HOUSING DEPOSIT

If you wish to live in University housing, you are required to submit a deposit and application by the dates detailed below.

**Deadlines:** Incoming freshman and transfer students whose applications and deposits are submitted by May 1 are guaranteed on-campus housing. Students who apply after May 1 will only be placed in housing on a space-available basis. To secure your space, please submit the $500 housing deposit and Assignment Application for consideration by **May 1, 2016.** Students will receive a confirmation by e-mail by **June 1.**

Students accepted after May 1 should submit the $500 housing deposit and Assignment Application for consideration within 10 days after your acceptance (again, housing will only be guaranteed after May 1 on a space-available basis). Students will receive confirmation of their housing status (whether **guaranteed housing or placed on a waitlist for housing**) within two weeks after the date the application was received.

**Note:** If you do not receive an e-mail 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 number is (914) 923-2791.**

**Deposits:** Note that of the $500 deposit, $400 is a nonrefundable charge applied toward your first semester fees, and the $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.

**Form Submission:** Please submit this form online at [www.pace.edu/accepted](http://www.pace.edu/accepted) for faster processing (our preference is online submission). You may submit this application via mail using the enclosed envelope to the campus of your choice. **Students are asked NOT to submit multiple housing applications.**

### 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

**Room Placement:** Room placement for the fall semester begins after the first week of August. Students should expect to hear about their room placement no earlier than the second week of August. Students may be housed in double, triple, or quad-style rooms, depending on availability.

For more information, visit [www.pace.edu/accepted](http://www.pace.edu/accepted).
You can complete this form online at www.pace.edu/accepted or return this application with the $400 nonrefundable prepayment and $100 security deposit for official processing by May. If you are accepted after May 1, 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: $500 prepayment and damage deposit DO NOT guarantee placement. A completed application and the full $500 prepayment and damage deposit must both be received by May 1 to guarantee housing. Assignment information will be mailed to the home address and e-mailed to the personal e-mail account indicated by the student or the student's Pace e-mail account once it is activated. Please do not include building and room preference 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)
_______________________________________________________
_______________________________________________________

E-mail_________________________________________________ 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. Fall 2016 AND Spring 2017  B. Spring 2017

_____ 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____________________________________________________

Students will have the opportunity to provide more room, floor, and building preference information, as well as indicate a roommate preference over the summer. In June, please look out for information about how your campus housing office gathers this information and places students.

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___________________________________________________________

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