Dear Emmanuel Parents and Families,

At Emmanuel College, we take every opportunity to enhance the growth and development of students. Living on campus is a critical part of their overall experience, so please help us in ensuring your student makes sound housing choices for next year. The housing selection process for 2015-2016 will begin soon. Instructions for Housing Selection have been already been provided to your student and are outlined below.

All relevant details are available to students on the Housing Selection Information site on the secure MySaints portal. Please assist us in directing your student there. Students will have the option of choosing from available inventory in on-campus residence hall locations and satellite options, including apartment-style living at CityView at Longwood.

The Living/Learning Community for Spirituality and Engagement at the Notre Dame Campus will also be available. This living/learning community, entering its second year, is maintained collaboratively by Residence Life & Housing and Mission & Ministry to foster a residential environment focusing on urban engagement, social justice, spirituality, and mission. Students in the community have the opportunity to incorporate these interests into their residential experience by participating in community service initiatives and educational opportunities and by acting as agents of social justice for the neighborhood and city. All Notre Dame Campus application materials are due by February 27, 2015. Please have your student contact Residence Life & Housing directly for more information about living at the Notre Dame Campus.

For the overall process, each student wishing to participate in housing selection must (1) be paid in full or be current on the monthly payment plan for the Spring 2015 semester, (2) complete the Housing Lease/Preferences Questionnaire, and (3) submit a $200 housing deposit which will be applied to the fall semester bill. The questionnaire and deposit are due no later than Tuesday, March 17, 2015, at 4 p.m. The questionnaire is available on the Housing Selection Information site. A student’s housing application is complete only if the three criteria above are met by the March 17 deadline. Any student who does not fulfill all three criteria by the deadline will be placed on a non-guaranteed wait list for housing and will not be eligible to participate in Housing Selection.

All payments and questions should be directed to the Office of Residence Life & Housing located on the ground floor of St. Ann Hall. If you will be assisting your student with the housing deposit, please note the following accepted forms of payment:

- **Check** – Please make your check payable to Emmanuel College and be sure to include your student’s name and Emmanuel ID number on the memo line. Give this check to your student so that she or he can submit it directly to the Office of Residence Life & Housing.

- **Credit Card** – Please go to [http://www.emmanuel.edu/student-life/residence-life-dining/living-on-campus/room-selection.html](http://www.emmanuel.edu/student-life/residence-life-dining/living-on-campus/room-selection.html) and follow the Housing Deposit Link to make a payment with your Visa, MasterCard, or Discover credit card.
Please note the Housing Selection timeline:

- **Friday, February 27, 2015**: Applications due for Notre Dame Campus
- **Friday, March 13, 2015**: Notre Dame Campus notifications sent
- **Tuesday, March 17, 2015**: Housing Lease/Questionnaire and Deposit due by 4 p.m.
- **Tuesday, March 17, 2015**: Group Housing Application due by 4 p.m.
- **Monday, March 30, 2015**: Students issued housing selection numbers
- **Thursday, April 9, 2015**: Housing selection
- **Tuesday, April 14, 2015**: Rising Seniors and Rising Juniors selection
- **Thursday, April 16, 2015**: Rising Sophomores and returning First-Years selection
- **TBD**: Notre Dame Campus selection

Any student issued a housing selection number who does not attend Housing Selection will be placed on a non-guaranteed housing wait list.

Students who apply for housing but later make alternate plans can cancel their assignment and may receive a partial deposit refund according to the cancellation schedule. For cancellations received…

- **by Wednesday, April 29, 2015**: housing charge will be removed, 50% deposit refund credited
- **between April 30 - August 28, 2015**: housing charge will be removed, full deposit forfeited

To cancel housing, your student must complete the on-line cancellation request available on the Housing Selection Information site. After August 28, all assigned students are committed to housing for the entire academic year - both Fall 2015 and Spring 2016 semesters.

Please be advised that Move-In for the Fall 2015 semester will take place the weekend prior to Labor Day Weekend. Move-In details will be made available this summer.

The city of Boston has asked us to emphasize that, per city ordinance, no greater than four unrelated persons may share a dwelling in the city. This ordinance is designed to alleviate overcrowding and does not apply to College-owned properties. Please keep this in mind if your student is considering living off campus for next year.

We will be offering Housing Selection information sessions for your student in February and March. If you have any questions about the housing selection process, please feel free to review the Housing Selection information on our web site, [http://www.emmanuel.edu/student-life/residence-life-dining/living-on-campus/room-selection.html](http://www.emmanuel.edu/student-life/residence-life-dining/living-on-campus/room-selection.html), or contact the Office of Residence Life & Housing at 617-735-9746.

Thank you for your time and attention.

Sincerely,

Susan K. Benzie
Director of Residence Life and Housing