

# HOUSING APPLICATION PROCESS

## Complete your Housing Application

- [www.westliberty.edu/residence-life/application](http://www.westliberty.edu/residence-life/application)
- New students are encouraged to complete their application early.
- Students are encouraged to complete the application fully, including selecting four different housing options. If the first option is not available, the office will utilize second, third and fourth options to assist in placing the student. Please understand not all requests can be met initially.
- Students can request roommates and are guaranteed their request if both roommates request each other.
- Students may request suitemate(s), but we are not able to guarantee suitemates, and will assign if possible based on space availability and mutual requests.

## Pay the \$100 Damage Deposit

- [www.westliberty.edu/residence-life/application](http://www.westliberty.edu/residence-life/application), select “online payment option”
- Deposits are carried over each year for the student as long as they reside on campus.
- Refunds are made if a student cancels housing prior to their deadline at [www.westliberty.edu/residence-life/cancel](http://www.westliberty.edu/residence-life/cancel), or when they graduate.
  - Cancellations for Fall semesters: deadline for refund is July 31<sup>st</sup> prior to the start of semester.
  - Cancellations for Spring semesters: deadline for refund is December 31<sup>st</sup> prior to start of semester.
  - All students are required to pay the housing damage deposit.

## Housing Accommodations

- Print the Housing Accommodation Request Form online at [www.westliberty.edu/residence-life](http://www.westliberty.edu/residence-life) in the Housing Forms section
- Request through your treating physician/clinician to have the form completed and submitted to the Housing Office.
- Additional documentation may be requested based on the specific accommodation request.

## Changes after you submit your application

- If you wish to make any changes to your application, email [residencelife@westliberty.edu](mailto:residencelife@westliberty.edu) or call (304)336-8345.

## Assignments for New Students

- New students are assigned based on the date that both their housing application and deposit are applied.
- Assignments are sent early in June to all new students through email.
- Changes can be made by emailing [residencelife@westliberty.edu](mailto:residencelife@westliberty.edu) or call (304)336-8345.
- Students who are unable to get a private room will be placed on a waiting list should additional spaces become available.

## Room Changes and Consolidation

- Room changes can be made by contacting the Office of Housing & Residence Life at any time from the date of application through the final move out. Students are encouraged to seek assistance if they are dissatisfied with room options or roommates.
- Students who are left without a roommate for any reason, and who are not interested in paying the additional cost for a private room, will be placed in the Housing Consolidation Process. This process continues throughout each semester and assists the student in finding a roommate that they feel is compatible.