



# APARTMENT LOTTERY PROCESS 2019-2020



**KING'S  
COLLEGE**  
TRANSFORMATION. COMMUNITY. HOLY CROSS.

OFFICE OF RESIDENCE LIFE



# COLLEGE APARTMENT LOTTERY PROCESS

The College apartment lottery process ensures all King's students have a fair opportunity to live in the College's apartments. All students at King's are eligible to participate in the lottery regardless of whether or not they currently live on campus, commute, or live off campus. Preference in selecting apartments is given to upper-class students.

**Beginning January 14, Lottery Applications will be available in the Office of Residence Life. Lottery Applications are due in the Office of Residence Life by Friday, February 1 at 4 p.m.**

## How does the lottery work?

Each student receives a point value based on successfully completed credit hours. Seniors receive the highest point total, then juniors and sophomores. You will need to decide if you are applying for a three-person or four-person apartment. Separate lotteries will take place for each size apartment. Your group number is determined by the total number of points you and your roommates accumulate.

### **Current Seniors**

To be considered a current senior, you must have successfully completed 90 credit hours. Seniors receive four (4) points toward their room total.

### **Current Juniors**

To be considered a current junior, you must have successfully completed 60 credit hours. Juniors receive three (3) points toward their room total.

### **Current Sophomores**

To be considered a current sophomore, you must have successfully completed 30 credit hours. Sophomores receive two (2) points toward their room total.

### **Current Freshmen\***

To be considered a current freshman, you must have successfully completed less than 30 credit hours. Freshmen receive one (1) point toward their room total.

### **Transfer Students**

Transfer students must contact the Office of Residence Life to have their class year determined prior to the lottery.

## **No Group? You can still sign up by stopping by the Office of Residence Life.**

\* Groups with more than one current freshman, regardless of point total, will be placed in a supplemental lottery to be held on Tuesday, February 19, 2019, if apartments are still available following the completion of the primary lotteries.

## Apartments Available (includes Resident Assistant apartments)

	ADA Apartments	Two-Person Apartments*	Three-Person Apartments	Four-Person Apartments	Five-Person Apartments*
O'Hara Hall	1	0	0	36	3
Alumni Hall	1	1	25	12	0
Flood Hall	1	0	0	16	0
<b>Total</b>	<b>3</b>	<b>1</b>	<b>25</b>	<b>64</b>	<b>3</b>

Please note that Resident Assistants occupy one three-person apartment in Alumni, three four-person apartments in Alumni, one four-person apartment in O'Hara, three five-person apartments in O'Hara, and two four-person apartments in Flood.

\*Two-person and five-person apartments are not filled through the apartment lottery process.

## Example of Lottery Placement

If your group consists of two current juniors, a current sophomore, and a current freshman your room total will be:

Current Juniors	6 points
Current Sophomore	2 points
Current Freshman	1 point
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<b>Total</b>	<b>9 points</b>

Your room total will put you in the group with the other 9 point rooms. The higher your point total, the higher your lottery position (16 points is the highest point total possible for four-person apartments, 12 points is the highest point total possible for three-person apartments). From there, a random drawing will decide the order within your point group. The lottery will continue until all of the rooms are full or every group is assigned a room, whichever comes first.

## How to Participate in the Lottery:

1. Form a group of three or four students who want to live together for the 2019-2020 academic year. Preference is given to students by class year.
2. Make sure you discuss your expectations of living together and sharing an apartment.
3. Visit the Office of Residence Life between January 14 and February 1 at 4 p.m. to obtain a lottery sign-up form.
4. Complete the lottery form and return it to the Office of Residence Life no later than 4 p.m. on February 1, 2019. Students are not allowed to submit multiple forms or participate in multiple lottery groups. Non-resident students should also submit security deposits at this time.
5. The lottery for three and four person apartment units will be drawn on a different day. Groups will need to have a representative at the lottery to pick the apartment unit that the group would like. Groups containing more than one rising sophomore will be placed in the Supplemental Lottery.
6. At least one member of your group must appear at the lottery drawing to select an apartment. If your group cannot attend, your selections can be submitted to Residence Life ahead of the lottery and they will pick on your behalf. If you do not attend and you fail to make arrangements with Residence Life you will forfeit your spot in the lottery.
7. Contracts will be finalized on the evening when the apartment is selected. Once signed, apartment contract are binding and students will be held to the cancellation penalties.

# ADA APARTMENT UNITS

Alumni Hall, O'Hara Hall, and Flood Hall

If you require an apartment to accommodate disabilities, please meet with a representative in the Office of Residence Life prior to February 1, 2019 to discuss your needs and to provide medical documentation.

## Lottery Dates

### **Wednesday, February 6, 2019 at 7 p.m.**

Three person College Apartment Lottery  
Snyder Room  
Third Floor  
Sheehy-Farmer Campus Center

### **Tuesday, February 12, 2019 at 7 p.m.**

Four person College Apartment Lottery  
Snyder Room  
Third Floor  
Sheehy-Farmer Campus Center

**(if necessary)**

### **Tuesday, February 19, 2019 at 7 p.m.**

Supplemental Apartment Lottery  
Snyder Room  
Third Floor  
Sheehy-Farmer Campus Center

One person from each lottery group must be present at the lottery. If a group is unable to attend, please contact the Office of Residence Life.

# APARTMENT CONTRACT AND ADDENDUMS

All members of the applicant group must also have a housing security deposit on file with the Office of Residence Life. For those individuals who are currently not resident students, a \$150 housing security deposit must be submitted with the lottery application.

The housing contract is for the 2019-2020 academic year. Students living in college apartments may reside there during vacation periods for example: fall break, Thanksgiving, a portion of winter

break, spring break and Easter. You will be asked to inform Residence Life if you are staying during a break for security. All personal belongings must be removed from the apartment by end term date listed in the contract.

**The contract may be cancelled prior to August 1, 2019 but you will be billed a cancellation fee of 30% of the total annual lease fee and lose your housing deposit. You may not cancel**

**the housing contract after August 1, 2019. Should you cancel, you will be billed for the entire academic year and lose your housing deposit.**

Each apartment building has an addendum, which will be provided through email; please read it carefully. The addendum informs you of certain services and requirements as a resident. (For example, placement of your garbage, connecting premium TV cable service, etc.)

Appeals of off campus/commuter denials and/or cancellation penalties of housing contracts will not be heard for:

- Financial reasons
- Stating that you were not aware/did not know of the College's housing policies and off campus requirements
- Signing an off campus lease prior to receiving approval

## COMMONLY ASKED QUESTIONS

### What happens if a member of our group drops out prior to the lottery?

You may substitute a new member to your group within five days. Otherwise, Residence Life will fill the position from the waiting list.

### What happens if a member of our group withdraws after apartment selection takes place?

The withdrawing group member will be penalized according to the cancellation policy for apartments. The Office of Residence Life may assign a new person to the space or may decide to substitute a group from the waiting list.

### What can we do if no one from our group can make the lottery time to select an apartment?

The group may arrange an appointment with the Associate Director of Residence Life. The group will meet with the Associate Director to list their top five (5) preferences for apartments. At the lottery time for the group, Residence Life will then select an apartment for the group based off of preference. If none of those apartments are available, Residence Life will make the most appropriate assignment.

