

ROOM SELECTION PROXY FORM – 2020-21

If you cannot attend your appointment, you may ask another person to attend in your place using this form. **It is important to trust your proxy, as they will be selecting your space for the year and solidifying your commitment to campus housing.**

Your Information:

Name:	Room Selection Code:
DePaul ID Number:	Current Class Standing:
Current Building or Room Number:	Primary Phone Number:

Proxy Information:

Name:	DePaul ID Number or Government Issued ID Number:
Email:	Primary Phone Number:

Please circle "Yes" or "No" for each of the housing options you are authorizing your proxy to select for you. **You will only be assigned to preferences that are circled "Yes."**

Lincoln Park

Belden-Racine Hall Yes No	Centennial Hall Yes No	Clifton-Fullerton Hall Yes No	Corcoran Hall Yes No	Courtside Apartments Yes No	McCabe Hall Yes No
Munroe Hall Yes No	Sanctuary Hall Yes No	Sanctuary Townhomes Yes No	Sheffield Square Yes No	University Hall Yes No	

University Center (Loop Campus)

Private Room Yes No	Double-Deluxe Suite Yes No	Quad Semi-Suite Yes No
2-Bedroom Apartment (4-Person) Yes No	4-Bedroom Apartment (4-Person) Yes No	Studio Apartment Yes No

Waitlist

In case your preferred housing units are not available, would you like to be placed on the waitlist?	Yes No
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I designate the person named above to act on my behalf during the Room Selection process. I fully understand that I am responsible for instructing my proxy with regard to my room preferences, and I am obligated to accept the assignment that they choose on my behalf. I understand I will be assigned the minimum required dining plan.

Your Signature:_____ **Date:**_____

You agree, by signing below, to be the proxy for the applicant named above. Choice of a unit must be made at the applicant's appointment time (or the applicant's intended roommate's appointment time, if applicable). This form must be presented at the Room Selection appointment time and completed with signature.

Proxy Signature:_____ **Date:**_____

See back page for additional information, including cancellation policy.

ADDITIONAL INFORMATION FOR COMPLETING A PROXY FORM

Pull Ins and Proxy Forms:

Proxy forms are a great way to pull in your friends as roommates and not have everyone attend Room Selection. In your group, use the prospective roommate with the earliest Room Selection appointment. You or someone in your group must have the proxy forms for everyone who is not attending in order to be assigned together. Only students who have a room selection code and who are current residents may participate or be pulled in to a unit.

More Information:

Please contact the Department of Housing at (773) 325-7196 if you have any questions about Room Selection and proxy forms. Also, there is additional information on our website at go.depaul.edu/roomsel.

Financial Commitment:

The housing agreement you submitted does solidify a financial commitment to DePaul University for the upcoming academic year. The minimum required meal plan will be assigned during the housing booking process.

Cancellations:

Housing Cancellation:

All campus housing cancellation notifications must be made in writing directly to DePaul Housing; notifying DePaul University's Admissions Office, Student Records, or other DePaul University offices is not enough. Verbal cancellations will not be honored. Cancellation notifications are confirmed once a student successfully completes the entire checkout process with DePaul Housing. The cancellation policy applies to all students who have been confirmed for campus housing.

Full-quarter/-semester charges for the current quarter/semester will remain and a \$1,500 cancellation fee will be assessed for all students who cancel and move out prior to the end of any given quarter/semester and after the start of the term of this Agreement or first day of occupancy, whichever is earlier. These charges apply regardless of the reason for cancellation, including students who cancel due to a withdrawal from the university, or students who are removed from campus housing or dismissed from the university for conduct or academic reasons.

A \$1,500 cancellation fee will be assessed to students who cancel if they (1) are continuing students who cancel after being confirmed for campus housing and prior to the start of this Agreement or first day of occupancy, whichever is earlier; or, (2) students who cancel during winter break.

See section 4 of the terms and conditions for the full cancellation policy.

Meal Plan Cancellation:

Signing the housing agreement holds students to the meal plan terms and conditions.

DePaul meal plans can only be changed or cancelled prior to the following dates for each quarter: fall quarter, August 30, 2020; winter quarter, January 2, 2021; spring quarter March 20, 2021.

Meal plans for University Center residents cannot be changed or cancelled after the first day of classes for each quarter/semester.

If a student cancels their housing agreement, the meal plan will be cancelled for any future quarters.

Full meal plan terms can be found in section 5 of the 2020-21 terms and conditions and on our website.



DEPAUL UNIVERSITY

**DEPARTMENT OF HOUSING AND
STUDENT CENTERS**

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