1. Applications are made in the Dean of Student's Office.

2. A deposit equal to one month’s rent is required to secure housing.
   A. For current students, deposit must be made before apartments are assigned.
   B. For new students, deposit must be made 3-4 weeks following the assignment.
   C. Deposit is refundable (with one exception) if for some reason the student decides not to rent college housing. Exception: For fall semester housing, deposit is not refundable after July 1.

3. Generally, assignments are made in order of date of application.

4. The needs of applicants are considered when assignments are being made.
   A. The following priorities will be given to applicants when applying for the two and three-bedroom duplexes:
      1. married students with children
      2. single students with children
      3. single students with children and another adult(s) living in the same family
      4. married students with or without children and another adult(s) living in the same family.
   B. Other applicants applying for larger housing will be considered last.

5. In order to remain in married student housing, one resident of the apartment must remain a full-time student taking at least 12 hours per fall and spring semester. It is not necessary to be enrolled in summer school to keep the apartment.

6. Students are expected to vacate the apartment 7-10 days after graduation or after finishing their final term.

7. If a student plans to move out of married student housing, it is his responsibility to notify the Dean of Students Office as soon as possible.

8. When married student housing is vacated an inspection is made by the Physical Plant. Upon inspection if the Physical Plant determines that the vacated apartment is unclean or damaged the deposit will not be refunded. The student will be charged for any damage repair or cleaning that exceeds the rental deposit.