2013 Apartment Selection Application Information

Thank you for your interest in apartment-style living. This application will be used in considering your potential as a resident of the Rooke Hall community or as a resident of a college-owned Off-Campus apartment (currently includes London House, Yellow House, Gray House, Red House, and White House).

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

- **Beginning Friday, March 1**, applications will be available on the Residential Education website, or you can stop by our office in the new suite of offices on the 1st floor of the Ware Student Center.

- **Application Help Night**: Tuesday, Mar. 19 – drop by any time between 5:30 and 6:30 in Hicks Alumni Lounge, 1st floor, Ware Campus Center.

- **Submit application by Tuesday, Mar. 26 by 5:00 sharp** (details below)

- **March 27 – April 3**: Applications will be reviewed by Selection Committee. The Committee may contact groups during this time period to request additional information

- **Apartment notifications will be sent to students by Friday, April 5 via campus email.**

- If your group is offered an apartment, you will receive further instructions about how to complete the Room Draw process to secure your assignment. It is important that you follow these instructions carefully, paying close attention to deadlines.

- All students assigned to the apartment must be registered for classes for Fall 2013 to maintain eligibility for the apartment.

- **All decisions are final, and there is no appeal process.**

When applying for an apartment, you need to:

- Choose to apply for a two, three, four, or five-person apartment;

- Identify your preference for an on-campus apartment (Rooke Hall); or a college-owned, off-campus apartment (Yellow, Gray, Red, White, or London House), or both;

- Review Frequently Asked Question sheet, and if applicable, Off-campus apartment information sheet (available on the website listed below)

- Make sure that each person in your group appears on only one application;

- Make sure that each applicant in your group is eligible to live in apartment style housing

  - Current Colby-Sawyer resident student; or

  - Participating in a college approved study away program or the Washington internship program

**All application materials** can be found on the Residential Education page of the college website: [http://www.colby-sawyer.edu/campus-life/residential_ed/current/ApartmentSelection.html](http://www.colby-sawyer.edu/campus-life/residential_ed/current/ApartmentSelection.html)
Completed applications must include:

- **Section I: Group Applicant Information and Apartment Preferences sheet**
  - Rank your preference of apartments;
  - Decide in advance which member(s) of your group will be taking the single room(s). Remember, singles cost an additional $700 for the year.
  - **If you are applying for a co-ed apartment (Rooke only):**
    - 4 – person apartment group – the double must be of one sex and the singles of the other;
    - 5 – person apartment groups – there should be one female double, one male double, and the single can be of either sex
  - Identify a contact person for your group;
  - Signature of each applicant in the group

- **Section II: Individual Application page for EACH member of group**
  - Includes campus involvement (or resume); and
  - Answers to individual questions
  - Each applicant should forward their individual answers to their group contact person to be included as part of one group application.
  - If sent separately from group, please note name of group leader in the subject line.

- **Section III: Group Questions and Completed Apartment agreement**
  - Share your Individual answers with your apartment mates and then answer the set of Group questions,
  - Complete the Apartment Agreement, together as an apartment group.
  - If applicable, determine who will represent your apartment on the Rooke Tenant Council

**Submitting the application by Tuesday, March 26, 5:00pm**

- **Section I:** Paper application page, submitted to our office on the 1st floor, Ware Student Center

- **Section II (Individual applications) and;**

- **Section III (Group questions and Apartment Agreement):**

  - All information for Sections II and III of the application must be compiled by the group contact person and submitted as one Word document, with the name of the group contact person in the subject line of the email, and sent to residential@colby-sawyer.edu by Tues., March 26 at 5:00.

**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 their advisor to register for classes for Fall 2013;
  - Be in contact with Karin Berthiaume in Residential Education via email or phone; and
  - When possible, complete Section II of the application, available online, to be submitted to residential@colby-sawyer.edu to be considered with the rest of the apartment group’s application
- Students studying abroad during the Fall are not eligible for a Rooke or Off-campus apartment during the first semester
- If a group loses an apartment member after Room Draw, or does not complete the necessary paperwork on time, they could lose their apartment.