

Selection and Placement 2012-13

YOU ARE ELIGIBLE FOR RESIDENCE IF:

You will be enrolled as a full-time undergraduate student at York.

Living in residence also gives you priority to apply back to residence in your upper years.

APPLICATION

APPLY FOR RESIDENCE ONLINE STARTING February 1st, 2012.

Go to www.yorku.ca/myfile as soon as you receive your offer of admission and follow the instructions to apply.

Complete and send the on-line application and pay a \$30 non-refundable application fee by Visa, MasterCard or AmEx. Applications cannot be completed online without payment of the \$30 application fee.

SELECTION AND OFFER Guarantee: You are guaranteed an offer of residence if you are a first year student admitted directly from a full-time secondary school program and you submit your application by **June 1st**.

First year students admitted with an average of 90% or higher are guaranteed a single room if requested by the June 1st deadline.

Room offers will be sent out beginning early June.

Late Applicants: You can still apply for residence if you missed the guarantee deadline, but you could be placed on a waiting list. Space will be offered as it becomes available throughout the summer, and priority will be given to first year students who live farther away.

Return your application as quickly as possible to meet the guarantee deadline of June 1st.

RESIDENCE AND ROOM PREFERENCES

You can select a residence preference on your application however Housing cannot guarantee to meet your specific requests. You should be prepared to accept any available space in any building. All residences have a great support system and experience to offer to first year students.

We recommend that first year students experience living in a traditional dorm-style residence with a roommate. It's a great way to meet other students, socialize and study together. Plus you'll enjoy the convenience of a meal plan that can be used to buy food on campus. Dorm residence is our most affordable option and cleaning services are provided in the common areas and washrooms.

ROOMMATE MATCHING

First year students may be sharing a double room. The residence application asks specific questions about your lifestyle preferences which will be used to match your compatibility with potential roommates. You will have the opportunity to self-select a roommate or have one selected for you. To ensure optimal compatibility and harmonious roommate relations, please make sure you answer the questions completely and honestly. Double rooms may only be shared by students who are of the same gender.

You will be able to return to your online application through "MyFile" at any time up until the June 1st deadline to select a preferred or specific roommate. Both students are required to accept each other as a roommate before Housing can confirm your room assignment together.

Housing will make every effort to accommodate your preferences, but we reserve the right to assign all residence space according to availability, suitability, fairness and need.

Offer Acceptance and Confirmation

Your residence assignment and offer package will be sent to you by e-mail. To accept your residence offer, you must, by the deadline specified in your offer letter: You must immediately return your signed acceptance letter, meal plan selection, and your residence agreement via fax or e-mail and pay \$300 non-refundable deposit to your student account. The deposit is not an additional charge and will be deducted from your room fee.

Students will be offered a specific room in a specific residence building. Students who accept their offer are accepting their specific assignment. Requests to transfer buildings or rooms are not accepted following acceptance of an offer or after you move in.

If we do not receive your signed acceptance and agreement within 10 days after the date of your offer letter, then your offer will be expired and your application will be placed on a waiting list.

If you contact us and decline your offer, then your application will automatically be cancelled. You will need to contact the Housing office if you wish to have your application re-activated and placed on a waiting list.

Information about moving in and other residence services will be included with your offer package.

If you are traveling and cannot be contacted during the summer, it is your responsibility to contact the Housing office and check your offer status in order to meet your acceptance deadline. If you do not meet your acceptance deadline then your residence offer will be canceled and your application will be returned to the waitlist.

WAITLISTED APPLICANTS

If you do not receive a residence offer by July 31st, then you should contact us to let us know if you are still interested in remaining on our waiting list in case there are any late cancellations.

CANCELLATION, WITHDRAWAL AND TERMINATION

1. If you accept your offer then cancel your offer before August 15th, you will lose your deposit. If you accept your offer then cancel your offer on or after August 15th, you'll lose your deposit and be charged a \$500 cancellation fee.
2. You are deemed to have moved into residence regardless of the date as soon as you have been issued your keys. If you withdraw from or are removed from residence

after moving in as per section V of the Residence Agreement, then you will continue to be responsible for the payment of all residence fees for the full term of this agreement, unless a new tenant who is selected by Housing Services and who is not already residing in a York residence enters into an occupancy agreement for your residence space.

3. Should Housing Services find someone to take over your room, then your room charges will terminate when the new resident moves in. Additionally, you'll be charged a \$500 cancellation fee for early termination of your agreement.