

## 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, 2017**. Students will receive a confirmation via 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 between July 15 and the end of 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).

# Housing Assignment Application

Due May 1, 2017

You can complete this form online at [www.pace.edu/accepted](http://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 2017 AND Spring 2018 **B.** 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 \_\_\_\_\_

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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