



# HOUSING APPLICATION PROCESS STUDENT GUIDE FOR 2023-2024

## PROCESS TIMELINE

### STEP ONE

#### Join the Housing Application Process

[www.housing.vt.edu/hap](http://www.housing.vt.edu/hap)

Sign-Up Begins: Tuesday, January 17, 2023 at 8:00 a.m.

Sign-Up Ends: Friday, January 20, 2023 at 5:00 p.m.

Wait list opens immediately at 5:00 p.m. on January 20th.

### STEP TWO

#### Receive and Complete the Housing Contract

Contract Offers distributed on Tuesday, February 1, 2023 (notifications sent to your @vt.edu email address).

### STEP THREE

#### Select Assignment

In March, create your roommate group.

Select your room assignment for the 2023-2024 academic year.

The Housing Application Process (HAP), sometimes referred to as the “Housing Lottery,” is how undergraduate returning students request civilian housing for the upcoming academic year. Most undergraduate returning students who have an interest in receiving a housing contract for the 2023 - 2024 academic year should apply during this process.

Housing demand is likely to exceed supply for Fall 2023. Some students who apply for a contract will not receive one. If additional space becomes available, we will offer first to those who entered the process and did not receive an offer and then to the online wait list. Room assignment priority for contracts from the waiting list is below that of regular contracts from the Housing Application Process.

### ELIGIBILITY

In order to be eligible for the Housing Application Process, students must be currently enrolled, including students on study abroad, co-op, and internships. Applicants will be ineligible for the contract process in the following situations:

- The student has resigned from the University
- The student has an active judicial sanction of denial of housing or deferred denial of housing at any point during the HAP
- The student has not entered the HAP

### SPECIAL STUDENT GROUPS

Certain students will receive housing offers specific to their area before the Housing Application Process begins. These groups include:

- Corps of Cadets
- Oak Lane Community
- Residential Colleges
- Living Learning Communities
- RWB Student Leaders

Students currently in one of these groups who are not returning to those programs for the next year and desire on-campus traditional housing should enter the Housing Application Process.

### WAIT LIST

Immediately at 5:00 p.m., Friday, January 20, 2023, the Housing Application Process entry will change to the online wait list sign-up. Names are kept in date/time receipt order. The wait list form will remain active for the remainder of the spring and summer semesters. We will not add students to the HAP after the deadline.

# WHO SIGNS UP FOR THE HOUSING APPLICATION PROCESS?

GROUP	HOUSING PROCESS
<b>INCOMING FRESHMEN</b>	All incoming first-year freshmen students must live on campus and are required to sign their housing contracts by June 1 before the upcoming academic year. Students who seek an exception to the Freshman Residency Requirement should request a waiver through the StarRez Portal.
<b>TRANSFER STUDENTS</b>	Transfer students may sign up on the housing wait list on the StarRez Portal. Housing contracts are offered to transfer students in order of request date and determined based on the availability of housing.
<b>GRADUATE STUDENTS</b>	Graduate students may sign up on the housing wait list on the StarRez Portal. Graduate students currently in residence are contacted by the housing office in January about continuing their occupancy for the next year if they plan to remain enrolled.
<b>CORPS OF CADETS: RETURNING TO THE CORPS</b>	Corps members will be offered a housing contract for the Corps housing area in January. If you do not wish to have a Corps housing contract but wish to remain on campus, you must contact the housing office prior to the housing application process sign-up period deadline to have your account cleared. This will allow you to enter the HAP.
<b>LIVING LEARNING PROGRAM MEMBERS RETURNING FOR AN ADDITIONAL YEAR</b>	The program director will submit a list of students eligible to return to those programs and contract offers will be made before the general Housing Application Process. If you do not wish to continue in the program, or missed the LLP contract deadline, and still want to live on campus, you may enter the Housing Application Process.
<b>RESIDENTIAL COLLEGE MEMBERS REQUIRED TO RETURN FOR A 2<sup>ND</sup> YEAR</b>	2 <sup>nd</sup> year required Residential College participants have already had their housing rolled over for the 2023-2024 academic year. You will not need to enter the Housing Application Process for this year.
<b>STUDENTS LIVING IN A RESIDENTIAL COLLEGE WHO ARE NOT OFFICIALLY IN THE PROGRAM</b>	If you were assigned to West Ambler Johnston, East Ambler Johnston, or O'Shaughnessy, but are not part of the official Residential College experience, and wish to return to on-campus housing, you should enter the Housing Application Process. Your assignment for the upcoming year is unlikely to be in West Ambler Johnston, East Ambler Johnston, or O'Shaughnessy if you did not already apply during the LLP returner housing process.
<b>OAK LANE COMMUNITY</b>	The house supervisor for each organization will submit a list of students expected in next academic year's house. If you receive a housing offer for Oak Lane Community and do not wish to continue in the program, but still want to live on campus, you must contact the housing office prior to the ending deadline for the Housing Application Process sign-up period to have your account cleared. This will allow you to enter the HAP.
<b>STUDENTS AWAY FROM CAMPUS FOR SPRING FOR STUDY ABROAD, INTERNSHIPS, OR CO-OP PROGRAMS</b>	You should enter the Housing Application Process during the sign-up period in January. As you are away from campus on an officially-sanctioned activity of the University, you can be considered for a housing offer in the HAP.
<b>STUDENTS NOT ENROLLED IN THE SPRING SEMESTER</b>	If you are not enrolled in classes, you may place your name on the waiting list for housing starting at 5:01 p.m. on Friday, January 20, 2023 once the Housing Application Process entry period is over. Offers of housing are dependent on available space and are not guaranteed.
<b>GENERAL RETURNING STUDENTS NOT IN THE ABOVE CATEGORIES</b>	You should enter the Housing Application Process in the StarRez Portal to be considered for on-campus housing.

# STEP ONE: SIGN UP FOR THE HOUSING APPLICATION PROCESS

## LOG IN TO THE STARREZ PORTAL

- Go to [www.housing.vt.edu](http://www.housing.vt.edu) and click on the StarRez Login icon, or go directly to [vt.starrezhousing.com/StarRezPortalX](http://vt.starrezhousing.com/StarRezPortalX)
- Log in with your PID/password and 2-factor ID
- Select “Housing Contracts” from the top menu
- Choose the “Housing Application Process” term session
- Follow on-screen directions

There is no benefit to being first in line to sign up. All eligible students who enter the process have an equal chance for a housing offer, as long as they sign up before the deadline.

You need to click the “Finalize Your Entry” to complete the process.

Upon successful submission, an e-mail is sent your @vt.edu e-mail. It is your responsibility to keep a copy of this e-mail for your records. The StarRez portal will also keep a viewable copy of this e-mail confirmation.

## HOUSING APPLICATION PROCESS ROOMMATE LINKS

Students may pair with a friend in the Housing Application Process if they intend to become roommates. If you and a friend mutually request being paired, you will be considered together during the HAP.

This prevents a situation where one student is offered an on-campus space and the preferred roommate is not. Your chance of getting a contract offer in the HAP is not affected by whether you have linked with another student.

- Each student must individually enter the process to be linked. If a student is requested, but does not enter the process or doesn't meet eligibility requirements, the link will not occur and the requested linked friend will be dropped; however, the eligible student entry remains in the HAP process.
- We only link two students together - you cannot link more than two persons together in the process.
- **The link does not automatically make you and your friend roommates during assignments** - you are just asking to go through the HAP linked together.

Students subsequently offered housing must indicate their roommate choice on their housing contract.

## PROCESS RESULTS

As a result of the HAP, students will either receive a housing contract offer or not.

Those who receive an offer will subsequently get a room selection time slot if they accept the housing offer and sign the contract by the deadline. They will then go into the system to pick their room and roommate.

Those who are not offered a contract through the HAP will be placed on an automatic waiting list for additional spaces that may occur throughout the remainder of the spring and summer term.

Housing Services will provide information on the scope of the list and the student's relative place on the waiting list.

## HOW IT WORKS

All valid entries are placed in a random-number program. There is no weighting of the entries; the program does not consider GPA, academic class, etc. when allocating housing offers. The results are generated with separate lists for male and female students.

Housing Services determines the number of housing contracts to offer based on expected available beds for the next academic year.

Housing Services knows some students will leave the University between the spring and fall, so more offers are made than space allows, assuming a yield and attrition rate.

## STEP TWO: COMPLETE YOUR HOUSING AND DINING CONTRACTS

### HOUSING OFFER NOTIFICATION AND COMPLETION

Housing contract offers will be distributed to successful applicants during the first week of February using the student's @vt.edu e-mail account. Students will receive information on completing and returning contracts by the deadline.

Students may complete their contract online or receive a paper copy. Regardless of the option chosen, the contract must be completed by the posted deadline. Contract offers not completed by that time will be nullified and the student's name dropped from Housing Application Process. Students can re-apply for on-campus housing using the Wait List Sign-Up, but will not be guaranteed a housing offer.

A \$100 prepayment charge will be added to the student's University account after the contract is completed, and the charge will be posted on the mid-February billing statement. Students may use the online payment system or pay by check or money order at the Bursar's Office.

Students must pay the prepayment by the billing date or their fall registration will be blocked. Once the contract is submitted, it is a binding agreement - failure to pay the prepayment will not negate the contract and may result in a hold being placed on the student's account.

## STEP THREE: ROOM ASSIGNMENT

Most students will select their own room and roommate assignments. After completing the housing contract offer, students will be placed in a room selection time slot. Time slots are assigned in the order in which housing contracts are completed. When your time slot activates, you will be able to go into the system to select your room. You will receive more information about room assignments in early March.

Certain groups will not have this option. Corps of Cadets leadership, Oak Lane House Supervisors, and Athletics staff for athletes living in the Creativity and Innovation District make assignments for their respective students.

You and your mutually requested and verified roommate can assign yourselves together at the same time if you both have a standard contract offer. Suitemate assignments are not considered; you are not able to group yourselves into suites during assignment.

### MAXIMUM USE OF FACILITIES

The assignments staff reserves the right to change assignments and building & room designations as necessary to address campus occupancy needs and to address any problems that may occur. Our staff attempts to minimize such changes.

## TERMS & CONDITIONS

It is important for students to read and understand the terms and conditions of the contract before signing/returning the document. The terms and conditions may be reviewed at [housing.vt.edu/contracts/terms.html](https://housing.vt.edu/contracts/terms.html)

## NON-CANCELLATION POLICY

If you receive and return a housing contract, you agree that:

1. You cannot seek contract cancellation at any time subsequent to signing and returning the lease.
2. You are financially liable for room-and-board charges for the entire academic year, if you continue to be enrolled.

Once you sign and return the contract, you are responsible for paying room and board charges for 2023–2024; you cannot cancel your contract to move off campus. You should pursue this offer of on-campus housing only if you are sure you want to live on campus. If you sign the housing contract for on-campus housing and later discover you prefer to live in an apartment or commute from home, you cannot break the contract.

At times, Housing Services has offered to cancel contracts during over-occupancy situations, sometimes offering an incentive to do so. Do not assume this will happen, as you are likely to find yourself with a non-cancellable contract.

# CONDITIONAL CONTRACT INFORMATION

In the event that demand for housing exceeds supply, Housing Services may offer some conditional offers in addition to our standard, regular offers.

## WHY DO WE MAKE CONDITIONAL OFFERS?

Conditional offers allow us to maximize the number of students receiving housing offers. Our contract offers are based on an expected return rate from the Housing Application Process, summer attrition, freshman and transfer yield rates, and other factors throughout the remainder of the spring and summer. Each year, we have students that do not show up in August and a number that drop out early in the semester. This allows us to move temporary housing students into standard rooms throughout the fall semester. By using conditional contract offers and temporary housing, we ensure that occupancy levels for the year are met, and we are able to keep housing rates as low as possible, benefiting all students.

## WHAT DOES A CONDITIONAL OFFER MEAN?

This offer means that if you sign and return the contract as described below, you will have an assignment for the upcoming academic year; however, please pay close attention to the following conditions:

- Students who accept and sign a conditional contract offer will be assigned after all other assignments, including incoming freshmen, are completed.
- In the likely event that we are over occupancy at the beginning of the fall semester, conditional contract holders are highly likely to be assigned temporarily in one of these areas:
  - Student Leader rooms as a temporary roommate
  - Study lounges converted to residential use
  - Third resident in a temporary triple room
- Students are then reassigned into permanent occupancy spaces within their building assignment if possible; however, such a reassignment is not assured.
  - A pro-rated refund accrues to residents in a temporary assignment depending on the amount of time in temporary housing.
  - If a student remains in an on-campus temporary housing location the entire semester, the reduction in cost is approximately 20%.
- It is unlikely that a preferred roommate request will be able to be honored for conditional contract holders.
- Roommate requests do not affect the contract's conditional status. Conditional contracts are not upgraded to standard contracts by virtue of a roommate request.
- Conditional contract holders should be aware that their assignment will not be made until late in the summer using available space.
- At times, we are able to upgrade conditional contracts prior to check-in due to contract attrition. If we upgrade your conditional contract, you will receive notification of your new room assignment.
- It is not necessary to contact our office to inquire about the status of your contract; we will notify you of any change.
- It is highly unlikely that any upgrades would be considered before June 1. Students with a conditional contract should expect to remain in that status into the late summer and possibly be in temporary housing.
- Conditional contracts are as binding as standard contract offers. Please see the non-cancellation policy information on the previous page.