HOUSING DEPOSIT

If you wish to live in University housing, you are required to submit a $500 housing deposit and Assignment Application for consideration by December 15, 2017, or 10 days after acceptance. Note that of the $500 deposit, $400 is a nonrefundable charge applied toward your first semester fees, and $100 serves as a security deposit. The $100 security deposit will be refunded at the end of the final semester in residence if there are no damages sustained to the residence facilities.

Students who submit housing applications and deposits will receive confirmation within two weeks from the date the application was received. If you do not receive an email confirmation of receipt of your application within three weeks after submitting it, please call the Office of Housing and Residential Life on the campus to which you applied. The New York City Campus number is (212) 346-1295 and the Westchester Campus is (914) 597-8777.

Room placement for the spring semester begins in December and continues through the opening of the residence halls. Residence halls on the New York City and Westchester campuses will open January 21, 2018. By December 16, 2017, students should expect to hear if they will be guaranteed housing (or placed on a waiting list). Students should expect to hear about their specific room placement no earlier than January 9, 2018.

You may submit your deposit and complete the form online at www.pace.edu/accepted (this method is preferred and encouraged) or submit the form on the reverse side and return it with your deposit using the enclosed envelope to the campus of your choice.

New York City Campus
Office of Undergraduate Admission
Pace University
One Pace Plaza
New York, NY 10038-1598

Westchester Campus
Office of Undergraduate Admission
Pace University
861 Bedford Road
Pleasantville, NY 10570-2799

For more information, visit www.pace.edu/accepted.
Housing Assignment Application

Due December 15, 2017

You can complete this form online at www.pace.edu/accepted (this method is preferred and encouraged) or return this application with the $400 nonrefundable prepayment and $100 security deposit for official processing by December 15, or 10 days after acceptance. If you are accepted after December 15, please return this application, prepayment, and deposit within 10 days. Resident information is to be filled out by the student only. Please print clearly in black or blue ink. Please note: repayment DOES NOT guarantee placement. Assignment information will be mailed to the home address and emailed to the personal email account indicated by the student or the student’s Pace email account once it is activated. Please do not include that information on this form.

☐ Male  ☐ Female  Date of Birth ________________________  Student ID Number U _____________________________

Last Name_______________________________________ First Name____________________________________ Middle Initial _______

Home or Permanent Address  Mailing Address (if different from home or permanent address)

____________________________________________________  ______________________________________________________

____________________________________________________  ______________________________________________________

____________________________________________________  ______________________________________________________

Email ______________________________________  Telephone ______________________________________

Cell Phone ______________________________________

EMERGENCY CONTACT INFORMATION:

Name _______________________________________  Relationship __________________________

Telephone ______________________________________  Work Place __________________________

HOUSING PREFERENCES (write the appropriate letter on the line provided):

_____ Will Be Living in Residence Hall  A. Spring 2018

_____ Campus on Which You Wish to Live  A. New York City  B. Westchester

_____ Class Credits  A. First-Year (0–31)  B. Sophomore (32–63)  C. Junior (64–96)  D. Senior (97+)

_____ Student Status  A. First-Year  B. New Transfer  C. English Language Institute Student  D. Returning Student (previously lived on campus)

_____ Study Habits  A. With Music/TV  B. Without Music/TV

_____ Smoking  A. Smoker  B. Nonsmoker

_____ Organizational Traits  A. Neat/Tidy  B. Messy/Sloppy  C. Mixture of A and B

_____ Preferred Bed Time  A. Before 10:00 p.m.  B. Before Midnight  C. After Midnight

MAJOR __________________________________________________________

Credit Card Authorization for Prepayment and/or Deposit

Card Holder’s Name __________________________________________________________

Card Holder’s Cell Phone Number __________________________

☐ Visa  ☐ American Express  ☐ MasterCard  ☐ Discover

Card Number __________________________  Expiration Date __________

Total Charge Amount __________________________

I authorize Pace University to charge the above credit card number for housing cost.

Signature _________________________________________________________________

Office Use Only

Date Rec’d _________  Check # _________  Amount $ _________

Building _________  Area _________  Room # _________

Ext. _________  Rate _________  HD-Entry _________

Notes ________________________________________________________________

______________________________________________________________

______________________________________________________________