Off Campus Housing Apartment-Group Application Information

Thank you for your interest in off campus apartment living. This application will be used in considering your potential as a resident of the Yellow House, located on Seamans Road or in an apartment of the Gray House, located on Gould Road. Please note that only current Colby-Sawyer College students may apply. **Students whose Housing Contract Probation extends into the fall may not apply for apartment housing.**

The timeline for the Apartment Selection process will be as follows:

- **Beginning Thursday, Feb. 25,** applications will be available on the Residential Education website, or from the office of Residential Education, located on the 2nd floor of the Ware Campus Center.
  - Applications will be accepted Thursday, Feb. 25 through Friday, March 5 by 5:00 p.m.
    - Please bring complete application packets to the office of Residential Education.
  - All applications will be reviewed by the Selection Committee. The Selection Committee is comprised of the Vice President for Administration, a representative from Campus Safety, a representative from Facilities, and a representative from Residential Education. This committee will then select finalist applicant groups, based on the written application, to advance to the interview stage of the selection process.

- All members of each group will be notified, via campus email, of their progress in the selection process by Friday, March 12. This notification will inform groups either that they have not been selected for an apartment, or that they have been selected as a finalist group.
  - Groups that are not selected for an off campus apartment are welcome to re-apply for an on campus apartment, either with the same group or with a different group.
  - Interviews, with finalist groups only, will be held March 15 – March 19.
    - The notice mentioned above will indicate the day, time, and location of your group’s interview.
    - All members of your group must be available for the interview (Unless studying abroad this semester, in which case he or she should complete an Individual Application) Interviews will take approximately 30 minutes to complete.
    - Please complete the attached schedule to indicate ALL times when your group will be available.
  - Notification letters will be mailed to all remaining applicants by Wednesday, March 24.

- If your group is selected to live in an off campus apartment, you will be expected to attend a mandatory Tenant’s Orientation meeting in April. At this meeting, the specifics of off-campus living will be covered with you, and you will sign any necessary paperwork.
  - *All students assigned to the apartment must be registered for Fall 2010 by Friday, April 16 to maintain eligibility for the apartment*

Completed applications must include:

- **Section I:** Individual Applicant Information – one for each applicant in group
  - Part 1: Involvement on campus and in the community
  - Part 2: Individual Questions

- **Section II:** Group Applicant Information
  - Part 1: Group contact information
  - Part 2: Group questions
  - Part 3: Applicant Group availability
  - Part 4: Apartment Living Roommate Agreement

For questions about this process, please contact Karin Berthiaume at krberthi@colby-sawyer.edu
Frequently Asked Questions

What happens if one of our members withdraws or leaves the group?
The rest of the group may lose the apartment and be reassigned to other spaces on campus OR be assigned a current Colby-Sawyer student as a new apartment-mate, at the discretion of Residential Education. You will not be able to pull in a new apartment-mate.

Do I need to complete the Alternate Housing Preferences Form?
Yes, all students must fill out the form in case we need to reassign one or more people (see above).

If I am studying abroad in the fall 2010 semester, am I still eligible for an apartment?
No, all students who plan to live in an apartment next year must be physically present on campus next fall.

Is there an appeal process if we do not get selected for an apartment?
No, there is no appeal process and all decisions are final. However, you may re-apply for an on-campus apartment, with either the same group or a different group.

How are apartment assignments made? Is preference given to juniors and seniors?
Members of the Off Campus Apartment Selection Committee will evaluate the written application of each apartment group. They will use the information provided in the application to assess the readiness of each apartment group, and each individual within that group, to move into the independent environment of an off-campus apartment. Only current Colby-Sawyer students may apply.

Upon review of all of the applications, the Selection Committee will determine the finalists, who will then be invited to interview with members of the committee. Final selections will be made following the conclusion of the interviews.

In cases where all other factors are equal, preference will be given to seniors and juniors.

For the group, they will look for this readiness to be demonstrated on the application by:
- thoughtfulness of answers – applicants indicate an understanding of the challenges and responsibilities, as well as the benefits, of off campus apartment living;
- reflection about past and current residence hall living, and how these experiences will contribute to their success in living together in an apartment;
- evidence that all apartment mates contributed to the answers on the application and share a common understanding of what it will be like to live with each other; and
- thoughtful preparation of the “apartment agreement”, with demonstrated involvement by all members of the apartment group.

And in the interview, for finalist applicant groups, by:
- further evidence of all of the above;
- demonstrated respect for each other and for the privilege of living in an off campus apartment;
- all members of the group are engaged and participate in the interview; and
- the group is able to articulate:
  - what they will gain from this experience;
  - their plan for managing the challenges of day to day living in an apartment setting;
  - how they will establish and maintain a positive tenant/landlord relationship;
  - how they will resolve conflicts within the apartment and with other apartments (if applicable); and
  - how they will contribute to the betterment of the community

In addition, for each individual they will look for this readiness to be demonstrated by:
- A balance between social interactions and academics
  - G.P.A.
  - involvement on campus and in the community
- Maturity and Responsibility
  - class year
  - history of interactions with Citizenship Education, Campus Safety and Residential Education
  - individuals sharing any potential problems with apartment mates in advance so that they can make an informed decision about including the individual in their apartment group
Apartment Application Information

When applying for an apartment, you need to:

- Choose to apply for the Yellow House (five person applicant group), or for an apartment at the Gray House (applicant groups of three, four, or five members). All groups must be single gender.
- Make sure that each person in your group appears on only one application.
- Make sure that no one in your group is ineligible to live in apartment style housing due to Housing Contract Probation. (If you are not sure about your status, please contact Citizenship Education at ext. 3752).
- Turn in your application any weekday between **10am on Thursday, Feb. 25 and Friday, March 5 by 5:00pm** to Residential Education (Second floor of the Ware Campus Center).

On the application:

- Each applicant must complete an Individual Applicant Information page, to include applicant information and responses to the individual questions.
- This information, particularly the answers to the individual questions, should then be shared with your prospective apartment mates as you consider your group’s answers to second set of questions.
  - This includes the joint completion of the “Apartment Agreement”.
- On the attached calendar, indicate ALL times that ALL applicants will be available for an interview during the week of March 15. If your group is selected for a finalist interview, this information will be used to set the date and time of the 30 minute interview.

Tenant’s Orientation Meeting and signing your Lease:

- If you are offered an apartment, you will receive notification in campus mail by Wednesday, March 24.
- To secure your apartment, you must:
  - Register for classes for Fall 2010 by Friday, April 16 at 5pm;
  - Attend mandatory Tenant’s Orientation meeting in April to discuss and clarify the details and responsibilities of being an off campus tenant of the college; and
  - Sign your lease at the conclusion of this meeting.

Other Information:

- Students who are currently studying abroad are eligible to apply for an apartment for next fall. Students in this situation must do the following:
  - Work with Kathy Taylor to register for classes and pay their deposit for Fall 2010;
  - Provide Residential Education with an email address; and
  - When possible, complete an Individual Application for Apartment Living to be submitted with the rest of the apartment application (available online).
- Students studying abroad during the Fall are not eligible for an off campus apartment during the first semester.
Off Campus Apartment Application

Section I: Individual Applicant Information (one per applicant)

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<tr>
<th>Name: __________________________________</th>
<th>Local/Cell phone number: _________________</th>
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<tr>
<td>Campus Hall/Room: ______________________</td>
<td>E-mail: ________________________________</td>
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<td>Major: _________________________________</td>
<td>Cumulative GPA: _____ Year of Graduation: _____</td>
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Part 1: Involvement on campus and in the community *(Please list any campus or community activities, programs, or organizations you have been involved with during your time at Colby-Sawyer. This may also include employment on or off campus).*

*You may attach an up-to-date resume if you prefer.

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Part 2: Individual Questions *(Please provide a short answer to each of the following questions)*

- Why are you interested in living in an off campus apartment? How will living in an off campus apartment contribute to your success as a student?
- How do you plan to stay connected to the greater college community while living in an off campus apartment?
- Please give an example of how you have demonstrated mature, responsible decision-making during the past year. What did you learn from this experience that would make you a better resident in an off campus apartment environment?
Section II: Group Applicant Information

Part 1: Group contact information (Please list the members of your group)

*Members of group:

Name ___________________________ Class year ______ Current Hall/Room ________Contact # _______________ ___
Name ___________________________ Class year ______ Current Hall/Room ________Contact # _______________ ___
Name ___________________________ Class year ______ Current Hall/Room ________Contact # _______________ ___
Name ___________________________ Class year ______ Current Hall/Room ________Contact # _______________ ___
Name ___________________________ Class year ______ Current Hall/Room ________Contact # _______________ ___

*If there are five members in your group, please indicate your preference:

_____ Gray House apartment only

_____ Yellow house only

_____ Consider our group for either location

*As a group, please complete the interview availability schedule on the next page

Part 2: Group Questions (Please work as a group to complete the following questions)

Successful apartment groups will demonstrate a common understanding of how they will communicate with each other, resolve conflict, and generally function as a group within the house. Individuals within each group will demonstrate maturity, a balance between academics and social life, and a willingness to stay connected to the greater campus community.

☐ Now that you have seen what your future apartment mates have shared as their motivation and readiness for living in an off campus apartment, what do you foresee as the benefits and challenges of living together with this group of students?

☐ Due to its location and staffing situation, the off campus apartments are an independent environment. Please explain how your group will function well in this environment.

☐ As an apartment group, please complete the attached “Apartment Agreement”. If your group is selected as a finalist group, you will be asked at the interview to share your agreement with the interviewers and to discuss the process your group went through to complete the form.

Please answer these questions if any members of your group are living in an off campus apartment, Rooke Hall or London House now, or have lived in a campus apartment in the past:

☐ What was the biggest challenge you faced as a resident in a campus apartment, and what did you learn from the experience?

☐ In what ways have you contributed to the success of the Rooke, London House, or off campus community, and what will you do next year to further this success?
Part 3: Applicant Group Interview Availability

Finalist Groups only will be invited to interview. If your group is selected for an interview, we will use the information you supply below to schedule an interview for your entire group.

*If your group is chosen for an interview, you will be notified of your interview day/time via your campus email by Friday, March 12*

- Please **highlight the times your entire group is available** to participate in an interview
- **Cross out** the times that your group is not available.
- Interviews for finalist apartment groups will be 30 minutes long.
- Please return this sheet with your apartment application.

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<th>Monday March 15</th>
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The following worksheet lists four areas that may become sources of conflict within an apartment group, along with a few specific examples for each. Please discuss each area below as a group and identify your plans for success in the spaces provided.

**Living Environment**
*For example: cleaning (kitchen, dishes, bathroom, trash removal, vacuuming, etc.); noise in the apartment; sharing personal possessions (stereo, TV, food, etc.)*

**Use of Apartment**
*For example: personal belongings in common spaces; study vs. social time; visitors and guests; social gatherings and registered social functions*
Lifestyle
For example: messy/neat; smoking (please note all rooms are non-smoking); overnight guests or visitors of the opposite sex; significant others staying overnight; noise (during study and/or sleep time); morning/nighttime schedule differences

Communication
For example: how will you maintain ongoing communication as a group regarding the items you have discussed above? How will you resolve conflict if it does arise?

My signature below indicates that I have participated in discussing the items above and that I will work towards upholding this agreement.

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<th>Student Name</th>
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