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# COPPIN STATE UNIVERSITY

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OFFICE OF HOUSING

## **Very Important Please Read!**

Students are advised to read the following information very carefully. When you sign your housing contract, you accept the conditions and terms set forth by that contract. Many times students overlook their responsibility to follow the policies in this application packet, the housing agreement, the Residence Hall Handbook and Student Code of Conduct. This could result in a financial charge and/or disciplinary action.

Please note that on-campus housing is not required by the university, nor is it guaranteed. Room assignments are made on a first come first serve basis based on all required documents being on file and space availability. Being admitted to the University does not automatically mean you will have a room assignment on campus.

We have a limited amount of housing spaces on campus. If and when the residence halls are full the Office of Housing and Residence Life will establish a waiting list for on-campus housing and students will be placed on this list based on the date all of the required material is received in the Office of Housing and Residence Life. As space becomes available, students on the waiting list will be offered on-campus housing.

Each year, there are students who apply too late to be placed in on-campus housing. These students will be notified on an on-going basis of the on-campus housing situation.



# COPPIN STATE UNIVERSITY

OFFICE OF HOUSING

## Very Important Notice

1. Residence halls are closed during breaks! **There is a per day charge** to stay in the residence hall during the breaks. The breaks included are:
  1. Thanksgiving Break
  2. Winter Break
  3. Spring Break
  4. Summer Break
2. Residents must remove all personal belongings from the room and take them home during the **winter and summer breaks**. Nothing can remain in your room.
3. There is no space on campus that can be given to you to be used as storage for your personal belongings.
4. The university does not carry insurance on residents or their property. The University is not liable for personal property that may be lost, stolen, or damaged regardless of how your property came to be lost, stolen, or damaged. Review your family's homeowners' insurance policy for coverage. You are strongly encouraged to insure your personal belongings. Personal property insurance policy registration brochures are available in the Office of Housing and Residence Life.



# COPPIN STATE UNIVERSITY

## OFFICE OF HOUSING

Dear Prospective Student:

We, in the Office of Housing and Residence Life, are delighted you are planning to attend Coppin State University. It is our hope that you consider living on campus in one of our Residence Halls. The positive benefits of residence hall living are extensive and we encourage all students to consider the option of living in a University residence hall. **Please remember that you must be admitted to the University before you can apply for housing.**

Please note that all first time residents will be required to participate in our First Year Experience Program, which consists of a number of activities designed to assist in your transition to on-campus life. This is a mandatory program and failing to participate could result in you losing the privilege of living on campus. You will receive further information once you arrive to check in.

Once you have been fully admitted to the University, we invite and encourage you to apply immediately by returning your completed **Housing Application, the \$150.00 application fee (\$125.00 is refundable), Housing Contract, Statement of Understanding and Medical Physical and Immunization forms.** The sooner you do this the sooner we can consider you for a space in one of our Residence Halls. It is very important that you understand that space is limited, and room assignments are made on a first come first serve basis based on all required documents being on file and space availability. **Being admitted to the University does not automatically mean you will have a room assignment on campus.** Your application file will be considered incomplete if any of the items mentioned above (see highlighted and underlined portion above) are missing from your file. Your application date and space in line will be the same as that date when all or the last outstanding item is received. Please review all of this information completely and carefully. Please double check all forms for completeness before sending them to us.

Demand for on-campus housing is very high and spaces are limited, some students **who may apply for housing may not get a room assignment due to the number of people who applied earlier resulting in all spaces being taken.** Therefore, the sooner you submit your application with the required fee, along with the contract and medical requirements, the greater your chance will be of getting on-campus housing. If a room assignment is not available for you, you will be notified as soon as possible. We will inform you of available housing options including the waiting list or off campus rental properties. If at any time you wish to cancel your application and request a refund of the fee you may do so. **Please keep in mind that all requests for refunds must be in writing.**

First-time students who apply on or before March 30 for the Fall semester and on or before October 30 for the Spring semester will receive first priority in our new student assignment process. Remember room assignments will be made on a first come first served basis only after we have received all requirements, including your Housing Application, \$150.00 application fee, Housing Contract, Statement of Understanding, Medical Exam with immunization record, and a Medical Clearance Form which comes from the Coppin State Health Center after they have evaluated your medical records.

Room assignments will continue to be made until all spaces are filled. Once all spaces are filled a

waiting list will be established. Students will be placed on this list on a first come first served basis as completed information is received. Students who apply for housing on or after July 15 for the Fall semester or November 15 for the Spring semester should expect to automatically be placed on the waiting list due to the lateness of their housing application. This will be the case regardless of when you applied for admission or when you were admitted or received your acceptance to the University.

Please keep the following in mind:

1. You must be admitted before applying for housing.
2. Once admitted you should apply for housing immediately, keeping in mind being admitted does not guarantee a room assignment.
3. All requirements (application/fee/contract/medical forms/statement of understanding) must be on file in the Office of Residence Life before you receive an application date (a space in line) or a room assignment.
4. The \$150.00 fee is not a deposit on a room, nor is it a reservation fee. It is an application fee only and does not guarantee a space.
5. March 30 for Fall and October 30 for Spring are our room assignment priority dates. Applying for housing on or before these dates will give you the best chance of getting a room assignment, keeping in mind that under the first come first served method the possibility still exists for all rooms to be assigned before these dates and a waiting list can be established even earlier than expected.
6. Students applying on or after July 15 for the Fall or November 15 for the Spring will automatically be placed on the waiting list regardless of when they applied for admission or when they were admitted to the University.
7. Students with room assignments will be notified by mail and/or phone.
8. Students on the waiting list will be notified by certified mail and by phone.

Should you have any questions regarding on campus housing at Coppin State, please do not hesitate to contact the Office of Housing at 410-951-6300.

Sincerely,

***Patrick Bailey***

Patrick Bailey  
Director of Housing

# Office of Housing Application for Housing Room Assignment

Please read the instructions on the back of this application carefully. Use ink to complete this application. Please print or type. Once completed return the white (top) copy along with your \$150.00 application/damage fee (see back for details) and keep the other (bottom) copy for your records. This application will not be processed without the fee. You must also return your Housing Contract, Statement of Understanding, Immunization record and completed Medical Form (with doctor's signature and stamp) at the same time as you submit this application.

**COPPIN STATE UNIVERSITY IS SMOKE FREE.**  
**SMOKING IS PROHIBITED IN ALL BUILDINGS AND RESIDENTIAL ROOMS.**

NAME \_\_\_\_\_ ID# \_\_\_\_\_ SOC. SEC. \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

SEX (MALE/FEMALE) \_\_\_\_\_ BIRTH DATE \_\_\_/\_\_\_/\_\_\_ PHONE (\_\_\_\_) \_\_\_\_-\_\_\_\_\_

CLASS: FR \_\_\_\_\_ SOPH \_\_\_\_\_ JR \_\_\_\_\_ SR \_\_\_\_\_ TRANS \_\_\_\_\_

APPLYING FOR ON CAMPUS HOUSING FOR: FALL \_\_\_\_\_ SPRING \_\_\_\_\_ 20\_\_\_\_\_

YES \_\_\_ NO \_\_\_ LIST MY RESIDENCE HALL ROOM PHONE NUMBER IN A CAMPUS DIRECTORY.  
YES \_\_\_ NO \_\_\_ YOU MAY RELEASE MY HOME / ROOM PHONE NUMBER TO MY ROOMMATE(S).

MY MAJOR WILL BE: \_\_\_\_\_ MY EMAIL ADDRESS IS: \_\_\_\_\_

WHAT MEAL PLAN DO YOU WANT? \_\_\_ 19 Meals (per week) \_\_\_ 14 Meals (per week)

What do you hope to gain from living on campus: \_\_\_\_\_

List activities you like \_\_\_\_\_

### LIST YOUR ROOMMATE PREFERENCES

Please understand that this request is not guaranteed. Roommate requests must be mutual, your requested roommate must also have you on his or her application.

DESIRED ROOMMATE'S NAME: \_\_\_\_\_ SOC. SEC. #: \_\_\_\_\_ ID #: \_\_\_\_\_

HE/SHE LIVES ON CAMPUS? \_\_\_ YES \_\_\_ NO. IF YES, WHERE? \_\_\_\_\_ ROOMMATE'S SIGNATURE: \_\_\_\_\_

If I do not have a roommate preference or if I can not be assigned with the person listed above, I would like a roommate that is:

\_\_\_ in my age group, \_\_\_ in my class, \_\_\_ from my home City or State, \_\_\_ in my Major, \_\_\_ Quiet.

\_\_\_\_\_  
Student Signature                      Date                      Parent Signature (if under 18)                      Date

### OFFICE USE ONLY

Date Received \_\_\_\_\_ Deposit \_\_\_\_\_ Cancel Date \_\_\_\_\_ Bldg. / Rm. \_\_\_\_\_

Please read the reverse side of this application very carefully.  
White (top) Copy - Office of Housing                      Bottom Copy - For Student's records

# Office of Housing Application for Housing Room Assignment

Please read the instructions on the back of this application carefully. Use ink to complete this application. Please print or type. Once completed return the white (top) copy along with your \$150.00 application/damage fee (see back for details) and keep the other (bottom) copy for your records. This application will not be processed without the fee. You must also return your Housing Contract, Statement of Understanding, Immunization record and completed Medical Form (with doctor's signature and stamp) at the same time as you submit this application.

**COPPIN STATE UNIVERSITY IS SMOKE FREE.**  
**SMOKING IS PROHIBITED IN ALL BUILDINGS AND RESIDENTIAL ROOMS.**

NAME \_\_\_\_\_ ID# \_\_\_\_\_ SOC. SEC. \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

SEX (MALE/FEMALE) \_\_\_\_\_ BIRTH DATE \_\_\_/\_\_\_/\_\_\_ PHONE (\_\_\_\_) \_\_\_\_-\_\_\_\_\_

CLASS: FR \_\_\_\_\_ SOPH \_\_\_\_\_ JR \_\_\_\_\_ SR \_\_\_\_\_ TRANS \_\_\_\_\_

APPLYING FOR ON CAMPUS HOUSING FOR: FALL \_\_\_\_\_ SPRING \_\_\_\_\_ 20\_\_\_\_\_

YES \_\_\_ NO \_\_\_ LIST MY RESIDENCE HALL ROOM PHONE NUMBER IN A CAMPUS DIRECTORY.  
YES \_\_\_ NO \_\_\_ YOU MAY RELEASE MY HOME / ROOM PHONE NUMBER TO MY ROOMMATE(S).

MY MAJOR WILL BE: \_\_\_\_\_ MY EMAIL ADDRESS IS: \_\_\_\_\_

WHAT MEAL PLAN DO YOU WANT? \_\_\_ 19 Meals (per week) \_\_\_ 14 Meals (per week)

What do you hope to gain from living on campus: \_\_\_\_\_  
\_\_\_\_\_

List activities you like \_\_\_\_\_

### LIST YOUR ROOMMATE PREFERENCES

Please understand that this request is not guaranteed. Roommate requests must be mutual, your requested roommate must also have you on his or her application.

DESIRED ROOMMATE'S NAME: \_\_\_\_\_ SOC. SEC. #: \_\_\_\_\_ ID #: \_\_\_\_\_

HE/SHE LIVES ON CAMPUS? \_\_\_ YES \_\_\_ NO. IF YES, WHERE? \_\_\_\_\_ ROOMMATE'S SIGNATURE: \_\_\_\_\_

If I do not have a roommate preference or if I can not be assigned with the person listed above, I would like a roommate that is:

\_\_\_ in my age group, \_\_\_ in my class, \_\_\_ from my home City or State, \_\_\_ in my Major, \_\_\_ Quiet.

\*

\_\_\_\_\_  
Student Signature                      Date                      Parent Signature (if under 18)                      Date

### OFFICE USE ONLY

Date Received \_\_\_\_\_ Deposit \_\_\_\_\_ Cancel Date \_\_\_\_\_ Bldg. / Rm. \_\_\_\_\_

Please read the reverse side of this application very carefully.

White (top) Copy - Office of Housing

Bottom Copy - For Student's records

## INSTRUCTIONS

In order to apply for housing, a student must be **admitted** to the University. Upon acceptance, the student must submit a **Housing Application, the \$150.00 application fee (\$125.00 is refundable), Housing Contract, Statement of Understanding and Medical Physical and Immunization forms.** This fee/deposit should be submitted in the form of a check or money order made payable to Coppin State University. \$125.00 of this fee/deposit is refundable when the student permanently checks out of the Residence Hall, provided proper check-out procedures are adhered to including no damages being made while the student lived in University housing. \$125.00 of this fee/deposit is also refundable if an assignment does not become available for the student.

For best consideration in the room assignment process your application must be received by **MARCH 30** for Fall semester and **OCTOBER 30** for the Spring semester. **Room assignments are made based on the availability of space, primarily on a first-come, first-serve basis.** Admission to the University **does not guarantee on campus housing.** The **Housing Application, the \$150.00 application fee (\$125.00 is refundable), Housing Contract, Statement of Understanding and Medical Physical and Immunization forms** must be mailed directly to the following address:

**Business Office  
Coppin State University  
2500 W. North Avenue  
Baltimore, Maryland 21216-3698**

If an assignment is made the student will be notified of the assignment and will be required to confirm this assignment. The housing contract must be signed by every student. This contract is binding for the entire school year, Fall and Spring. **Students applying on or after July 15 for the Fall or November 15 for the Spring will automatically be placed on the waiting list regardless of when they applied for admission or when they were admitted to the University.** Please note that a waiting list can start sooner if all the spaces are taken earlier. Students may cancel their assignments. **A cancellation of assignment request must be received, in writing, in the Office of Residence Life per the date indicated on the Housing Contract to avoid or limit cancellation charges.**

Adjustments for room and board will not be made unless the student officially withdraws from the University or an Authorized University Official releases the student from the Contract. Students are not granted adjustments or refunds if removed from the residence hall for disciplinary actions or voluntary withdraws from the Residence Hall. Please refer to the Residence Hall Handbook and the Housing Contract for the Adjustment policy.

Room and board fees must be paid directly to the Coppin State University Business Office. The address is as follows:

**Business Office  
Coppin State University  
2500 W. North Avenue  
Baltimore, Maryland 21216-3698**

Before being allowed to check into an assigned room, students must present validated bills to the Office of Residence Life indicating that their bills are paid in full or financial arrangements have been made to pay bills by the payment dates set by the University. Students failing to meet these dates will forfeit their room assignments. At least one third of the total bill for tuition, fees, room and meals must be paid in order to receive bill validation. Personal checks are not accepted when making the one third payment.

**The submission of this application, application/damage/room clearance fee, residence hall and/or roommate requests does not guarantee that a room assignment or a specific roommate request, or building request will be made. Once assigned you are responsible for all associated charges.**

**CANCELLATION INFORMATION-**Room assignments will be made on a first come first served basis to students who have returned an application with the \$150 application fee, a Housing Contract, a Statement of Understanding and a completed medical form with proof of all required immunization to the Office of Residence Life by a set due date in order to confirm their acceptance of the room assignment. Failing to complete this confirmation process will result in automatic cancellation and a forfeiture of deposits/fees paid. Before being allowed to check into the residence hall, all students must have already satisfied the University one third bill payment requirement and presented a validated bill. **Once assigned you are responsible for all associated charges for room and meals. Students may cancel their Housing Contract and Housing Application. However, this cancellation request must be in writing and students must take into consideration the following cancellation dates and related penalties:**

### **Cancellation Request for Fall**

### **Amount of Charges**

By July 6, (Nov 30 for the spring).....	No release fees, \$125.00 of the application fee refunded
July 7-20, (December 1-14, for the spring).....	1 week's housing cost, forfeit \$150.00 application fee
July 21-August 3, (December 15-28, for the spring).....	2 weeks' housing cost, forfeit \$150.00 application fee
August 4-17, (December 29-January 11 for the spring).....	3 weeks' housing cost, forfeit \$150.00 application fee
After August 17, (Jan. 11, for the spring).....	4 weeks' housing cost, forfeit \$150.00 application fee and prior to check-in
Before or during the 1 <sup>st</sup> week of Classes.....	50 % housing & meals cost, forfeit \$150.00 application fee
During the 2 <sup>nd</sup> week of Classes.....	75 % housing & meals cost, forfeit \$150.00 application fee
During the 3 <sup>rd</sup> week of classes.....	100 % housing & meals cost, forfeit \$150.00 application fee

The dates listed above will remain in effect regardless of the date that the student is admitted to the University or the date the student applied for on campus housing. **To avoid any penalty, students who wish to cancel their application or assignments, must do so by notifying the Office of Housing in writing.**

**DO NOT SEND THE ONE THIRD PAYMENT ALONG WITH THIS APPLICATION. YOU WILL BE NOTIFIED WHEN TO SUBMIT THIS PAYMENT.**

**PLEASE BE ADVISED THAT ALL BUILDINGS AT COPPIN STATE UNIVERSITY ARE SMOKE FREE. SMOKING IS NOT PERMITTED IN ANY OF THE RESIDENTIAL ROOMS.**

# COPPIN STATE UNIVERSITY

## THE OFFICE OF HOUSING

### STATEMENT OF UNDERSTANDING

Every student applying for on campus housing MUST complete this form. Students who are moving on campus for the first time **must** return this form along with their Housing Contract. No room assignment will be confirmed unless this form is on file.

By signing the Housing Contract and this form below you agree to and state that you fully understand the items of both documents.

1. I understand that the Housing Contract I signed as a part of my Room Reservation or application process is binding for the complete academic year which includes both Fall and Spring semesters. By signing the contract I understand that I am financially obligated for all costs related to room and meals for the Fall and Spring semesters.
2. I understand that I am contracting to live on campus for the full academic year. I understand that if I move out of the Residence Hall during the current academic year and while I am still enrolled at the University I will be responsible for the full cost of housing for the entire academic year (both semesters), or remainder thereof.
3. I understand that if I want to move out of the Residence Hall at mid year, I must petition, in writing, for a release from the Housing Contract. If a release is approved I understand that I will be charged a contract breakage/cancellation fee of not less than \$400.00 and I will forfeit the \$150.00 damage deposit. I understand that depending on when I am trying to leave the residence hall I will be responsible for a part or all of the cost of room and meals as outlined in the Housing Contract and Residence Hall Handbook. If released at mid year (at the end of the Fall), charges for the remainder of the contractual period (the following semester) will be removed from my account.
4. I understand that if I do not cancel my application, in writing, by the set dates as outlined in the Housing Contract, I will forfeit all deposits or prepayments paid.
5. I understand that if I fail to notify Residence Life of my intent **NOT** to reside on campus or attend the University after a room was assigned to and held for me, I could be responsible for all or part of the cost of room and meals and forfeit all deposits/prepayments.
6. I understand that failing to pay any charges that I am responsible for could result in my account be reported to a collections agency for collections.
7. I understand that by signing the Housing Contract I am contracting for a space only and that I am not guaranteed an assignment to a particular building, floor, suite, room or roommate.
8. I understand that the Office of Housing reserves the right to make changes in room assignments when it deems necessary.

**Print Student Name:** \_\_\_\_\_ **ID #:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **SS#:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(If student is under 18 years old)



# COPPIN STATE UNIVERSITY

## OFFICE OF HOUSING

### Prospective Resident Housing Application Packet Check List

- |   |           |          |
|---|-----------|----------|
| Completed Housing Application   | Yes _____ | No _____ |
| \$150.00 Money Order for Application Fee is included<br><small>(Cash or credit card payments can be made at the Business office. You must send a copy of your payment receipt.)</small> | Yes _____ | No _____ |
| Signed Housing Contract   | Yes _____ | No _____ |
| Signed Statement of Understanding   | Yes _____ | No _____ |
| Completed Medical Form (with Doctor's signature and stamp)  | Yes _____ | No _____ |
| A Complete copy of your Immunization Record   | Yes _____ | No _____ |

Did you answer 'NO' to any of the above? YES \_\_\_ Please go back and complete all before mailing your material to us.

Did you answer 'YES' to all of the above? YES \_\_\_ Double check, put all of the items in the same envelop and **mail it directly to the following address:**

**Business Office  
Coppin State University  
2500 W. North Avenue  
Baltimore, Maryland 21216-3698**

#### Note

This form is for the sole purpose of assisting you with the organization of your material, checking 'YES' to an item above but failing to include it will delay the consideration of your application for on-campus housing. Neither the University nor the Office of Housing or Residence Life will be responsible for items not returned or not received. **ALL OF THESE ITEMS MUST BE RECEIVED TO BE CONSIDERED FOR A PLACE IN (the first come, first served) LINE FOR HOUSING.** Your place in line will be that point/date that your file becomes complete and all items have been received.

*Nurturing Potential....Transforming Lives*