

For students participating in the Spring W&M in Washington Program

Room Reservation Deposits: Students who plan to live in campus housing when returning for the Fall semester must pay a \$200 Room Reservation Deposit to be eligible to select a space during the annual Spring Room Selection Process. This \$200 deposit is non-refundable and must be paid by the established February deadline. Postmarks will not be honored. Checks should be made payable to the College of William & Mary, clearly marked as the \$200 Room Reservation Deposit, and include the student's full name and W&M Student ID number. Checks should be submitted to the Cashier's Office in Blow Hall or mailed to the following address:

The Bursar's Office
College of William & Mary
P.O. Box 8795
Williamsburg, VA 23187-8795

Please keep in mind that since living in campus housing is not mandatory and the \$200 Room Reservation Deposit is not a required fee, a bill will not be sent to the students' home addresses.

Deposits are accepted starting in mid November. We encourage students to pay this deposit before they leave campus for winter break.

Room Selection Proxy: Students who feel they will not be able to make their room selection on line must arrange for someone to serve as their proxy. Proxy forms can be obtained from the Residential Life Office or be printed off the Residential Life website under "proxy form" (<http://www.wm.edu/reslife/forms/forms.php#Undergraduate>).

Students who are unable to designate a proxy should contact **Katrina Pawvluk, Associate Director of Residential Life** (kpawv@wm.edu), to discuss options and preferences. Proxy forms must be on file in the Residential Life Office prior to the start of the on-line Room Selection Process.

For students participating in the Fall W&M in Washington Program

Room Reservation deposits are not required for the spring semester. Residence Life has been informed that you are studying in Washington for the fall, and they will send you an email in late October explaining procedures for housing arrangements in the spring semester. You will need to fill out an online housing application:

[http://www.wm.edu/reslife/forms/undergraduate/Housing%20Application%20\(online\).php](http://www.wm.edu/reslife/forms/undergraduate/Housing%20Application%20(online).php)

Housing assignments are typically made in December.

TIP: If you have a friend on campus with an opening in his or her room next semester, it would not hurt for both of you to e-mail Katrina Pawvluk in Residence Life (kjpawv@wm.edu) requesting that spot.