

# INDIANA TECH

## HOUSING INFORMATION

**APPLICATION PROCEDURE** – The housing application and \$350 deposit may be submitted online at [www.indianatech.edu/housing](http://www.indianatech.edu/housing).

**DO NOT SEND CASH** – If you can't submit the payment online, make remittance payable to *Indiana Tech* by check or money order and mail it to the admissions office (not housing).

**HOUSING GUARANTEE** – Housing can be *guaranteed* only if the deposit is paid by May 1<sup>st</sup> (prior to first term of attendance). If paid after May 1<sup>st</sup>, you will be placed, based on availability.

**ROOM RESERVATION REFUND** – The \$350.00 deposit will be held as a reservation deposit for as long as you are on the list for assignment. Once this assignment is made, this deposit is held as a Damage Deposit. Since assignments are made on the basis of the date of deposit received, application and deposit must be made before the prospective student is admitted to university housing. The deposit will be retained for as long as the student continues to utilize campus housing and will revert back to a reservation deposit each summer. Should a student decide to cancel the room reservation, a refund of the \$350.00 deposit may be obtained by submitting a written request or email to the Business Office postmarked no later than May 1<sup>st</sup> of the current year's upcoming fall semester or December 1 of the upcoming spring semester. Failure to provide written notice of cancellation by that time will result in forfeiture of the entire deposit.

**CONTRACTS** – All freshmen and sophomore students are required to reside in campus housing. Immediate exemption may be granted if the student is

- a. 21 years of age or older prior to the start of the semester of initial enrollment.
- b. Living with responsible relative within 50 miles of the university.
- c. Married and living with spouse within 50 miles of the university.
- d. Veteran of the U.S. Armed Forces.
- e. Special circumstances requiring additional consideration.

When an assignment is made, the information will be emailed to the student. The housing contract is binding for the entire academic year.

**HOUSING DATES** – Please refer to the academic calendar for the current year's housing dates

**ROOM ASSIGNMENTS** – Room assignments are made in late May and information on the assignments will be sent out by email only in early June. Initial requests for specific roommates are honored provided the deposits and applications are made prior to May 1<sup>st</sup> and both applicants indicate their preference for each other as roommates on the online application. If a specific roommate is not requested, the Residence Life Office assigns a roommate using personal background information furnished on the application to achieve maximum compatibility. Building selection priority is made based on the completion date of a deposit and application. The university reserves the right to make changes in the room assignments when it is in the best interests of the residents and/or the university.

**Housing Information (Cont'd)**

## Page 2

**ROOM ACCOMMODATION AND BOARD** – Please refer to the current university fee schedule for room and board rates. Please note that housing fees are separate from board plan fees and requirement for board participation varies by building and class standing.

*\*Kalbfleisch Hall is currently used to house athletes on a specific housing scholarship chosen by the coaching staff. \*\*Townhouses and Yergens-Rogers are available to sophomore students and above.*

**MEAL SERVICE (Board Plan)** – All first year students are required to participate in the full meal plan. In addition, any student residing in the Pierson Center Hall, Warrior Row C, and Kalbfleisch Hall is required to participate in the full meal plan. Returning or transfer students in Evans-Kimmell Hall or Frank and Anne Oropeza may choose between the 5 meal, 10 meal or full meal plan options. Returning or transfer students assigned to a townhouse or Rogers Hall may participate in a meal plan or opt out by designating none.

Contract meals begin on the first official date of housing each semester mentioned on page one and end after the last examination at the end of each semester. Contract meals are not served during the Fall Break, Thanksgiving holiday, Christmas holiday, or Spring Break.

**ROOM FURNISHINGS AND SUPPLIES** – For information on room furnishings and amenities in each building, please visit [www.indianatech.edu/housing](http://www.indianatech.edu/housing). None of the furniture may be removed from the room. Mattresses are Twin Long and you will need to provide your own bedding. Refrigerators are allowed but limited to 4 cubic feet. You may want to bring a small desk lamp for additional lighting. Hot plates, air conditioners, space heaters, etc. are not permitted. Since a majority of students tend to have cell phones, telephone service is not provided in the rooms. Toiletries and cleaning supplies will be your responsibility. Shower curtains will be provided. Additional information on rooms and suggestions on what to bring is also located on the website.

**LAUNDRY FACILITIES** – Laundry machines are provided in each facility for residential students only at no additional cost. Students desiring finished laundry and/or dry cleaning service may find this available within a reasonable distance off campus.