

## Housing Application Process

Students in need of housing, who are admitted for an upcoming semester, may submit an email to: [housing@lamar.edu](mailto:housing@lamar.edu). In the subject line, include all semesters that housing is needed (Ex. Summer 2011 or Fall/Spring 2011-2012). In the body of your message please include the following:

1. First & last name
2. LU / LIT student number
3. Telephone number (please provide a home & and cell phone number)
4. Gender
5. Email address (only if you want us to respond to a different email than you originally sent from).

Once student's admittance to Lamar/LIT is verified, and the information is processed, a username and password will be provided via email, in order to complete the next steps in the housing process. Please allow 2-3 business days for receipt of this information.

**Students will be able to register for housing on a first-come, first-serve basis. In order to receive a room assignment, the following steps MUST BE COMPLETED:**

1. **Online housing registration**
2. **Class registration**
3. **Proof of meningitis vaccination (Vaccination must be dated at least 10 days prior to move-in. Please mail or fax proof documentation to the below address or fax number.)**
4. **Room Selection for returning students will begin on June 6, 2011. Room selection for new and transfer students will begin on June 13, 2011.**

In the event that rooms are not available, Cardinal Village will allow students to sign up for the waiting list. Every effort will be made to assign wait-listed students; please be advised that the waiting list DOES NOT guarantee housing for the academic year. The Cardinal Village Staff will work diligently to contact all students once a room is made available.

## Cancellation Policy

- Summer semester cancellations received after June 1, 2011 will be charged a \$200.00 lease termination fee.
- Fall/Spring semester cancellations received after Aug 1, 2011 will be charged \$200.00 lease termination fee.

If you have any questions or concerns, please feel free to email us at [housing@lamar.edu](mailto:housing@lamar.edu).

