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, 2016, 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 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 is (914) 597-8777.

Room placement for the spring semester begins in December and continues through the opening of the residence halls. The residence halls on the New York City Campus will open January 21, 2017, and the Westchester residence halls open January 22, 2017. By December 16, 2016, 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, 2017.

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.
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: Prepayment DOES NOT guarantee placement. Assignment information will be mailed to the home address and e-mailed to the personal e-mail account indicated by the student and the student’s Pace e-mail account once it is activated. Please do not include building, room, or roommate preferences on this form.

☐ Male  ☐ Female  Date of Birth _________________________ Student ID Number U ___________________________________________

Last Name _____________________________________________  First Name ____________________________________ Middle Initial ____

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. 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 _____________________________________________________

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 _______________________________________________________

__________________________________________________________