



Dear Student and Family,

Room selection is quickly approaching. This is the process by which current students select a room for the Fall 2013-Spring 2014 academic year. **Students who do not participate in the room selection process by March 14, 2012 will not have a housing assignment for the 2013-2014 academic year.**

**The room selection process is as follows:**

January 28, 2013-February 18, 2013 **Same Room Renewal** is open to current residents of Ludlow, George Washington, Gramercy, and 10<sup>th</sup> Street

February 21, 2013-February 22, 2013 **Room Selection** will open by appointment for all current residents, based on seniority.

February 22, 2013- March 7, 2013 **Room Selection** will be open to all current students

**Step 1:** Pay your placement fee

All students who participate in room selection must pay a \$300 non-refundable placement fee.

- Please pay online at <http://www.sva.edu/paybill>
- Select the link "**Online Payment (without login or password)**"
- Use the BLUE highlighted box for Housing Placement Fee and Housing Damages

The Office of Student Accounts will inform our office of your payment prior to room selection. If you are not a current resident, you must deposit \$800, which includes your placement fee and \$500 security deposit.

**February 13, 2013** deadline for payment of placement fee to participate in **Same Room Renewal**, and to be eligible for **Room Selection** starting on February 20, 2013.

Payments will be accepted after February 13, 2013, but students are requested to allow a two business day processing time until the **Room Selection** process is open to the student.

**Step 2:** Fill out a Room Selection Application

Log in to <https://reslife.sva.edu> and complete a room selection application. Steps 1 and 2 must be completed two business days before the student is eligible to participate in either **Same Room Renewal** or **Room Selection**.

**Step 3:** Review the housing agreement including the housing cancellation policy.

All students must review and agree to the housing cancellation policy and terms of the housing agreement before signing up for housing. We ask that students also share this information with their families.

If you have any questions, feel free to contact your Resident Assistant or the Office of Residence Life by email at [reslife@sva.edu](mailto:reslife@sva.edu).

Sincerely,  
The Office of Residence Life