Title of Policy: Wait List Housing Policy

Purpose of Policy: To address the assignment of housing to students from the wait list.

Scope of Policy: All ESU students.

Policy Statement: Returning undergraduate students, and new entering undergraduate students are guaranteed housing, space permitting, provided they follow directions on how to apply and secure housing, pay deposits, and agree to the terms of the contract by the established deadline. All current ESU students are eligible to participate in Room Selection, in order to secure a space for the upcoming academic semester/year. Once the room selection process is over, all new requests will be subject to a waiting list, and will be housed as space becomes available on a first-come, first-served basis. Once the deadline has passed for entering undergraduate students, all new requests also will be subject to being placed on a waiting list.

Procedure: When an on-campus space becomes available, an offer is made to the first person on the waiting list. Students are permitted to request a specific type of housing and a specific roommate, but these requests can only be honored if space permits. Once an offer is made, students are given 48 hours to respond. Students are not permitted to “turn down” a specific offer due to its location or room type that is available at that time. Once a space is turned down, or 48 hours has passed, the Housing Office will move on to the next person on the waiting list. The Associate Director of Residence Life and Housing is responsible for making the actual room assignments.

Definitions: None.

Appeal Statement: Students may submit a written appeal to the Director of Residence Life and Housing.

Related Policies: None.

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