



OFFICIAL USE ONLY

Date _____

Cashier _____

Assignment _____

Banner _____

UNIVERSITY HOUSING FOUNDATION

APPLICATION/CONTRACT FOR THE UNIVERSITY VILLAGE & COURTYARD APARTMENTS

A Housing Deposit of \$300.00 along with a \$100.00 nonrefundable application fee is due with your housing application unless applicant is renewing their present assignment. Renewal applicants are not required to repay the security deposit. Your account must reflect the full amount at all times or you will be required to make the proper payment if it becomes less than the required \$300.00. *Renewal applicants are to follow the instructions provided during the Spring Semester.*

PLEASE NOTE: *Submission of a housing application does not guarantee an assignment to an apartment/suite.*

The housing application/contract must be signed and returned along with your deposit and fee to *Delaware State University Cashier's Office, 1200 North DuPont Highway, Dover, DE 19901* before you are assigned to an apartment/suite. Upon move-in, the deposit becomes a damage/security deposit and is only refundable after you complete your housing contract commitment, and it has been determined that there are no outstanding charges on your account.

In order to be considered for housing your application should be received by **May 1st for the Fall Semester, or October 1st for the Spring Semester.** Housing is available on a first-come, first-serve basis.

Cancellation Refund Deadline: In order to receive a refund of your \$300.00 deposit, you must notify the Department of Housing and Residential Education in writing of your intent to cancel your contract. This notice must be received by May 31st for the Fall Semester, or November 1st for the Spring Semester, regardless of when the deposit was paid. **After that date, the deposit is nonrefundable.**

All information on this application will be considered confidential.

For more information contact the Assignment Office at (302)-857-8511 or fax to (302)-857-8969.

APPLICANT INFORMATION:

Year/Term Applying for: Renewal 20__ - 20__ Academic Year 20__ - 20__ Spring Semester 20__

Please Print

Name: _____ Student ID#: _____
Last First MI

Home Address: _____ Gender: _____ DOB: _____
Street or Box Month/Day/Yr

City State Country/Zip Code E-mail: _____

Home Phone #: (____) _____ Student Cell Phone #: (____) _____ Major: _____

Emergency Contact (Name/Relationship): _____ Phone #: (____) _____

My present room assignment is: _____
Building Room

I desire to upgrade to: (circle one) (1 bedroom) (2 bedroom 2 bath) (2 bedroom 1 bath) (4 bedroom) (2 bed suite)
(Please note that this selection is not guaranteed)

Please Check All That Apply:

- Sophomore Junior Senior
- Returning Student Student Athlete (What sport?) _____ Transfer Student
- Graduate Commuter Student Other _____

*Each meal plan will include \$100.00 PLUS dollars.

PLUS Dollars work the same as cash. They are combined with a traditional plan for added flexibility and convenience. PLUS Dollars provide additional resources for eating meals and snacks at non-traditional times of the day. *Additional PLUS dollars may be added during the semester by contacting the Office of Student Accounts.*

Failure to make a selection will automatically enroll you into the Traditional 19 meal plan.

PAYMENT INFORMATION: (This application must be sent regardless of method of payment.)

- Cash** – Payable at the Cashier’s Office (Administration Building, 1st Floor) Hours of Operation: 9:00 am – 4:00 pm
Office number is 302-857-6220
- Check/Money Order** - Mailing Address: Cashier’s Office, Delaware State University, 1200 North DuPont Highway, Dover, DE 19901
- Electronic Check/Debit/Credit Card Payments** – Payable at the Cashiers Office, by mail or **online** at www.desu.edu
Go to Make A Payment. If payment is submitted via web, please include the confirmation number on this form.

To submit credit/debit card payment via mail, all information below must be completed before payment can be processed.

Name of Cardholder (Print) _____
Signature of Cardholder

Cardholder Address _____
Telephone Number of Cardholder:

City State/Country Zip Code

Master Card Visa Discover Debit Card: **Security Code (three-digit number located on back of card)** _____

Credit Card Number Expiration Date _____
Confirmation # (Payment submitted via web)

Name of Student _____
Student ID#

Amount to be charged to credit card: \$ _____
Security Deposit & Fee - \$400.00

AGREEMENT/ACKNOWLEDGEMENT

All prospective and enrolled students are responsible for knowing and abiding by all the rules and regulations established in the current Community Standards Handbook and the Student Judicial System Policy. Any violation to the rules and regulations may jeopardize the on campus residency and/or the enrollment of the student at the University. In addition, Delaware State University reserves the right to conduct a background check.

This contract is binding for an academic year. I understand that I must be a full-time student taking (12 or more undergraduate credit hours, or 6 or more graduate credit hours) attending Delaware State University during the contracted period. I certify that I have read and understand all the terms and conditions of the University Housing & Student Housing Foundation contract. I further certify that all of the representations made on my housing application/contract are true and correct. I acknowledge that the Community Standards Handbook is part of the contract. By signing this contract, I agree to the terms and conditions stated herein. Once accepted by the Department of Housing and Residential Education, this contract is binding until otherwise agreed upon in writing.

NOTE: Student(s) are not permitted to check into University Housing until all financial obligations have been satisfied.

Signature of Student _____ Date _____

Signature of Parent/Guardian _____ Date _____
(Only if student is under age 18)

PLEASE MAIL OR FAX THE COMPLETED APPLICATION. THIS APPLICATION WILL NOT BE PROCESSED UNTIL PAYMENT OF THE \$300.00 SECURITY DEPOSIT AND THE \$100.00 NONREFUNDABLE APPLICATION FEE IS RECEIVED.

**Delaware State University- Cashier’s Office- 1200 North DuPont Highway- Dover, DE 19901-2277
Phone: 302-857-6220 • Fax: 302-857-6202**