HOW TO APPLY FOR HOUSING
ON-CAMPUS HOUSING AND REINHARD VILLAGES APARTMENTS

All housing contracts are done online using the login information that you use to log into your MyClarion mail using your username and password.

Instructions for completing the Spring 2016 housing application

1. Go to the Living at Clarion home page.
2. Click the link “Apply for Housing” and enter your MyClarion username (Login ID) and password information.
3. Click the link to access the “Spring 2016 - On Campus and Reinhard Villages Housing Application.

The Housing Application is a four-step process:

Step 1: Complete the Application Questions and your Living Style Preferences.

NOTE: Students will be able to select their room type preferences. Students will be manually assigned by the Residence Life staff based on your living style preferences. Rooms are limited and assignments will be made on a first-come, first-served basis.

You have two location options:

1) On Campus Suites

2) Reinhard Villages Apartments

Step 1A (OPTIONAL): Select your Roommate Preferences.

Step 2: Review and agree to the Termination/Cancellation Process and Fees Policy.

Step 3: Review and agree to the Terms and Conditions of the University Housing Contract.

Step 4: Pay the $200 non-refundable housing application fee and electronically sign the Housing Contract.

4. Please read carefully the Termination/Cancellation Process/Fees and Refunds Policy; the University Housing Contract and PRINT a copy for your records. Once you “Agree” to the Housing Contract Terms and Conditions you have entered into a binding contract. **DO NOT sign another housing contract or lease.** If you are under age 18 at the time you agree to the terms and conditions, it is inferred by submitting your contract that your parents/legal guardians are also in agreement.

5. A confirmation e-mail will be sent to your MyClarion e-mail address once your contract is received by our offices. If you do not receive a confirmation e-mail, please contact us.

6. Students will be able to choose to live on campus and/or Reinhard Villages by selecting their room style preferences. Assignments will be done manually by the Center for Residence Life Staff. We will
try to accommodate your living style preferences in the order you select. However, rooms are limited and will be assigned on a first-come, first-served basis. Please monitor your MyClarion e-mail account for any updates regarding housing.

7. If you exit the application for any reason before agreeing to the terms and conditions and/or paying the $200 housing application fee, you can return to the application at any time to complete.

8. Once your application is complete, you can edit certain sections of the application by selecting “Edit Your Spring 2016 Application”.

9. Once room assignments are made they are final until the room/hall change process begins at the start of school.

10. If you have any questions, concerns, or problems regarding the housing application process, please do not hesitate to contact the Center for Residence Life Services at 814-393-2352 or email reslife@clarion.edu.