

Office of Residence Life and Housing Services
Internship/Exchange/Military/Study Abroad Release Form and Housing Application

PLEASE PRINT ALL INFORMATION

Name _____ WCU ID _____
Address _____ Phone # _____
City _____ State _____ Zip Code _____
Signature _____ Email _____

Note: This form is used for students who live in or wish to request the North Campus Traditional Halls or the South Campus Apartments ONLY. Students residing in Allegheny, Brandywine, or University Halls, or The Village or East Village at West Chester University should contact University Student Housing staff at leasing@ushcommunities.org for more information.

RELEASE FROM AGREEMENT INFORMATION

- Please accept this form as my official “Request for Release from Occupancy Agreement” for the: *(check one)*
 - Fall _____ semester
 - Spring _____ semester
 - Academic Year _____
- I will be participating in: *(check one)*
 - Study Abroad
 - National Student Exchange
 - Other _____
 - Disney Internship
 - Military
- I understand that I may be asked to provide the Office of Residence Life and Housing Services with a letter verifying my participation in this program.

HOUSING REQUEST

If you will require on campus housing on your return to WCU, please complete the following:

- Please accept this form as my official request to live on campus for the *(check one)*
 - Spring _____ semester; _____ academic year.
- I understand that if I choose to live on North Campus I need to pay a \$200 housing deposit to the Bursar’s Office by Nov 20 for the spring semester and March 1 (or as indicated below) for the fall semester.
- For Spring, I understand that this application will be used to make my assignment.
- For academic year housing, I understand that I will be considered for housing, but that my eligibility will be considered based on the same criteria used for other resident students if I lived on campus prior to participating in my study abroad/internship program. I will be considered based on the same criteria for other off-campus students if I lived off campus prior to participating in my study abroad/internship program. I understand that housing is not guaranteed.
- I understand that if I choose to live in the North Campus Traditional Residence Halls, it is my responsibility to participate in the online Room Selection process (if eligible) to secure a space for the following academic year.
- I understand that if I choose to live on South Campus then I will expect my roommate choices to complete and return the South Campus housing application and include my name on the application where appropriate. I also understand that I must pay my \$200 housing deposit according to the South Campus application guidelines and that I will request, sign and complete a copy of the South Campus occupancy agreement prior to the South Campus apartment deadlines. If I am signing up for the apartments by myself, I will communicate with the Office of Residence Life and Housing Services.
- I also understand that my preferences below are not guaranteed, but will be honored wherever possible.
- Finally, if I have a roommate choice I have made it clear to him/her that he/she needs to take the necessary steps to request me as a roommate.

A non-refundable \$200 deposit must be submitted to the Bursar’s Office prior to this application being processed. This application is binding for the balance of the academic year upon receipt by the Office of Residence Life and Housing Services. Agreement release information is found in the Student Occupancy Agreement.

Please Check the Statement that Applies to You Regarding Meningitis:

I have received the meningitis vaccine, DATE: _____

I have read and understand the information about meningitis available at http://www.wcupa.edu/_services/stu.inf/Documents/Meningitisoncampus.pdf, and I decline the meningitis vaccine at this time. I have signed and included the waiver form.

Residence Hall Preferences:

List room and hall in which you would like to live: _____

Roommate Preference Name _____ WCU ID _____

▪ Is your roommate preference currently a resident student? Yes No.

▪ Please indicate their building and room # or apartment:

_____ Hall _____ Room #/Apartment

Keeping in mind that we may not be able to honor your request, please choose three buildings and three floors in each hall in the order of your preference. Please see our website for rates for different housing options.

1. _____ 2. _____ 3. _____
Building/Floors Building/Floors Building/Floors

PERSONAL ATTRIBUTES

ALTHOUGH OUR NORTH CAMPUS FACILITIES ARE NON-SMOKING, WE STILL WOULD LIKE TO KNOW YOUR SMOKING PREFERENCE.

A. I am a Smoker. Yes _____

I am a Non-smoker and need/prefer to live with a non-smoker. Yes _____

I am a Non-smoker, but would be willing to live with a smoker. Yes _____

B. Quiet Hours: 10 PM - 8 AM _____ 24 Hours _____

C. Building or Wing/Floor Type

Single Sex Wing/Floor in Coed Building _____ Coed Wing/Floor* _____ * - defined as males and females in adjacent rooms with separate bathrooms

North Campus residents are required to be on one of the following meal plans:

Please indicate your preference ___ Ultimate ___ 14 Meals ___ 12 Meals ___ 9 Meals

Go to <http://www.campusdish.com/en-US/CSE/WestChester/MealPlans/> for more information

SPECIAL HOUSING (check if applicable)

_____ Need Vacation Accommodations and would like to live in Schmidt Hall (Subject to approval).

On a separate sheet, describe any physical conditions that should be considered for your room assignment (visual impairment, mobility impairment, asthma, etc.). Some accommodations are available for students with special needs. Please contact the Residence Life and Housing Office Services for additional information.