Renewals Workbook

October 31–November 3
Step 1: Renewal Sign-Up

November 6–12
Step 2: Roommate Adds
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General Information

Open Office Hours For Renewal Sign-Up
Information And Questions:

Friday, October 20
8:00 a.m. – 5:00 p.m. | Grace Watson Lobby
For more information, visit the housing website at housing.rit.edu.

Renewal Sign-Up Dates

Step 1: Renewal Sign-Up
October 31–November 3.

Step 2: Roommate Adds
November 6–12.

What is Renewal?
Students living in RIT apartments, University Commons suites, and the RIT Inn have the opportunity to renew their housing contract for the space they are currently living in for the 2018–2019 academic year.

To participate in Housing Selection, you must meet the eligibility requirements:
• Not graduating.

Your To-Do List:
• Renew your housing by completing a 2018–2019 housing contract at myhousing.rit.edu between October 31–November 3.

NOTE: The housing contract you need to complete will not be available until 12:01 a.m. October 31st.

• If there is a vacancy in your 2018–2019 RIT housing after November 3rd, and you want to add a roommate to that vacancy for the 2018–2019 academic year, you must add the roommate between November 6–12. See Step 2 on page 2.

Features of the Renewal Process:
• Renewals are online at myhousing.rit.edu.
• You will renew as an individual, not as a group.
• You will use the online roommate add process to fill a vacancy.

If you are not going to renew your current housing for the 2018–2019 academic year, go directly to page 3 for other Housing Selection options.

Twitter: @RITHousing
Facebook.com/RITHousing
Instagram: @RIT Housing
**Step 1**

Students who are currently assigned to an RIT apartment, University Commons suite, or the RIT Inn who want to return to the same assignment for the 2018–2019 academic year must do the following:

**Step 1: Complete Contract**
- Go to [myhousing.rit.edu](http://myhousing.rit.edu) between October 31–November 3.
- Complete a contract for the 2018–2019 academic year.
- When completing your online contract, be sure to click on Reserve Bed under the renewal button and then hit submit.

The housing contract you need to complete to renew your housing contract for the 2018–2019 academic year will not be available on the housing portal ([myhousing.rit.edu](http://myhousing.rit.edu)) until 12:01 a.m. October 31, 2017.

**Step 2**

**Step 2: Roommate Add Process**
For students who renewed and want to fill vacancies.

**Between November 6 – 7**
If you renewed your current housing (step 1) you will receive an email notification if the apartment, suite, or room you renewed has any vacancies for the 2018–2019 academic year. You will have between November 6–12 to complete the online roommate add process in order to add in a student(s) of your choice to fill the vacancy you may have in your housing unit.

**November 6–12**
The student to be added to your vacancy must go to [myhousing.rit.edu](http://myhousing.rit.edu) between the dates of November 6–12 and do two things:
- Complete a 2018–2019 academic year housing contract.
- Complete a roommate add request.

After the student to be added has completed their contract and roommate add request form, you and your roommates must go to [myhousing.rit.edu](http://myhousing.rit.edu) between November 6–12 and each complete a roommate add approval.

**Example**
Four students live in a 2-bedroom Colony Manor apartment. Three of the four students went online and renewed their contracts. The fourth student did not renew since she is graduating in May. The three students who renewed may decide as a group who they want to add in to the vacancy created by the student graduating. To roommate add a student of their choice in the vacancy, the student adding into the apartment has to complete a 2018–2019 housing contract along with a roommate add request. The three students who renewed have to submit a roommate add approval between November 6–12.

**IMPORTANT – Please Read Carefully!**
Students who do not fill vacancies in their 2018–2019 housing by 11:59 p.m. on November 12th will no longer have the opportunity to add another student to a vacancy.

All vacancies in RIT apartments, University Commons suites, and the RIT Inn that remain open at 11:59 p.m. on November 12th will be entered into the available space pool for Room Selection and assigned to students who participate in that process.
More Information

University Commons Only
Under the Renewal button on your online contract, you will see a link to a PDF for the University Commons Suite Bedroom Sign-Up Form. Print, complete, and submit this form to Housing Operations no later than November 13.

Canceling Your 2018–2019 Housing Contract
If you decide you no longer need RIT housing for the 2018–2019 academic year, you must cancel your housing contract. You can cancel your housing contract via the housing portal at myhousing.rit.edu by recalling your housing contract and clicking on the Cancellation button.

Cancellation Schedule

<table>
<thead>
<tr>
<th>Cancellation Fee</th>
<th>Cancellation Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>No penalty</td>
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</tr>
<tr>
<td>$300</td>
<td>May 02–31, 2018</td>
</tr>
<tr>
<td>$500</td>
<td>June 01–July 31, 2018</td>
</tr>
<tr>
<td>$700</td>
<td>August 01–August 26, 2018</td>
</tr>
</tbody>
</table>

Questions? Contact us at:
Housing Operations

Office: Grace Watson Hall
Phone: 585-475-2572
Email: housing@rit.edu
Portal: myhousing.rit.edu
Website: housing.rit.edu
Facebook: facebook.com/RITHousing
Twitter: @RITHousing
Instagram: @RITHousing

Not Renewing
If you are currently living in an RIT apartment, University Commons suite, or at the RIT Inn and you do not want to renew your assignment for the 2018–2019 academic year, you do not need to take any action.

If you would like to participate in Room Selection, please see the Room Selection Workbook on our website at housing.rit.edu for details and instructions. Room Selection is an online process that begins November 15.

Spring Semester 2018–2019 Academic Year
The Housing Selection Renewal process only applies to the 2018–2019 academic year and has nothing to do with spring semester housing assignments for the 2017–2018 academic year. If you want to add into an RIT apartment/UC suite for spring semester, you need to go through the online roommate add process.