the 2010-2011 academic year. The implementation of direct lending will provide stabilized access to funds and allow JWU to prepare effectively for any federal changes. Please review the attached [Frequently Asked Questions](#).

Due to limited space, on-campus housing is not guaranteed for returning students.

Process Timeline

JAN 11-28, 2010: \$200 deposit due

- The quick and easy way to make your deposit? Online at <https://housing.jwu.edu>
- Deposits will also be accepted at the cashier at an SFS location during business hours, **Mon-Fri 8:30am-4:30pm**:
 - Harborside Campus: Friedman Center
 - DOWncity Campus: Student Services Center
- You must make a deposit in order to be able to access the online housing application
- Deposits are NON-REFUNDABLE
- Please note: an existing credit on your account cannot be used for your deposit or part of your deposit

JAN 12-FEB 1, 2010: Online housing application open

- Students will **NOT** be able to log into the Residential Life website to complete the online Housing Application if they did not submit a deposit for the 2010-11 academic year Returning Student Room Selection Process (see step above)
- The online housing application for 2010-11 becomes available to students the **day AFTER** their deposit has been submitted and **up until MON, February 1st**. For example, if you make your deposit on JAN 11th, on JAN 12th you can log onto <https://housing.jwu.edu> and apply

FEB 5-22, 2010: Online room & roommate selection open

- You must complete the online housing application by FEB 1st in order to be eligible to select a room

Read on for complete details about the Returning Student Room Selection Process....

Step 1: HOUSING DEPOSIT

- A **\$200.00 non-refundable deposit** is **REQUIRED** in order to apply for on-campus housing
- Deposit **MUST** be paid **IN FULL**
- An existing credit on your account cannot be used for your deposit or part of your deposit
- To make your deposit you can choose one of the following options:
 1. **ONLINE** (*fastest and easiest way*)
 - Log into the online housing system between **MON, JAN 11 & THURS, JAN 28** at **<https://housing.jwu.edu>**
 - Online deposits can be made using credit or debit card, checking or savings account
 - Once you have entered the online system, go to the “**Links**” section on the right-hand side of the screen and click on “**Make Your ‘10-‘11 Returning Student Room Selection Deposit Here**”
 2. **IN PERSON*** to the cashier at a Student Financial Services location during business hours:
 - **Friedman Center (Harborside)** **MON-FRI** **8:30am – 4:30pm**
 - **Student Services Center (Downcity)** **MON-FRI** **8:30am – 4:30pm**
 - In-person deposits can be made by credit/debit card, check*, money order or cash
 - Deposits are **non-refundable** and are applied directly to your student account
 - Deposits will **ONLY** be accepted JAN 11-28; deposits cannot be accepted before JAN 11 *or* after JAN 28, 2010
 - Please **DO NOT mail** deposits to Student Financial Services as on-time delivery cannot be guaranteed
 - Bounced checks will **NOT** be re-deposited. Students **MUST** submit cash, a bank check or a money order within 48 business hours of a check not clearing in order to qualify for the lottery process

***Student MUST indicate to the cashier that the deposit is for the 2010-2011 Returning Student Room Selection process so that it can be applied correctly to the account.**

Step 2: ONLINE HOUSING APPLICATION

NOTE: Completing the online application DOES NOT guarantee that housing will be available; space on campus is limited and cannot be guaranteed to returning students.

- Students will **NOT** be able to log in to the JWU Online Housing System to complete the online housing application if they did not submit a deposit for the 2010-11 academic year Returning Student Room Selection Process (see step 1 above)
- The online housing application for 2010-11 becomes available to students the **day AFTER** their deposit has been submitted and **up until MON, February 1st**. For example, if you make your deposit on JAN 11th, on JAN 12th you can log onto **<https://housing.jwu.edu>** and complete your application: it takes a full business day to process your deposit

- The online housing application must be completed in its entirety **by 8:30am on February 1st** in order for students to be eligible to receive a room selection participation date and time
- Students who complete the online housing application by the February 1st deadline will receive their room selection participation dates and time **on WED, February 3rd** at their JWU email account
- The online housing application contains the following sections:
 - **Special Needs Housing Information**
 - Information about the Center for Academic Support is displayed here; if you are in need of particular on-campus housing accommodations, you must submit the required special needs or disability documentation to the **Center for Academic Support** (<http://www.jwu.edu/content.aspx?id=692>) before a request can be considered and prior to the start of room selection (February 5th)
 - **Optional Weekend Meal Plan**
 - Select **yes or no** for the weekend meal plan option (not available to students who select a room at Harborside Village or The Cove)
 - **Lifestyle Preferences**
 - You will answer profile questions pertaining to sleep habits, study habits, smoking habits, room use preferences (noise level, guests, sharing items, etc.), etc.
 - Answers to these questions will make up the your profile, which other prospective residents can view in order to seek a compatible roommate once room selection opens
 - **Special Interest Housing Preference**
 - Two special interest communities are offered in limited number to returning students: academic & wellness-focused (at Harborside Village G) and technology-focused (Snowden Hall)
 - If you indicate that you are interested in any of these communities you will be able to opt into such locations, if available
 - Go to <http://www.jwu.edu/content.aspx?id=6326> to see what Special Interest Housing Communities are available for 2010-11
 - **Roommate Preference**
 - Here, you can request a roommate by entering that student's J # or date of birth, provided that student has also completed the online housing application
 - Students **must** accept another student's request to live with them in order to select a room together; this is done by logging into their own online application and clicking "**Accept**" (you can also decline or ignore an offer)
 - **ONE** student will select a room on behalf of the other(s), provided the other(s) has/have agreed to reside with them
 - If you do not have a particular roommate in mind you can search profiles to find a compatible roommate; you can send email messages to one another prior to opting into a room together
 - **Application Agreement**
 - This contains the terms and conditions of the housing application; failure to agree to the terms & conditions will prohibit you from continuing on and ultimately selecting a room on campus
 - You **MUST** complete the application in order to receive a room selection participation date and time, which will be **emailed to your JWU account on Wednesday, February 3rd**
 - Once you click "Agree," an automatic message will appear on the screen confirming you have successfully applied
 - An email confirmation will also be sent
 - **Cancel Application**
 - If you are not satisfied with how you answered any portion of the application and wish to start over, you can **CANCEL** it prior to the room selection phase
 - If you decide you do not want to live on campus *at all*, you can cancel the application prior to the room selection phase with no penalty (the deposit, however, is NOT refundable; it will be applied to your student account)

- ***Before you apply:***

- **Are you considering transferring to another JWU campus for the fall 2010 term?**
 - If so, you should participate for your **current** campus until a transfer has been approved
- **Do you plan to go on co-op/internship/externship for the fall 2010 term?**
 - Even if you plan to be on co-op/internship/externship for first term you should make your deposit and apply for/select housing anyway. Once your co-op/internship/externship is **confirmed** and you determine that you will not need housing for the fall term, notify Residential Life so that room and board charges can be removed. You can reapply for second and third term housing; however, your original assignment cannot be held or guaranteed upon your return.

Step 3: ONLINE ROOM & ROOMMATE SELECTION

- **On February 3RD**, your room selection participation date and time will be emailed to your **JWU email account**, along with instructions on when to log on to housing system to select a room and roommates
- If you decide NOT to participate, your lottery date and time **CANNOT** be transferred or given to another student
- Your participation date and time is the precise moment you can go to <https://housing.jwu.edu> to select a room online, **provided space is available**; it will be between February 5th and February 22nd
- Your participation date and time is assigned at random
- Once **YOUR** time begins, you have until the last day of selection (February 22nd at 11:59 PM) to choose a room, provided space still remains available: **you are encouraged to select a room as soon as your selection time begins since housing fills quickly**
- **Your chosen room is NOT locked in (neither is your roommate's!) until you complete the online Room Terms Agreement** (you will receive an email indicating that you have completed the process); this final step is **CRITICAL** to securing your space on campus
- **Important: You MUST be registered for fall 2010 term classes by May 1, 2010 in order to retain your room assignment**

2010-11 RESIDENCE HALL OPTIONS:

RISING JUNIORS & SENIORS

**Harborside Village
The Cove (limited space)**

RISING SOPHOMORES:

**The Cove
Harbor View
Imperial Hall
Renaissance Hall
Snowden Hall (suites and Technology floor)**

Want to learn more?

- **Residence Hall Info:**
<http://www.jwu.edu/content.aspx?id=6116&linkidentifier=id&itemid=6116>
- **Special Interest Housing (SIH) Communities:**
<http://www.jwu.edu/content.aspx?id=6326>
- **2010-11 Providence Campus Housing Rates:**
<http://www.jwu.edu/content.aspx?id=3580&linkidentifier=id&itemid=3580>

FAQ's if you did not secure a room:

Q: I made my deposit, completed my online application, received a lottery time but could not select a room because housing was full. Can I still get on-campus housing?

A: Should space become full before you get the chance to select a room, you will be **automatically** placed on the wait list for housing. As space becomes available you will be contacted by email.

Q: What happens to my \$200 deposit if I did not get a room?

A: Your \$200 deposit is applied directly to your student account as a credit. The deposit cannot be refunded; however, it will be applied to whatever balance you have.

Q: I made my deposit but did not finish the application process. Can I still get on-campus housing?

A: If you made a deposit but did not complete the rest of the application process you are not eligible to select a room during the regular selection process. Once the process concludes, if you would like to be considered for the wait list you can email reslife.pvd@jwu.edu and make your request.

Q: I did not make a deposit for housing for next year. Is there a wait list I can join?

A: You can apply to the wait list by visiting the Res Life website and completing the required wait list form: <http://www.jwu.edu/content.aspx?id=6290>. Please note, housing is not guaranteed to wait-list students. If space becomes available, you will be contacted by university email.

Q: I am a returning student who re-enrolled during the spring term and missed the housing process. Can I apply for a room for next year?

A: Yes. You will receive an email in March with information and instructions as to how to apply for 2010-11 housing.

2010-11 ROOM TERMS AGREEMENT **(HOUSING CONTRACT):**

Space on campus is limited; therefore, students should NOT participate in any portion of the Room Selection Process if they are unsure about living on campus for the 2010-11 Academic Year.

Students who (electronically) sign the (online) Room Terms Agreement for the 2010-11 academic year will have **until May 1, 2010 to cancel their contract with a penalty of \$750.00. (The \$200.00 deposit **cannot** be applied to any housing-related fee if the housing assignment is declined.) Contract cancellations **WILL NOT BE CONSIDERED after May 1, 2010.****

Upon submittal of the online Room Terms Agreement (housing contract), the student acknowledges and accepts the terms of the agreement in its entirety. Submittal of the online application represents the student's consent to the Office of Residential Life to release his/her name, city, state, telephone number, and University email address to his/her prospective roommate(s).

Room selection is based on a lottery process. If during the student's assigned room selection time housing is full and he/she opts to be placed on a wait list for housing, a room will be selected for him/her as space becomes available.

The Johnson & Wales University Online Room Terms Agreement (housing contract) covers the entire academic year. Room and board charges are payable by term; and as long as you maintain an active student status while attending the University, you will be responsible for payment for the ENTIRE academic year, regardless of any decision on your part to occupy your assigned room or to utilize the University dining facilities for whatever reason, voluntary or involuntary. In submitting the online Room Terms Agreement (housing contract) you agree to all terms stated in the contract.

I. PERIOD OF AGREEMENT

The online Room Terms Agreement (housing contract) allows the student to live in the residence halls for the Fall 2009 Term (beginning on assigned move-in date), the Winter 2009-2010* Term, and the Spring 2010 Term (ending on assigned move-out date).

*All residence halls will be closed during Winter Break (December 18, 2009 at noon through January 2, 2010 at noon). Students will be required to leave their rooms and take any valuables home during the break. The University is not responsible for items that may be lost or stolen during the break. Students must make alternate housing arrangements during the break—no exceptions.

II. RESIDENCY REQUIREMENT/ ELIGIBILITY

First-year students who are unmarried, under the age of 21, living outside commuting distance and have never attended college must live on campus. In order to remain on campus, you must be a full-time, undergraduate day school student enrolled for a minimum of 12.0 credit hours. Undergraduate students who are enrolled for less than the minimum credit hours may live on campus with approval from Residential Life (space permitting). Students over the age of 23 must submit a request, in writing, to Residential Life for approval to live on campus.

III. ROOM ASSIGNMENT

Rooms are to be occupied only by the person(s) properly assigned to them by the Office of Residential Life. Room assignments are not transferable and subletting is strictly prohibited. Room changes are permitted only upon prior written authorization by the Office of Residential Life. If a student makes an unauthorized room change, the student will be required to return to the original assigned room, assessed a \$150 administrative charge, and could face additional sanctions.

The Office of Residential Life reserves the right to move residents for consolidation purposes, disciplinary action, a facility failure, safety reasons, or for other reasons in response to unforeseen circumstances.

In accordance with state and federal laws, no discrimination in contracting or assignments is made on the basis of race, gender, religion, age, veteran status, color, disability, national origin or ancestry. In addition, Johnson & Wales welcomes all persons regardless of sexual orientation.

If you have been assigned to a residence hall and then become inactive or decide to go on co-op/internship/term abroad, you will forfeit your assignment. There is no guarantee you will be assigned to the same hall or room upon your return.

A student who fails to occupy an assigned room by the last day of move-in will forfeit their assignment to a particular room *unless* a written application providing sufficient cause for retention of the assignment is submitted and approved beforehand by Residential Life. The student will be held to the contract and room and board charges for the entire academic year as long as he/she is a registered, active student at the University.

The University reserves the right to reassign student rooms or change a room's capacity **at any time** prior to or during the academic year. The University also reserves the right to **remove** students from the residence halls, especially those who, by their behavior, have exhibited disregard for the residential community; for the terms and conditions of residence hall occupancy; or for other University/Housing Rules and Regulations. The University may terminate this agreement and take possession of the room **at any time** for violations of the Student Code of Conduct as prescribed in the *Student Handbook* and this guide (*Connections: Your Guide to On-Campus Living*). If a violation results in a student's **suspension or dismissal from housing**, the student is required to pay room and board charges for the **remainder of the term** during which the suspension/dismissal takes effect.

If a vacancy becomes available in any room, the remaining student(s) in that room agree(s) to accept a new occupant **at any time** to fill the existing vacancy. Behavior that discriminates against a newly assigned occupant will be considered sufficient grounds for reassigning the existing occupant(s) or removing said occupant(s) from the residence halls. Such determination will be made at the discretion of the Director of Residential Life. Removal from the residence halls will not exempt the student(s) from previously incurred rental and damage charges.

The University may terminate this agreement and take possession of a room at any time for violation of the provisions herein or upon recommendation.

IV. ROOM COSTS

The room cost for on-campus housing is issued at four rates: Premium, Standard, Value and Apartment. The room charge is assessed to the resident's account each term. Payments should be made in accordance with University deadlines. Rates are subject to change annually. For info about 2010-11 fees, check out the SFS Web site: <http://www.jwu.edu/content.aspx?id=3580&linkidentifier=id&itemid=3580>.

V. RESIDENTIAL FACILITIES AND RULES

The facilities are reserved for the exclusive use of resident students, invited guests and authorized University personnel. Students are responsible for upholding University and Office of Residential Life Rules & Regulations, and will be held responsible for the behavior of their guests.

The Office of Residential Life believes living on campus is a privilege and will not tolerate the use of alcohol and/or illegal drugs in any residence halls. Any resident found responsible for possession will face strong sanctions that may result in suspension from the University. (In the case of suspension, the University's Withdrawal Credit Policy applies. See the *Student Handbook* for the complete refund policy.)

Conducting a business or sales or fundraising in the residence halls is prohibited except for fundraisers sanctioned by the Office of Residential Life and Student Affairs.

Failure to adhere to the written instructions published by the Office of Residential Life or to comply with the reasonable directives of University officials (including Resident Assistants, Front-Desk Managers, Desk Assistants, and work-study students) acting in the performance of their duties may be deemed a violation of Housing Rules and Regulations.

In addition, the Office of Residential Life may make changes in its rules, as deemed necessary, in the interest of health, safety, discipline or educational purposes; and students shall abide by such changes in policies.

VI. MAINTENANCE AND HOUSEKEEPING

Students are obligated to report any need for repairs to furnishings and equipment. Requests for repairs must be made through the front desk of the residence hall between the hours of 8am and midnight. Maintenance staff may enter any residence hall room at any time without prior notification to address a maintenance concern.

Emergency maintenance is available for campus emergencies during the evening hours.

Students are expected to maintain their own rooms and common space in an orderly, safe and sanitary fashion. The Office of Residential Life will conduct bi-weekly inspections to ensure students are abiding by a required standard of living. This includes but is not limited to:

1. A clean environment – free from unsanitary items such as overflowing trash, refuse on the floors or in other areas, exposed food items, accumulated laundry or other items that add to the appearance of an unclean living environment. This may include unclean bathrooms and unswept/unmopped floors.
2. A safe environment – free from obstructions that may interfere with the path of egress in case of emergency or items that may cause a fire threat or threat to physical safety.
3. A well maintained environment – free from reckless or intentional damage to University property.

Students may face sanctions including fines, room-reassignment and other penalties as a result of unheeded warnings to maintain a required standard of living

VII. DAMAGE CHARGES AND COMMUNITY CHARGES

Charges for loss or damage to communications wiring, physical structure (walls, windows, doors, ceilings, floors, etc.), furnishings or equipment in a student room or suite will be assessed to the student(s) of that room or suite. Charges for loss or damages to common area furniture, physical structure and equipment not able to be assessed to a particular individual will be charged against the residential unit (wing, floor, suite or apartment).

VIII. KEY ACCESS (ROOM AND MAIL)

Keys are the property of the University and must be returned when students move out of their rooms. Failure to return keys at the time of move-out or relocation will result in charges to the student's account to cover the replacement of keys (changing of locks room/suite/apartment and mailbox). Keys returned after charges have been applied to the student's account will not result in the removal of replacement charges.

In addition, if a student loses a key they are obligated to report the loss as soon as possible to the front desk. Once a lock has been changed the key charge cannot be reversed – even if the lost key is found.

Replacement keys are charged to the student's account. Room keys are \$100 and mail keys are \$50.

IX. RIGHT OF ENTRY

The University reserves the right to enter student rooms/suites/apartments for the following reasons: emergency, repair, maintenance, health and safety inspections, suspicion of inappropriate behavior/policy violation and administrative necessity.

A student refusing to grant entry to any University official (including Resident Assistants) acting in the performance of their duties may be deemed in violation of Housing Rules and Regulations.

X. LIABILITY

The University will assume no responsibility for the loss, damage or theft of personal property belonging to, or in the custody of, the student for any cause whatsoever, whether such losses occur in student rooms, public areas or elsewhere in the residence hall. Students are strongly encouraged to carry personal property insurance.

XI. UTILITIES

The room charges include all utilities except long-distance telephone service. Basic cable TV and University internet services are provided in all halls. Failure of utility services will not render the University liable for inconvenience to students or damage to property, nor reduce room charges, nor relieve students of obligations under the Housing Contract. Utility services may be reduced or cut off during prolonged vacation periods in the interest of energy conservation or maintenance.

In addition, some halls have seasonal air-conditioning that is operated by a building-wide system during specific time periods. Failure of the air-conditioning will not render the University liable for inconvenience to students or damage to property, nor reduce room charges, nor relieve students of obligations under the Housing Contract.

XII. TERMINATION OF THE HOUSING CONTRACT BY THE UNIVERSITY

Upon reasonable notice and for good cause, the University reserves the right to terminate a student's Housing Contract. Should the contract be terminated, the student will be required to vacate the residence halls within 24 hours unless special written permission has been obtained from the Director of Residential Life or a designee. Room charges will still be assessed to the student.

The Office of Residential Life will, at its discretion, deny on-campus housing to students who have been charged with or convicted of a felony, if it appears they have a personal history which presents an unacceptable risk to the residence hall community.

In addition, the Office of Residential Life will, at its discretion, deny on-campus housing to students who have demonstrated a personal history which presents an unacceptable risk to the residence hall community, including previous Student Conduct behavioral violations and/or Residential Life Rules & Regulations violations.

If the decision is made to deny on-campus housing prior to move-in, all charges will be credited to the student's account. If the decision is made to terminate on-campus housing rights once the student is living on campus, the student will be required to pay full or portions of the term's room and board charges, depending on the situation and the University's Refund Policy, as stated in the *Student Handbook*.

In rare cases, the Office of Residential Life may grant a contract release to a student who is unable to remain on campus—typically due to severe financial constraints or significant medical need which impede the student's ability to reside on campus *and* attend the University. The Office of Residential Life will only review a contract release request which has been submitted in writing (email or letter form). Letters of request must also include relevant and supporting financial or medical documentation. In the exceptional case a release is granted, the student will be responsible for paying room and board charges for the remainder of the term during which the release was approved; as well as a termination fee of \$250.00 per trimester that the student will not be fulfilling the original terms of the housing contract.