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**Apartment/House Living**

**Who is eligible?**

To be eligible for housing in an apartment or house, students must:

- Be a rising Junior (60 or more credits)
- Maintain a cumulative GPA of 2.75 or higher
- Be in good student conduct standing with the University.
- Apartment and House Options include: Capital Commons, CU Apartments, Sheridan Ave. Housing, and College Avenue Houses. (College Ave. Residence Hall is a suite style building).

**Can I appeal my eligibility?**

Any appeals to eligibility must be submitted in writing to residencelife@capital.edu. Students who submit an appeal may also be required to meet with a member of the Residential Life staff to determine eligibility.

**If I add Summer Housing, will I have to vacate my current housing assignment before moving into my 2017-2018 assignment?**

No. If you plan to be with us through the summer, you will be able to move directly from your current housing assignment into summer housing. Typically, this move would occur no more than 2 weeks after graduation. Further instructions regarding moving to summer housing will be distributed later in the semester.

**If I selected the same unit for next year that I am in currently, do I have to move out?**

If you are planning to stay for the summer, no you would not need to move out. The only exception to this would be units that are offline for the summer for renovation or repair. Please see the list of apartments and houses that are offline for the summer. If you are not staying for the summer, then you would need to vacate at the end of the semester.

**Can I remain in my housing during breaks?**

Yes. Apartment and house residents are eligible to remain in housing over the breaks for no charge (this excludes summer housing, which is a different process). Residents MUST still complete the Break Housing Request online so that we have an accurate record of who is on campus during each break period. (Please note that College Ave. Residence Hall and Trinity Suites are not apartments and thusly students would be required to pay for break periods.)

**What furniture is provided in my house or apartment?**

All apartments and house are fully furnished, now including the Capital Commons. Each bedroom is furnished with a bed, mattress, dresser, closet or wardrobe. Apartments and houses also include desks and desk chairs for each resident. Common room furniture includes soft seating in the living room and dining table and chairs.
Off-Campus Eligibility

Who is eligible to live off campus?
Any student wishing to live off campus must apply and be released from housing. Students must meet one of the following eligibility requirements:

- Age 22 or above
- Completed 60 credit hours by the start of the next semester
- Married
- Live with parents/guardians in permanent residency within 30 miles of Campus.
- Special Accommodations
  - Diagnosis of an ongoing health-related issue requiring special living accommodations that University housing cannot reasonably provide (supporting documentation and registration with the Office of Disability Services required).
- Extenuating Circumstances
  - Change in financial status which demonstrates a hardship if the student is required to live on campus. (verified by the office of financial aid).

What will happen if I am not eligible to live off campus, but I don’t sign up for on campus housing?
Per University policy, students who violate the housing policy can be billed housing and meal charges for the next semester.

After I get my housing placement, can I still get out of the campus housing agreement?
Yes. Students have until June 15, 2017 to cancel their housing without penalty. After June 15, 2017 students who apply for, and are released from housing will be charged a $300 housing cancellation fee. Students who are not released from housing, but choose to live off campus can still be held accountable to housing and meal charges selected during the housing selection process.

Selection Process

How are selection times determined?
Selection order is determined randomly within class rank. Selection times are as follows:

- Rising Seniors (90 or more earned credits)—Monday, April 3, 2017
- Rising Juniors (60 or more earned credits)—Tuesday, April 4, 2017
- Rising Sophomores (30 or more earned credits)—Wednesday, April 5, 2017
- Less than 30 earned credits—Thursday, April 6, 2017

What do I have to do to be eligible for selection?
To be eligible to participate in selection, you must:

- Complete online housing Intent form: www.capital.edu/housing
- Pay $100 online housing Deposit: https://epay.capital.edu/C20501_tsa/web/login.jsp
Where can I find the forms I need to complete to participate in selection?
All selection information can be found online at [www.capital.edu/housing-process](http://www.capital.edu/housing-process).

How will I know when to select my room?
All students who have completed the online housing intent form and paid the $100 housing deposit will be issued a selection time. Selection times will be sent to your Capital University email on March 29, 2017. Thorough instructions will be provided at that time.

What happens if I have a conflict during my selection time?
If you are not available to participate in selection at your assigned time, you are welcome to pick a proxy to select in your place. Proxies will need to report to the Office of Residential and Commuter Life at your assigned selection time to select housing for you. To setup a proxy, please contact the Residential and Commuter Life staff at residencelife@capital.edu.

Can I select a single room?
If a single room is available at time of selection, yes you can select it. Please be aware that very few singles are available each year, and it is likely that no singles will be available at the time of selection.

What happens if I don’t have a roommate?
You will still be able to select housing at your assigned time. Please note that all apartments, houses, and suites must be filled to capacity at time of selection. Rooms in traditional residence halls do not require that a room be filled to capacity at time of selection. Please also keep your eyes open for upcoming roommate mixers that RA’s may be hosting throughout the halls.

If I am on internship, or studying abroad this semester, can I still participate in housing selection?
Yes. As our process is now entirely online, it is actually quite easy to participate. As long as you have access to internet and are eligible for selection (have completed the housing intent form and paid the $100 deposit) you will be able to select. If you have any concerns about not being able to participate, please contact residencelife@capital.edu.

What if I will only be here for one semester due to graduation, internship, or studying abroad?
Away during Fall Semester:
- Complete the SPRING 18 housing intent form. This will allow us to ensure you are packaged as a resident through financial aid. We will then reach out to discuss housing placement during the second half of the fall semester.

Away for the Spring Semester:
- Complete the housing intent form, pay the $100 deposit and participate in the housing selection process.
Can I request to live with an incoming first year student?
Yes. If you would like to live with an incoming first year student, we can house you in Saylor-Ackermann. Please contact our office (residencelife@capital.edu) in advance of selection so that we can work with you on placement. Requests must be mutual to be honored.

How do I apply for theme housing?
Theme housing application packets are available online at www.capital.edu/housing-process. Applications are due to the Office of Residential and Commuter Life no later than Wednesday, March 15, 2017.

What housing options will I be able to select from?
Options for rising Juniors and Seniors:
- **Apartment and house options**: Capital Commons, CU Apartments, Sheridan Ave. Apartments and Houses, College Avenue Houses, Trinity Lutheran Seminary Apartments.
- **Suite Style options**: College Avenue Residence Hall, Trinity Lutheran Seminary Suites
- **Traditional Hall options**: Saylor-Ackermann and Cotterman Halls

Options for Sophomores:
- **Suite Style options**: College Avenue Residence Hall, Trinity Lutheran Seminary Suites
- **Traditional Hall options**: Saylor-Ackermann and Cotterman Hall

Why isn’t Schaaf Hall available for me to select from?
With the addition of beds in apartments, houses, and suites, we will have availability for more upper-class students in non-traditional housing options. Schaaf will become our primary residence for incoming first-year residents.

Do I get to select my apartment, house, or suite mates?
Yes. Moreover, when selecting an apartment, house or suite you must fill each unit to capacity. If you do not fill your space to capacity, the system will not allow you to select that unit.

Forms/Rates/Other Questions

What are the room and board rates for next year?
Room and board rates for 2017-2018 can be found online here: http://www.capital.edu/Room-and-Board-Rates/

What are the terms of my housing agreement?
This Campus Housing Agreement must be completed and submitted by each individual requesting student housing prior to being placed in a Capital University residential facility. It applies to all residence halls, apartments, and houses operated through the Residential and Commuter Life Office. The Agreement to reside in University facilities is between Capital University and the individual student. The Agreement is not a lease.

FINANCIAL RESPONSIBILITY:
Students are held responsible for the payment of room and board charges for the entire academic year upon entering into a Campus Housing Agreement. Students who agree to the terms of the Agreement and are
registered for classes but fail to occupy the assigned housing will be responsible for the payment of room and board charges FOR THE ENTIRE ACADEMIC YEAR.

TERM:
A standard 9-month Agreement applies to all residence halls, apartments, and houses operated through the Residential and Commuter Life Office. Residence hall rooms are only available during fall and spring semesters, and not during periods between semesters or during scheduled university breaks. The Agreement will be from August 2017 to May 2018. Please note: Summer housing has a separate housing agreement and application process.

REQUEST FOR A RELEASE:
A student requesting a release from the Agreement and the University Residency Policy must complete the Housing Intent Form (please select commuter) before July 1 for the fall semester and December 1 for the spring semester. Those students who apply for release from the Agreement but who are denied a release will be responsible for payment of room charges for the entire academic year. A mid-year request for a residency release from the Agreement will only be considered for students with extenuating circumstances supported by the appropriate formal documentation. Students who are approved for release from the Agreement will be responsible for payment of the $300 Cancellation Fee and prorated room and meal plan charges based on the date of key return and check-out from the residence halls.

CANCELLATION:
In the event that a student leaves his/her housing assignment due to an official Withdrawal, the student will be responsible for a $300 Cancellation Fee. Students may qualify for prorated room and meal plan charges based on the date of check-out and key return. Students who are graduating, studying abroad in a university-sponsored program, or called for active military duty are exempt from the Cancellation fee.

ELIGIBILITY:
Only full-time undergraduate students enrolled for 12 or more credit hours at Capital University are eligible for housing. Students who are not registered for classes will not be permitted to move-in or remain in campus housing. Changing from full-time status does not terminate the Agreement. Students falling below full-time academic status during a semester will be responsible for the payment of all room and board fees. Capital University reserves the right to deny housing or cancel housing for students who: are not in good conduct or financial standing with the University, violate the Student Code of Conduct, have a criminal record, or falsify information on a housing application or Agreement. Capital University reserves the right to deny housing to individuals who may have been convicted of violent crimes and other felonies. Capital University will consider each application on a case-by-case basis. Students are required to disclose criminal record information to the Student Affairs office, prior to completion of the Housing Intent Form.

RESIDENTIAL POLICIES:
Students who enter into this Agreement understand that they agree to abide by the Student Code of Conduct and the residential policies and procedures established by Capital University. Failure to follow these rules may impact eligibility for housing.

What Meal Plans are available for next year?
Ultimate Plus
The Ultimate Plus plan encourages a more natural, flexible style of eating. Eat whenever you are hungry, and eat as much or as little as you care to eat. This plan offers an unlimited number
of swipes in the Capital Court Dining Room so you can increase the plan’s value each time you swipe.

- Unlimited Swipes for our all-you-care-to-eat Capital Court Dining Room
- Includes $200 Capital Bucks to spend at on-campus dining venues and at participating off-campus restaurants (NEW!!)
- 5 Guest Meals per semester to use at Capital Court
- 1 Meal Exchange per day at One Main Café
- Required for all first-year residents, and optional for sophomores, juniors and seniors who live on campus, and commuters

14 Plus
The 14 Plus plan gives you 14 meals to use per week at our all-you-care-to-eat Capital Court Dining Room. If you prefer to eat 2 full meals a day, this is perfect for you!

- 14 Swipes per week to use at Capital Court Dining Room
- Includes $300 Capital Bucks to spend at on-campus dining venues and at participating off-campus restaurants (NEW!!)
- 5 Guest Meals per semester to use at Capital Court
- 1 Meal Exchange per day at One Main Café
- Sophomore, juniors, and seniors who live on campus without a kitchen are required to choose between The Ultimate Plus, 14 Plus, 10 Plus and 7 Plus

10 Plus
The 10 Plus plan gives you 10 meals to use per week at our all-you-care-to-eat Capital Court Dining Room. This plan is great for sophomore, juniors and seniors who live on campus without a kitchen, or any commuters.

- 10 Swipes per week to use at Capital Court Dining Room
- Includes $300 Capital Bucks to spend at on-campus dining venues and at participating off-campus restaurants (NEW!!)
- 5 Guest Meals per semester to use at Capital Court
- 1 Meal Exchange per day at One Main Café
- Sophomore, juniors, and seniors who live on campus without a kitchen are required to choose between The Ultimate Plus, 14 Plus, 10 Plus and 7 Plus

7 Plus
The 7 Plus plan gives you 7 meals to use per week at our all-you-care-to-eat Capital Court Dining Room. This plan is ideal for commuters and is available for sophomore, juniors and seniors who live on campus without a kitchen.

- 7 Swipes per week to use at Capital Court Dining Room
- Includes $400 Capital Bucks to spend at on-campus dining venues and at participating off-campus restaurants (NEW!!)
- 5 Guest Meals per semester to use at Capital Court
- 1 Meal Exchange per day at One Main Café

Freedom 50
The Freedom 50 plan provides you with 50 block meals per semester to use at our all-you-care-to-eat Capital Court Dining Room. This is the ideal flexible option for commuters on-the-go!

- 50 Swipes per semester to use at Capital Court Dining Room
- Includes $200 Capital Bucks to spend at on-campus dining venues and at participating off-campus restaurants (NEW!!)
- 5 Guest Meals per semester to use at Capital Court
- 1 Meal Exchange per day at One Main Café

**How can I request a special accommodation for housing?**
The special accommodation process is outlined here: [http://www.capital.edu/About-Capital/Disability-Services/](http://www.capital.edu/About-Capital/Disability-Services/)

Please note there are 2 forms that need to be submitted. Any new requests should be submitted as soon as possible.

**How can I find more information or talk to someone about my questions?**
Attend one of our upcoming information sessions:
- Monday, March 6 @ 7pm (Weiler Conference Suites)
- Tuesday, March 7 @ 7pm (Lohman Basement)
- Tuesday, March 7 @ 8pm (Cotterman Hall Lobby)
- Wednesday, March 8 @ 7pm (Cotterman Hall Lobby)
- Wednesday, March 8 @ 8pm (Lohman Basement)
- Thursday, March 9 @ 7pm (Schaaf Lobby)
- Thursday, March 9 @ 8pm (Saylor-Ackermann Basement)

**Trinity Apartments and Suites**

**Are there specific requirements to live in the apartments or suites at Trinity?**
Students must meet the requirements for apartments and houses to live in the Trinity Apartments (60+ Credits, Good Conduct Standing, 2.75 GPA).
The Trinity Suites can be occupied by all students, but it should be noted that the Suites will be increased quiet hour space.

**What furniture will be included with these units?**
All apartments and house are fully furnished. Each bedroom is furnished with a bed, mattress, dresser, closet or wardrobe. Apartments and houses also include desks and desk chairs for each resident. Common room furniture includes soft seating in the living room and dining table and chairs.

**Will I have a separate set of policies I am responsible for if I live in the Trinity Apartments or Suites?**
No. You will still be responsible for the Capital University Code of Conduct and all Residential Life Policies outlined in the Student Handbook.