

Housing Process for New Manhattan School of Music Students 2009-2010

All Manhattan School of Music students, who, as of September 2, 2009, will be freshmen or sophomores, must live in the Andersen Residence Hall. All housing forms and deposits should be submitted to the Office of Student and Residence Life by May 18, 2009 for optimal results. Materials will be accepted until June 15, 2009, but housing requests received after May 18, 2009 are not guaranteed and will be assigned as space is available.

- 1. Verification of status.** The accepted students, as determined by the Admissions Office, will be given access to online housing materials through a link in Admission office acceptance/confirmation materials.
- 2. Housing packet.** New students will access the housing packet online. It includes the following items: cover letter, description of the housing process, residence hall agreement, resident information card, schedule of housing fees, a timeline of the housing process for new students, and emergency contact form.
- 3. Paperwork and Housing Deposit.** All new students entering the housing selection process are encouraged to submit a housing deposit of \$500 payable to Manhattan School of Music and with all housing paperwork (residence hall agreement, resident information card, and emergency contact form) immediately upon acceptance for best results. All paperwork and deposits for housing should be received in the Office of Student and Residence Life by May 18, 2009 for optimal results. Materials will be accepted until June 15, 2009, but housing requests received after May 18, 2009 are not guaranteed and will be assigned as space is available.
- 4. Submission of deposit and forms.** *New students are encouraged to send in their forms and housing deposit immediately (as soon as they are accepted), as there are a limited number of beds and housing assignments will start as early as **May 18, 2009**.* All new Manhattan School of Music students whose deposit and housing paperwork are received in the Office of Student and Residence Life by **June 15, 2009** will be placed into rooms, as space is available, and receive a written confirmation in a July email. **All new students who submit their deposits and/or paperwork after June 15, 2009 are not guaranteed housing and risk being put on a waiting list.** If space becomes available, we will place students from the waiting list into rooms. Students who submit forms after June 15, 2009 and who do not receive a housing assignment in the e-mail by mid-July should contact the Office of Student and Residence Life in late July to obtain assignment and orientation information. Those who do not submit paperwork in a timely fashion may jeopardize their opportunity to reside in Manhattan School of Music housing.

5. **Mailing address.** Please return all original housing forms and the housing deposit to the following address:

Office of Student and Residence Life
Room 112, Manhattan School of Music
120 Claremont Avenue
New York, NY 10027-4698

The faxing or emailing of forms is *not* preferred. Forms will not be processed until the deposit arrives. International students or students submitting forms late may fax their information but are requested to send the completed original forms as well. Please keep in mind the faxed copy arrives in a different office and is not always legible. The fax number is (212) 749-5471.

6. **Requests for exemption from campus housing requirement.** Any first year new student who fails to submit deposit and housing paperwork, but who is required to live in campus housing, risks being billed for housing for the academic year. New first year students may request to be considered for an exemption from the housing requirement, but there is a housing requirement at Manhattan School of Music and housing exemptions are often not honored. Please do not secure alternative housing, as students are expected to reside in Andersen Hall.

The request for a housing exemption needs to be received in the Office of Student and Residence Life by June 1, 2009. The request must be written by the student and must include detailed information explaining why the request should be honored. Supporting documentation that provides proof of the situation should be attached to the request. The request must also include contact information such as the student's name, email address, mailing address, and phone number. The request for exemption from housing can be sent to Cathy Raynis Meeker in the Office of Student and Residence Life at the address listed above.

7. **Selection of roommates.** If a student is selecting a double room and would like to room with a particular new student, both students should submit housing forms and housing deposits at the same time as soon as they are accepted and indicate their roommate requests on the residence information card. **To optimize the chances that roommates will be paired together, the forms for both roommates should arrive in the Office of Student and Residence Life by May 18, 2009. After this time, we cannot guarantee roommate requests.** If a request for a roommate is not stated, the Office of Student and Residence Life will try to match each resident with an appropriate roommate. If the requested roommate does not submit a deposit and housing forms at the same time and prior to May 18, 2009, we may be unable to place the two new students in the same room.

It is strongly advised that close friends do not request to room together.

8. **Single rooms. There are a limited number of single rooms.** There are not enough single rooms available for everyone who desires one. Students who are eligible for single rooms and request a single room but are assigned a double room will be placed on a single-room waiting list. They will be offered a single as one becomes available. If the student does not respond in a timely fashion, or declines the single, they will be taken off the single waiting list.

New first year undergraduate students will be placed in double rooms only.

New first-year students who are older and desire to be housed in singles or on the over 21 floor, must request their desired housing in writing on their residence information card and clearly state the rationale for the request.

9. **Floor selection.** Students may request a room on a floor where they meet the requirements (e.g., all female floor, all graduate floor, all over age 21, etc.). Floor requirements may be adapted as needed by the Office of Student and Residence Life. Different floors are designated for different populations. Housing designations are subject to change as needs dictate.

The information about who is eligible to live on each floor will be helpful as you put together your housing request.

Type of community tentatively designated for each floor:

14th	Graduate students Singles and doubles
13th	Over 21 graduate and undergraduate students Singles and doubles
12th	Over 21 graduate and undergraduate students Singles and doubles
11th	Graduate and undergraduate students Singles and doubles
10th	Undergraduate students Singles and doubles
9th	Undergraduate students Singles and doubles
8th	Undergraduate students

Singles and doubles

7th Undergraduate students
Singles and doubles

6th Female graduate and undergraduate students
Singles and doubles

5th Graduates and undergraduates
Singles and doubles

10. **Preferences are not final.** The Office of Student and Residence Life reserves the right to move residents into alternate rooms and to re-designate the type of community on each floor. The student is not guaranteed the room he or she requests, although the Office of Student and Residence Life will try to provide the requested room. There are a limited number of single rooms, so requests for singles may be denied.
11. **Deposits for housing are not refundable.** The \$500 housing deposit is not refundable. Even if the request for housing is cancelled, or if a person leaves housing before the end of the academic year in May 2010, unless reason is stated by MSM in the Housing Agreement, the \$500 is not refundable.
12. **Damage deposit refund process.** Individual and community damages will be taken out of the housing deposit and the remainder of the deposit will be credited to the person from whom the check originated at the completion of the academic year in June or July of 2010.
13. **The previous year's housing deposit cannot be used to secure the upcoming year's housing.** Individual and community damages will be taken out of the housing deposit at the completion of each academic year and therefore cannot be applied to the following year's housing deposit. New housing deposits will be required during each spring semester.
14. **Students must be in good financial, academic, and judicial standing with Manhattan School of Music.** Any student who is not will lose housing privileges.
15. **New students will be able to move into the hall on Wednesday, August 19, 2009, at a specific time between 8:00 AM and 1:00 PM. Orientation will begin between 2:00 and 3:00 PM.** New students will be assigned an exact move-in time in their housing assignment letter, which will be e-mailed this July. If you do not receive your housing assignment and orientation materials by the third week in July, feel free to call our office.
16. **Early arrivals are not allowed and late arrivals after orientation are discouraged.** Orientation helps students acclimate to the hall, to Manhattan School of Music, and to the city. Orientation and Friends and Family weekend registration materials will be e-mailed to students in early July.

17. **The residence hall closes for winter and summer breaks.** Unless a student completes all forms and payments for housing during the winter break, students need to find alternative housing during these periods.