

Clarion University – Venango

Student Apartment Application Process

Students who wish to live in the Student Apartment Complex, owned and operated by the Clarion University Foundation, Inc., should complete the following steps:

- Complete and return a housing application, including the \$25 application processing fee. **Be sure to mark the appropriate term for which you are applying.**
- A lease agreement will be sent to you via email, please print out TWO (2) copies of this. (or if preferred, US Postal mail - please indicate this preference on your application)
- Read, sign, & initial BOTH copies, and return **with the security deposit**. This is what will secure your space (provided spaces are available.) A signed copy will be returned to you for your records.
- Your lease agreement will also require payment of the first installment by a specified date. Please call with any questions related to this.
- You will receive your housing assignment information by mid-July. This will be sent to your Eagle mail account and your home address.

A few FYI's:

The student apartments are not owned by the University, therefore the housing cost is not automatically included on your bill. Students can use their financial aid refund to pay for their housing cost each term.

The apartments are managed by a local real estate agency, Oil Region Realty, operated by Mr. Bob Murray. Bob handles all the information related to billing, maintenance, grounds, etc. The Venango Student Affairs Office works very closely with Bob, and handles staffing of the property, housing assignments, policy enforcement, and programming.

Rental is not “per month” in the traditional sense-instead it is the cost of the housing broken into installment payments. An academic year lease is ten installment payments, and a full year lease is twelve installment payment. This is why installments may be due prior to taking residence.

Once the lease is signed and the security deposit submitted, the lease becomes binding and enforceable. The only way to vacate the lease agreement is in the event the space can be leased to another student.

Please be sure to thoroughly read the lease agreement. Should you have any questions please contact either Oil Region Realty at (814) 677-2326 or Student Affairs at (814) 393-1269.