The Housing Application Process (HAP) is how undergraduate, returning students request civilian housing for the upcoming academic year. Most undergraduate, returning students who have an interest in receiving a civilian housing contract for the 2016 - 2017 academic year should apply during this process. Read through the entire document so you may make an informed decision about next year’s housing options.

Although we anticipate that we will house many current students who request on-campus accommodations through HAP, demand is likely to exceed supply for Fall 2016. Some students who apply for a contract will not receive one. Currently, we estimate approximately 55-65% of students who enter the process will receive an offer. The actual offer rate will depend on the number of lottery entries received. If additional space becomes available, we will offer first to those who entered the process and did not receive an offer and then to the online wait list. Room assignment priority for contracts from the waiting list is below that of contracts from HAP.

**Eligibility**

Students must be currently enrolled to be offered or accept a housing contract. If you resign from the University after entering the Housing Application Process, but before the contract offering, you will be ineligible for a contract offer through this process. Students with an active judicial sanction of denial of housing or deferred denial of housing when the process occurs will not receive a HAP priority number or contract offer. If the student receives a housing contract and later receives a sanction of denial of housing or deferred denial of housing, the contract will be revoked. Students who do not enter the Housing Application Process, and students who resign after entering the process, can request inclusion on the 2016 – 2017 waiting list.

**Living Learning Communities (LLCs) and Other Student Groups**

Students who are part of or have been selected for the Corps of Cadets, Oak Lane Community, Residential College, and certain LLCs receive housing offers specific to those areas before HAP begins during December and January. Students currently in one of these groups who are not returning to those programs for the next year and desire on-campus traditional housing should enter HAP. Resident advisors (RA) and interested RA candidates must also enter HAP. Information about the 2nd year living options in our living-learning communities will be distributed by the community program directors. Please follow their directions closely to secure your housing for the upcoming year. See the chart on the following pages for additional information.

**The Decision Process**

Next year’s housing decisions require students to consider many economic and personal variables and to confront myths about the on and off-campus choices. For more information about housing myths and an analysis of on and off-campus housing costs, please see our page of facts about Blacksburg housing at [www.housing.vt.edu/hap](http://www.housing.vt.edu/hap). While almost 1,500 sophomores and 1,500 juniors/seniors will seek to return to on-campus housing each year, other students will choose to live off campus next year. We want our students to make an informed decision and be successful in the housing option chosen. We offer a convenient and economical choice when comparing the benefits and costs of on and off-campus accommodations.

**Wait List**

Immediately at 5:00 p.m., Friday, 22 January 2016, the website will change to the online wait list sign-up. Names are kept in date/time receipt order. The wait list form will remain active for the remainder of the spring / summer semesters.
Students enter the process by accessing the Housing and Residence Life web site and following the entry link on the web page above between 8 a.m., Tuesday, 19 January, through 5 p.m., Friday, 22 January, 2016. There is no benefit to being first in line to sign up. All eligible students who enter the process have an equal chance for a housing offer, as long as they sign up before the deadline.

You will be prompted for your PID and password to log into the system. If you are participating in the "Lottery Pairs" option (see below), you will need the name and ID number of your lottery pair individual.

Upon successful submission, an immediate confirmation web page is displayed and an e-mail is sent within 12 hours to the student's @vt.edu e-mail specified. If you do not receive this confirmation, you have NOT been successfully entered into the Housing Application Process. It is your responsibility to keep a copy of your entry confirmation.

Lottery Pairs
Students may pair with a friend in HAP. If you and a friend mutually request being paired, you will be considered together during the HAP process. This prevents the situation where one student is offered an on-campus space and the preferred roommate does not.

- Your chance of getting a contract offer in HAP is not affected by whether you have paired with another student.
- Each student MUST individually enter the process to be linked. If a student is requested, but does not enter the process or doesn't meet eligibility requirements, the link will not occur and the requested linked friend will be dropped; however, the eligible student entry remains in the HAP process.
- We only link two students together - you cannot "link" more than two persons together in the process.
- The link does not automatically make you and your friend roommates - you are just asking to go through the lottery together. Students offered housing must indicate their roommate choice on their housing contract.

How Lottery Numbers Work
All valid entries are placed in a random-number program. There is no weighting of the random numbers; the program does not consider GPA, academic class, etc. in assigning the random numbers. The resulting HAP numbers are generated with separate lists for males and females. Housing and Residence Life determines the number of housing contracts to offer.

Starting at HAP number 1 (there is a male number 1 and female number 1); offers are made to match the available space by gender. Housing and Residence Life knows some students will leave the University between the spring and fall, so more offers are made than space allows, assuming a specific "yield" and attrition rate.

Terms and Conditions
It is important for students to read and understand the terms and conditions of the contract before signing/returning the document. The terms and conditions may be reviewed at www.housing.vt.edu/contracts/terms.php

Non-Cancellation Policy of the Housing and Dining Contract
If you receive and return a housing contract, you agree that you cannot seek contract cancellation at any time subsequent to signing and returning the lease and that you are financially liable for room-and-board charges for the entire academic year, if you continue to be enrolled. In other words, once you sign and return the contract, you are responsible for paying room-and-board charges for 2016 – 2017; you cannot cancel your contract to move off campus.

You should pursue this offer of on-campus housing only if you are sure you want to live on campus next year. If you contract for on-campus housing and later discover you prefer to live in an apartment or commute from home, you cannot break the contract.

At times, Housing and Residence Life has offered to cancel contracts during over-occupancy situations, sometimes offering an incentive to do so. Do not assume this will happen, as you may find yourself with a non-cancellable contract.
<table>
<thead>
<tr>
<th>Group</th>
<th>Process</th>
</tr>
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<tbody>
<tr>
<td>Incoming Freshmen</td>
<td>All incoming first-year freshmen students must live on campus and are guaranteed housing in one of our residence halls. Once the offer of admissions is returned with any required matriculation fees, the student is able to complete their housing contract on the Hokie SPA website. This is completed between 15 December and 1 June. All incoming freshmen must complete a housing contract – this includes Corps of Cadets members, athletes, and students who apply for a space in one of the living-learning communities. Students who seek an exception to the Freshman Residency Requirement should contact the housing office at <a href="mailto:housing@vt.edu">housing@vt.edu</a>.</td>
</tr>
<tr>
<td>Transfer Students</td>
<td>Transfer students may sign up on the housing wait list at <a href="http://www.housing.vt.edu/contracts/apply/transfer_student_housing.html">www.housing.vt.edu/contracts/apply/transfer_student_housing.html</a> Housing contracts are offered to transfer students in order of request date and determined based on the availability of housing. Transfer students may place their name on the waiting list starting the first day of the spring semester for the following fall term housing. Students do not have to be accepted to place their name on the waiting list; however, no offer can be made if the student is not accepted.</td>
</tr>
<tr>
<td>Graduate Students</td>
<td>Graduate students may sign up on the housing wait list at <a href="http://www.housing.vt.edu/contracts/apply/graduate_students.html">www.housing.vt.edu/contracts/apply/graduate_students.html</a>. Graduate students currently in residence are contacted by the housing office in January about continuing their occupancy for the next year if they plan to remain enrolled. Housing contracts are offered to new graduate students (or graduate students who are living off campus) in order of request date and determined based on the availability of housing. Graduate students may place their name on the waiting list starting the first day of the spring semester for the following fall term housing. Students do not have to be accepted to place their name on the waiting list; however, no offer can be made if the student is not accepted.</td>
</tr>
<tr>
<td>Corps of Cadets: Returning to Corps</td>
<td>Corps members will be offered a housing contract for the Corps housing area in January before the general housing lottery. To secure continued housing in the Corps, these contracts must be completed by 12 February. If you do not wish to have a Corps housing contract but wish to remain on campus, you must contact the housing office prior to the 19-22 January housing lottery sign-up period to have your account cleared. This will allow you to enter the housing lottery (HAP).</td>
</tr>
<tr>
<td>Living-Learning Community Members Staying for 2nd Year of Program (Galileo, Hypatia, DaVinci, Residential Leadership Community, World, and WELL communities)</td>
<td>The program director will submit a list of student eligible to return to the 2nd year spots in those programs and contract offers will be made before the general housing lottery (HAP). If you receive one of these offers and do not wish to continue in the program, but still want to live on campus, you must contact the housing office prior to the 19-22 January housing lottery sign-up period to have your account cleared. This will allow you to enter the housing lottery (HAP).</td>
</tr>
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</table>
SINGLE AND THREE-PERSON ROOMS

We may offer a limited number of permanent single-occupancy rooms, as well as permanent three-person rooms. These rooms are either smaller or larger than most two-person rooms. Single rooms are furnished for one person. Permanent three-person rooms contain furnishings designed to accommodate three residents. Student-provided lofts are not allowed in three-person rooms as special furniture has been placed in those rooms. Rooms currently designated for permanent single occupancy are located in Payne Hall. If Payne is reclassified as a living-learning community, these rooms will not be available to non-program participants.

Male: 205, 303, 339, 341, 438, 443
Female: 203, 239, 241, 305, 401, 404, 424

The rate for single occupancy is approximately 1.5 times the multiple-occupancy rate. The multiple-occupancy rate is applied to students living in either two-person or three-person rooms.
RESERVED SPACES
Due to differing occupancy needs for the entire residence hall system, some students are not able to return to their current rooms for the upcoming year. We attempt to list such spaces for the upcoming year; however, we reserve the right to update this list and the associated assignments as necessary to best manage the on-campus occupancy.

Spaces known to be reserved/unable to return to date (this list will be updated at the time of contract offers in February):
• Cochrane: 1015, 1021, 1022, 1024, 1025, 1031, 1032, 1034, 1035, 1051, 1052, 1054, 1055, 1056, 2031, 2032, 2051, 2052, 2054, 2055, 2111, 2121, 2123, 2124, 2141, 2142, 2143, 2145, 2146, 3041, 3042, 3044, 3045, 3051, 3052, 3054, 3055, 3101, 3102, 3111, 3121, 3123, 3124, 3141, 3142, 3143, 3145, 3146, 4021, 4022, 4024, 4025, 4034, 4035; 4041, 4042, 4044, 4045, 4111, 4121, 4123, 4124; 4141, 4142, 4143, 4145, 4146, 5021, 5022, 5024, 5025, 5031, 5032, 5034, 5035, 5051, 5052, 5054, 5055
• Harper 2031, 2032, 2033, 2041, 2042, 2043, 3011, 3012, 3013, 3071, 3072, 3073, 3141, 3142, 3143, 4032, 4033, 4121, 4122, 4123
• Areas involved in the living/learning communities where the student is not involved in a 2nd year of the program
• All cadet building spaces for cadets not returning to the Corps

ASSIGNMENT GROUP ORDER
• Students returning to their same rooms. To have priority over your current room, you must ask for your current room as your first building and room preference.
• Students requesting assignment to New Hall West.
  • on-campus residents (including those on co-op, student teaching, and military duty) have priority over those living off-campus.
  • current academic class rank (senior, junior, sophomore, freshman), seniors having highest priority
  • housing application priority number
• Students requesting Payne, New Residence Hall-East, or Harper as a first preference, weighted by:
  • whether student is moving within current hall or changing halls, those in the hall have priority over those outside the residence hall
  • current academic class rank (senior, junior, sophomore, freshman), seniors having highest priority
  • housing application priority number
  • Example: A junior with HAP number 1,500 would be assigned before a sophomore with HAP number 5
  • This group also includes students requesting assignment to permanent single-occupancy rooms since the rooms are in Payne Hall.
• Students requesting assignment to permanent three-person rooms (assigned in priority number order.)
• Students displaced from their current rooms because of residence hall re-designation (assigned in priority number order.) This also includes residents in permanent single and three-person occupancy rooms who do not choose that option for the next year.
• Students changing rooms within their current residence halls (assigned in priority number order).
• Students changing residence halls (assigned in priority number order).
• Students who are conditional contract holders are assigned AFTER freshmen/transfers are assigned. Conditional contract holders may be placed in temporary expanding housing (as RA roommates or in a converted study lounge) if space is short at the start of the fall semester.

ASSIGNMENT PREFERENCES FOR BUILDINGS AND ROOMS
You may request up to three building and room preferences; however, you are not required to specify individual rooms. Assignments are evaluated by building/room preferences in the following general order:
• 1st Building and Room Preference > 2nd Building and Room Preference >3rd Building and Room Preference
• 1st Building, Rooms on the First Room Floor Preference > 2nd Building, Rooms on the Second Room Floor Preference > 3rd Building, Rooms on the Third Room Floor Preference
• 1st Building, any room > 2nd Building, any room > 3rd Building, any room
• Remaining Available Building/Rooms within the system

MAXIMUM USE OF FACILITIES
The assignments staff reserves the right to change assignments and building/room designations as necessary to address general campus occupancy needs and to address any problems that may occur. Our staff attempts to minimize such changes.