



Office of Residence Life and Housing  
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**Date: March 30, 2010**

**To: Attention All Cheyney University Students:**

**From: Office of Residence Life and Housing**

**Re: 2010 -2011 NEW Housing Selection Process**

Dear Cheyney University Student:

The Office of Residence Life and Housing is currently implementing a new Housing Selections Process. If you are planning to reside in housing for the 2010-2011 academic year, you will need to make sure that you pay close attention to all of the documents and the procedures outlined in your Housing Selection packet that has been provided with this correspondence. In order to insure that you reserve a room for the 2010-2011 academic year, be sure to read all materials, complete all paperwork thoroughly, and meet all deadlines. Please be advised of the following:

- 1. Current non-residential students wishing to reside in housing for the 2010-2011 academic year may print all forms from the Office of Residence Life and Housing website. Be sure to note all deadlines.**
- 2. Students with outstanding financial balances due to the University are encouraged to resolve this matter with the university prior to the Housing Selection Process on April 26<sup>th</sup>, 27<sup>th</sup>, and 30<sup>th</sup>.**
- 3. Students who do not pay their \$200 Non-Refundable Housing Deposit and who do not have a valid Cheyney University ID will not be allowed to participate in the Housing Selection Process.**
- 4. All room assignments are final and will not be change until the Open Room Change Process scheduled for September 2011.**
- 5. Be advised that should you fail to resolve any outstanding financial balance with the University, your 2010-2011 housing assignment will be forfeited.**

Should you have any questions, please feel free to contact your Resident Advisor, Assistant Director, and the Office of Residence Life and Housing.

Thank you for your cooperation with this new process as we move forward to continue to serve you!  
Sincerely,

Mrs. Tammy Hilliard-Thompson  
Director, Office of Residence Life and Housing

**Cc: Cheyney University's Campus Community**

**Enclosure: 2010-2011 Housing Selection Process Checklist  
2010-2011 Housing Selection Process Timeline  
2010-2011 Student Housing Occupancy Agreement  
Housing Request Form**