

A GUIDE TO THE PACA & TUBMAN HOUSING PROCESS.

Paca & Tubman Houses

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**PACA & TUBMAN
HOUSES**

GETTING STARTED

Go to www.pacatubman.com. Click on the 'Applications & Forms' tab. On this page, on the right-hand side, you will see a button that says 'Apply Now!' Click this button to bring up the Paca & Tubman Housing Application.

Students will need their information and their parent/guardian's information to complete the application. Please take the time to verify that all contact information, especially email address and phone number, is correct.

Students must apply to be eligible for housing in Paca & Tubman. Further eligibility requirements such as credit hours or transfer status may apply. Please contact the office for our current housing requirements.

The Application

Frequently asked questions regarding the application.

Q: Does it cost money to apply?

A: Our application is free of charge.

Q: Does this application bind me to housing with Paca & Tubman?

A: No, the application is simply an application to see if there are spaces available for housing and to indicate your interest in living in our buildings. It is not the formal housing license with us.

Q: Am I guaranteed a space if I apply?

A: An application does not guarantee housing. We offer housing to applicants on a first come, first serve basis as spaces are available. In the event our housing is full, we continue to accept applications and place applicants on a wait-list. We work through this wait-list in the same first come, first serve basis if/when spaces become available.

YOU'VE SUBMITTED AN APPLICATION. NOW WHAT?

When you have successfully submitted an application, you will receive a confirmation email that your application has been submitted to the Paca & Tubman Management Office. This email is not an offer of housing. A secondary email will be sent to the email address you have provided to our



office if/when a space for housing becomes available. This second email is your official offer of housing.

Note: Sometimes offer emails can go to spam or junk email boxes. Please check these mailboxes frequently if you have placed an application with us.

Offer emails can only be mailed to the students. We cannot send offer emails to the parents/guardians. This has to do with the nature in which our housing documents are processed.

Any Questions? Contact Us!

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YOU HAVE RECEIVED AN OFFER. NOW WHAT?

Your offer email will indicate a deadline that you have to respond in order to finish securing housing. The items you will need to complete are: 1.) Mail a housing deposit check/money order to the Paca & Tubman office and 2.) Complete the housing paperwork through a link in your offer email. *Please submit all housing paperwork and have your housing deposit post marked by this deadline.* If you have not done so by the deadline, you forfeit your spot for housing.

Checks and money orders can be made payable to Capstone Management. Our mailing address is located to the right of this page under 'Contact Us.'

Submitting the housing paperwork binds you to a full academic year contract. Submitting this means that you are financially responsible for the full academic year payment with Paca & Tubman.

The Housing License

Frequently asked questions about the Housing License.

Q: Can the housing license be sent to the parent/guardian?

A: No, the housing license link must first be sent to the student. Students are the primary signer of the housing license and also the official resident in our housing.

Q: I (the student) can fill out my portion, but I cannot fill out the parent/guardian portion. Why?

A: The housing paperwork is separated by student and parent/guardian. Students can only fill out the student portion and parents/guardians can only fill out the parent/guardian portion.

Q: I am a parental guarantor. Do I have to supply my social security number?

A: Yes, all housing license require a parental gaurantor's social security number.

Q: The student is 18 years old. Do they need a parental guarantor?

A: Yes, all licenses require a parental guarantor.

I MISSED MY DEADLINE. NOW WHAT?

If you have not completed your housing documents and submitted a deposit by the indicated deadline, you forfeit your space for housing. You will need to begin the process over by submitting a second application. *Paca & Tubman cannot guarantee that a second offer will be sent.*