DEPARTMENT OF HOUSING & RESIDENTIAL EDUCATION
Housing Contract Priority Renewals are February 6 - 17 for Fall 2023 – Spring 2024

All Processes are online at https://housingportalfau.edu

Review steps at: https://www.fau.edu/housing/room-selection/
Requirements to Participate

- Available only to current on-campus spring Boca Raton residents only
- **The $100 Housing application processing fee is waived only during the renewal process February 6 – 17.**
- Students may make a roommate group up to 4 students
- Students must have a completed housing contract to match with a roommate
- Roommate matching is not required
Housing for Upperclassman & Transfer Students

University Village Apartments (UVA)
- Studio Double shared apartment, 2 students shared bedroom
- 4 bedroom / 1 bath apartment, each student has a single bedroom

Innovation Village North* & South Apartments (IVAN & IVAS)
- 4 bedroom / 2 bath apartment, each student has a single bedroom
- 2 bedroom / 2 bath apartment*, each student has a single bedroom

Parliament Hall (PAR)
- Shared double bedroom in a 4-person suite
- Single bedroom in a 4-person suite

IRT and Atlantic Park Towers (APT) will be first-year student residence halls starting fall 2023
Housing Rates have not changed for 2023 - 2024
Housing Renewal Process

• Spring residents renew their contract Feb 6 -17 and do not pay the $100 processing fee. Spring residents who complete a contract after February 17 will pay the $100 application processing fee.

• The contract and all roommate requests and matching must be completed by Feb 17 at 5 p.m.

• **Housing assignment will be prioritize housing in the following order:**
  • 1\textsuperscript{st} priority first-year students who entered FAU during summer and fall 2022 or spring 2023.
  • 2\textsuperscript{nd} priority students who started during 2021, first year students who started spring 2022, and transfer students who started during 2022 or 2023.
  • 3\textsuperscript{rd} priority students who started during 2020.
  • 4\textsuperscript{th} priority students who started 2019 or later.
  • 5\textsuperscript{th} priority all graduate students and 2\textsuperscript{nd} bachelor degree seeking students.
1. Log in to the Housing portal between February 6 at 9 a.m. until February 17 at 5 p.m.

2. Select the 2023 – 2024 Academic year contract.

3. Agree to the Terms and Conditions of the contract by completing the DocuSign page with your signature. Select Save and Continue (Students under 18 years of age, the contract will require a parent/guardian consent).

4. Review your Personal Details and update your cell phone number if needed.

5. Update your Emergency Contact.

6. Answer all General Questions. *This includes if you want to request Gender Inclusive Housing.*

7. Add three Room Type Preferences. Available room preferences are also on our room rates webpage to review in advance.

8. Answer the Lifestyle Questions. If you plan to search and match with roommate(s) you must check “Display in Roommate Search results” on the Lifestyle Questions page of the housing contract. This allows students to view your profile and request you as a roommate.

9. Select your Meal plan; if you added a room preference for Parliament Hall, you must select a meal plan.

10. Enter your student Z number on the Confirmation page to complete your housing contract. This is the final step to complete your housing contract.

11. You will receive an email confirmation after you complete your housing contract. Make sure you check your FAU student email.

12. If you plan to request a roommate(s) return to the Housing contract to start a roommate group or accept roommate requests. You may only add or request roommates who have completed housing contract. We will attempt to accommodate all roommate matching. However, some students may not be placed with their roommates.
How to Start a Roommate Group or Accept a Roommate Request

1. Complete your housing contract and then return to the Roommate Selection page of the housing contract.

2. Roommates can be requested starting Feb. 6 - 17 after you have a completed housing contract.

3. To match with a roommate your answers to the General Question “I request to live in gender inclusive housing (Yes/No)” must match.
   - If you answer No to this question, you can only match with other students who have answered No.
   - If you answer Yes to this question, you can only match with other students who have answered Yes.

4. Please make sure you discuss with any roommates in advance how you will answer this question so you are able to match with one another as roommates.

5. On the Life Styles Questions page you must check the box “Display in Roommate Search Results and Participate in Roommate Matching” if you want to roommate match.
   - If you do not check the box, your profile will not be available for roommate matching.

6. Check your FAU email for roommate requests.

7. Log into the Housing portal and go to the 2023-2024 Housing contract to accept roommate requests.

8. Roommate requests expire after two days.

9. If a roommate cancels their housing contract, Housing will place a random student in the suite with the roommate group.
Housing Renewal Process Continued…

- Residents who renew will receive their housing placement on February 27.
  - Students who renewed will have until March 3 to cancel their housing contract if they do not want to accept their housing placement. Without penalty!

- Some residents who renew may receive a notification that they are waitlisted on February 27.
  - Housing assignments for waitlisted students will be made as spaces become available starting in early April.
  - Waitlisted students have three options.
    1. Keep their housing contract active and receive bi-monthly updates starting in June. Housing assignments for waitlisted students will resume in early April.
    2. Cancel their housing contract by March 3 with no penalty.
    3. Cancel the housing contract anytime prior to receiving a housing assignment with no penalty. Housing assignments for waitlisted students will resume in early April.

****It is important that waitlisted students cancel their contract if they find alternative housing or will not be enrolled to avoid a penalty. Once students are assigned housing, cancellation fees will apply. ****
Receive On-Campus Housing Assignment

Changed your mind and no longer want housing.
**Cancel your contract by March 3. No cancellation fee, no requirements to be eligible to cancel.**

You received a room and are living on-campus for 2023/2024. Make sure you register for fall classes and pay any outstanding university balances.

February 27 Emailed Notification

Receive Waitlist Notification

Changed your mind and need to cancel after March 3.
**Must meet the criteria to cancel Section 11 of the contract. Cancellation fees will apply.**

Cancel your contract by March 3. No cancellation fee, and no requirements to be eligible to cancel

Stay on the housing waiting list. Housing assignments will resume in early April. **You may cancel at anytime prior to being assigned without penalty.**

Waitlist students, make sure you cancel your housing if you find alternative housing.
**Once you are assigned housing cancellation fees will apply.**
Housing staff will be available for residents who need assistance with the contract or roommate matching.

Atlantic Park Towers
1st Floor Multi-purpose Room
February 7, 8 and 9
9 a.m. – 4 p.m.

- Limited tablets and computers, students are encouraged to bring their own device
Questions?

Website: www.fau.edu/housing
Email housing@fau.edu
Phone 561-297-2880

Main Housing office hours
8 a.m. – 6 p.m. Mon. – Thurs.
8 a.m. – 5 p.m. Friday’s

Review all steps at: https://www.fau.edu/housing/room-selection

Complete all processes through the Housing Portal at: https://housingportal.fau.edu