

Apartment Application Instructions

Continuing students who have completed the residency requirement (four consecutive semesters) by the end of Spring 2009 are eligible to apply for occupancy in the apartments. Students must apply in groups—2 people for a 2-bedroom unit and 4 people for a 4-bedroom unit. Once you have decided on the roommates for a unit (units may be mixed gender), complete this Application. Only one Application form is necessary for each group. Each individual included on the Application must submit a signed Lease Agreement and a receipt for the \$200 deposit to complete the application process. ***In order to be eligible to submit your housing deposit, please be aware that your student account may not have an “Outstanding Balance” hold from the Student Accounts Office. Questions or concerns about such holds may be directed to the Student Accounts Office at ext. 7829 or cashiers@lclark.edu.*** Please be sure to read everything carefully; you will be held responsible to the terms of the Lease Agreement.

Lease Options

The standard length of a lease is the entire academic year (9 months). The only exception to a 9-month lease is if one (or more) of the roommates in a group has been accepted for participation in an LC sponsored overseas or domestic program. You **MUST** have a replacement for each partial year applicant. Incomplete applications will **NOT** be accepted.

Unit Preferences

If you are a resident of the apartments, you may “squat” your current apartment for the subsequent year if 1) at least half of the current occupants are planning to return to that apartment and 2) that all parties (2 or 4) are current apartment residents (any unit). In addition, you must submit to the Office of Campus Living a completed Application, signed Leases and proof of deposit for each of the parties named in the Application by the published deadline. You may elect to live with students who currently reside outside the apartments, but you will not be allowed to “squat” your current apartment. Keep in mind that all of your selected roommates must have completed the two-year residency requirement to be eligible. A move within the apartments by current residents will be based on the total group points and the lottery numbers you draw. Individual lottery numbers for each student listed on the Application will be tallied and divided by the number of applicants. Please note: If you choose roommates who do not currently reside in the apartments, your acceptance to the apartments for the subsequent academic year is not guaranteed. Eligibility may also be compromised if one or more of the applicants has had major disciplinary issues in the semester immediately preceding occupancy.

Students who apply for occupancy and have *no selected roommate* will only be considered for a 2-bedroom unit. You are required to submit a Roommate Preference Sheet with your Application, Lease and proof of deposit by the published deadline.

If lack of availability prohibits your assignment to one of the apartments, you may be placed on a waiting list or you may cancel your Application and Lease with no penalty if written cancellation is received by the Office of Campus Living prior to July 1, 2009. Notification of assignments will be made in time for you to participate in the April 9, 2009 housing lottery and subsequent residence hall room selection if you wish. Students remaining on the waiting list for the apartments will be contacted by email should space become available over the summer.

Points

You get one point for each semester you have lived on campus or participated in a Lewis & Clark sponsored overseas or domestic program. If you took a Leave of Absence, participated in an overseas study program through another university, or moved off campus during a semester, you may **NOT** count that semester toward your eligibility. Summer residency does not count toward eligibility. Groups with the highest number of points will be given priority in the assignment process. You may only include points for those who will occupy the apartment during fall semester. New transfer students entering the College with 28 credits or more may count one point for every 16 transferable credits and must have junior standing or be 21 years of age at the beginning of the semester for which you are applying.

Process

- February 9 – March 13: Application materials accepted in the Office of Campus Living (9-5, M-F). Each applicant must draw a lottery number when the application is submitted. (It is acceptable for one student to represent the entire applicant group provided all completed materials are presented at the time of submission.) **RLC Deadline – 2/19/09 @ 4pm**
- March 30: Apartment acceptance decisions emailed to individual students.
- April 9: Housing Lottery for traditional residence halls. If you do not get into the apartments and want to live on campus, you must participate in the lottery, held in Stamm East from 9am – 4pm.
- April 19: Unit and room selection will commence at 8:30pm in the Stamm Dining Room. Your group will select a building, unit and room when the group’s averaged lottery number is called. Campus Living staff will make unit assignments for those who miss room selection or have no appointed representative on April 19.