



**OFFICIAL USE ONLY**

Date \_\_\_\_\_

Cashier \_\_\_\_\_

Assignment \_\_\_\_\_

Banner \_\_\_\_\_

**APPLICATION/CONTRACT FOR TRADITIONAL HOUSING**

A Deposit of \$200.00 is due with your housing application. This deposit will be used to apply for housing for the academic year if available.

**PLEASE NOTE:** Submission of a housing application does not guarantee a room assignment.

The housing application/contract must be signed and sent along with your deposit to Delaware State University Cashier's Office, 1200 North DuPont Highway, Dover, DE 19901 before you are assigned to a room. This payment will be applied toward your spring semester charges, or in the case of a graduating senior, against the charge for your final semester, if other than spring.

For priority consideration, your application should be received by May 1<sup>st</sup> for the Fall Semester, or October 1<sup>st</sup> 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 \$200.00 deposit, you must notify the Department of Housing and Residential Education in writing of your intent to cancel your contract. Your cancellation notice must be received by May 31<sup>st</sup> for the Fall Semester, or November 1<sup>st</sup> 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 Department of Housing and Residential Education: P: (302) 857-6326, F: (302) 857-6333.

**APPLICANT INFORMATION:**

Year/Term Applying For:  Academic Year 20\_\_ - 20\_\_  Spring Semester 20\_\_

**Please Print**

Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_  
Last First MI

Home Address: \_\_\_\_\_ Gender: \_\_\_\_\_ DOB: \_\_\_\_\_  
Street or Box Month/Day/Year

City State/Country Zip Code E-mail: \_\_\_\_\_

Home Phone #: (\_\_\_\_) \_\_\_\_\_ Student Cell Phone #: (\_\_\_\_) \_\_\_\_\_ Major: \_\_\_\_\_

Emergency Contact (Name/Relationship): \_\_\_\_\_ Phone #: (\_\_\_\_) \_\_\_\_\_

**Please Check All That Apply:**

- First-Year Student
- Freshman Transfer Student (student with fewer than 29 transferable credits)
- Jumpstart
- Project Success Student
- Returning Student
- Transfer Student
- Student Athlete (What sport?) \_\_\_\_\_
- Commuter Student
- Honor Program Applicant (GPA: 3.25+) (Did you apply?) Yes / No
- Other \_\_\_\_\_

**FIRST YEAR STUDENTS ONLY**

**Please Indicate Your Preferred Residence Hall:**

- Samuel L. Conwell Hall – Male
  - Lydia P. Laws Hall – Female
  - Harriet Tubman Hall – Co-ed
  - Richard Wynder Towers – Co-ed/ Honors
  - Meta V. Jenkins Hall – Co-ed
  - Medgar Evers Hall – Co-ed
  - Warren/Franklin Hall (East & West) – Co-ed Suites (Upper-class student with fewer than 29 credit hours)
- (The DSU Village and DSU Courtyard Apartments are available to upper-class students with 30 or more credit hours only).



**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	
<input type="checkbox"/> Master Card <input type="checkbox"/> Visa <input type="checkbox"/> Discover <input type="checkbox"/> Debit Card: <b>Security Code (three-digit number located on back of card)</b> _____			
_____		_____	
Credit Card Number	Expiration Date	<b>Confirmation # (Payment submitted via web)</b>	
_____		_____	
Name of Student		Student ID#	
Amount to be charged to credit card: \$ _____			
<b>Housing Deposit Fee - \$200.00</b>			

**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 _____
<i>(Only if student is under age 18)</i>	

**PLEASE MAIL OR FAX THE COMPLETED APPLICATION. THIS APPLICATION WILL NOT BE PROCESSED UNTIL PAYMENT OF THE \$200.00 HOUSING DEPOSIT IS RECEIVED.**

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