



Housing Process for the 2019-2020 Academic Year

Rates for the 2019-20 academic year are \$4,325 per semester (\$8,650 per academic year)

CURRENT RESIDENTS

February 11th (12 Noon) through February 15th (4pm)

Current residents with **29** credit hours or less as of December 2018 may renew their housing by completing the following steps:

- 1) Submit a \$325 Reservation Fee to the Management Office **by 4pm on Friday, February 15th**. Payments can be made via your Resident portal or by check or money order (no cash) in the Paca Management Office.
- 2) After your payment has been submitted you will receive an email which will allow you to complete the Housing License, Guarantor Form and Renewal Intent Form. **These forms MUST be completed in order to reserve your space for next year.**

Residents who do not return forms by the deadline (2/15, 4pm) will not be able to choose a room in the internal process. With your Renewal Intent form, you will indicate if you wish to stay in your current unit or change to a different unit. You will also tell us whom you want to live with. **At this point you can request to pull in new residents not currently living in Paca and Tubman Houses (see below).**

PULL INS

February 18th (12 Noon) through February 22nd (4pm)

Must have less than 29 credit hours as of December 2018

Students being "pulled in" by **current** Paca and Tubman House residents can reserve their space at this point by completing the following steps:

- 1) Complete an Online Application at www.pacatubman.com, and submitting the \$325.00 Reservation fee by February 22nd at 4pm. Payments can be made in person at the Paca Management Office with a check or money order (no cash).
- 2) Once your application and reservation fee have been submitted you will receive an email which will allow you to complete the Housing License, Guarantor Form and Profile Sheet .. **These forms MUST be completed in order to reserve your space for next year.** The Profile Sheet will allow you to indicate preferred roommates.

INCOMING FRESHMAN

February 1st

Incoming Freshman for the 2019-20 academic year are given priority in completing the housing process. We will begin accepting on-line applications on 2/1/19 at 12 Noon. Offers will be made as space permits beginning 2/2/19. We will continue to extend housing offers until the buildings are full. Incoming Freshman who have been notified via e-mail that they have been offered a space must submit the Housing License and Profile Sheet, which will be sent in an email, and the \$325 Reservation Fee by their deadline to secure their space.

INCOMING TRANSFER STUDENTS

At the present time we are not accepting applications from transfer students. Please contact Millennium Hall at 410-704-6455 for immediate consideration. Limited space may become available in late spring. Please check our website for updates.

GENERAL INFORMATION

- Participation in the leasing process does not guarantee a space in Paca or Tubman House for next year. Students must submit all documents and fees in order to reserve a space for next year.
- The Management of Paca and Tubman Houses reserves the right to change the process as needed and reserves the right to make all final assignments.
- Residents/applicants must be a fulltime (or full time equivalent) registered student at Towson University.
- Credits and class status are subject to verification.
- If students did not receive a space during the initial round of offers, they may email beginning March 1st, pacatubman@cocm.com to find out their status on the waitlist. Waitlist status will not be given prior to March 1st. Please allow 2 business days for a response to waitlist status requests due to the volume of inquiries.

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