

HARTWICK COLLEGE TOWNHOUSE, LEITZELL AND ON CAMPUS HOUSES  
HOUSING UNITS REQUEST FORM - Office of Residential Life and Housing  
Due by 5:00 p.m., April 10<sup>th</sup>, Dewar Union #418

FOR OFFICE USE ONLY  
RANK GROUP #

We the undersigned wish to submit our names as a group intended for on-campus houses, Townhouse Suites or Leitzell Hall.

**\*\* Please note—you must have four students to be considered**

| NAME  | CLASS YEAR |
|-------|------------|
| _____ | _____      |
| _____ | _____      |
| _____ | _____      |
| _____ | _____      |

**\*PLEASE NOTE: A STUDENT CANNOT BE ON MORE THAN ONE INTENT FORM.  
STUDENTS FOUND ON MORE THAN ONE FORM WILL BE ASKED TO PICK THE GROUP HE/SHE  
WANTS TO BE WITH PRIOR TO THE POSTINGS. THE GROUP THAT IS LEFT WITHOUT FOUR STUDENTS  
WILL THEN FORFEIT THEIR OPPORTUNITY TO RESIDE IN A SUITE.**

**Groups will be ranked as follows:**

1. All seniors first, plus average of individual points
2. 3 seniors and 1 junior, plus average of individual points
3. 2 seniors and 2 juniors, plus average of individual points
4. 1 Senior and 3 juniors, plus average of individual points
5. 4 juniors, plus average of individual points
6. So on and so forth

**PLEASE NOTE: Students CANNOT sign up for Townhouse or Leitzell Suites if they will not be here for the full year. Students studying abroad in fall or spring cannot sign up for these options. Students graduating before May 2013 cannot sign up for these options.**

Group standings will be posted **April 12<sup>th</sup>** outside of the mailboxes, 3rd floor Dewar Union and Office of Residential Life & Housing, 4th floor Dewar Union.

**This selection process will begin at approx. 7:00 p.m. on April 17th, in the Farrington Room.**

Students will select a location according to group numbers posted (all seniors selecting first, seniors and 1 junior second, and so on) until all 4 person housing units are filled. Remaining students may add their names to the wait list.

Those students who sign into a housing unit on **April 17<sup>th</sup>** must complete and submit a residence agreement on or before 5:00 p.m. **April 20<sup>th</sup>**. Failure to submit signed agreement may result in individual/group forfeiting the space.

**\*PLEASE NOTE: IF A GROUP MEMBER DECIDES TO NOT LIVE WITH THE ABOVE GROUP AFTER THEY HAVE SIGNED INTO THE SPACE, THE GROUP WILL HAVE 2 WEEKS TO FILL THE SPACE WITH A SUITABLE REPLACEMENT. (IE: IF A SENIOR DROPS FROM THE GROUP, THEN THE GROUP MUST FILL THE SPACE WITH ANOTHER SENIOR.) THE REPLACEMENT PERSON MUST KEEP YOUR GROUP WITHIN THE SAME HOUSING OPTION YOUR GROUP HAS SELECTED (I.E. IF IN TOWNHOUSE, REPLACEMENT PERSON MUST KEEP YOU THERE). IF THE SPACE IS NOT FILLED THE OFFICE OF RESIDENTIAL LIFE AND HOUSING RESERVES THE RIGHT TO FILL THE SPACE WITH THE NEXT GROUP ON THE WAITLIST OR WITH ANOTHER STUDENT.**

**\*\*PLEASE NOTE: LEITZEL SUITES ARE ALL SINGLE-GENDER SUITES.**

If you have questions regarding this Selection process please call x4501.