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**Housing Policy and Application Instructions
New Students**

Marian University Housing Policy:

All single undergraduate students who do not return to their parent’s or legal guardian’s home each evening are required to live in on campus housing. Parent’s or legal guardian’s homes must be within the following counties to commute: Boone, Hamilton, Hancock, Hendricks, Johnson, Madison, Marion, Morgan, Shelby.

Students who will have turned 21 on or before August 31, may live off campus pending verification forms.

**1. Read the housing policy above and determine your status.**

**2. Review the housing contract, policies, and Code of Student Rights and Responsibilities at** [**marian.edu/housing**](http://www.marian.edu/housing)**.**

**3. Make your housing plans and refer to the appropriate section below.**

On-Campus Housing

1. Go to the Residential and Commuter Life website: [www.marian.edu/housing](http://www.marian.edu/housing)

1. Following the instructions on that webpage, visit <https://marian.erezlife.com> to access the on-campus application. This website operates best in Firefox, Google Chrome, or Safari web browsers.
2. *You need to use your Marian University username and password to access the application. If you do not have access to your Marian University email address, please contact our IT Office at* *helpdesk@marian.edu* *or 317.955.6444.*
3. Go to profile and fill out all required information to be able to access your application.
4. On the left side of the screen, click **Housing Overview**. Under Application Forms, click **Apply Now** for the **On-Campus Housing Application** for the year and campus you are applying for.
5. Complete and submit your on-line application. You can save a partially completed application and complete it at a later date, if needed.
6. After you complete your application(s), you can create a roommate group.
	1. On the left side of the screen, click Roommate Groups.
	2. Click the link to create a new roommate group. Give the group a name, and add roommates using their email addresses. You must have the exact email address that is listed in their eRezLife application, they must have completed an application, and they must be the same gender.
	3. Click save.
	4. Once the roommate group is created, all group members must select the specific group as “my choice” to pull one another into a room or suite during room selection.
7. To submit your deposit of $125, go to: [*www.marian.edu/housingdeposit*](http://www.marian.edu/housingdepositY)This deposit remains in your account as a refundable housing damage fee.

**Please Note:** Housing assignments (hall, room, roommate’s name, etc.) will be sent *to your Marian University email* *account*. Assignments will not be sent until the application and housing deposit are submitted.

Applications submitted prior to May 1 will be assigned before May 31. Applications submitted prior to June 1 will be assigned before June 30. Applications submitted before July 1, will be assigned before July 15. Applications submitted after July 1 will be assigned on a rolling basis.

1. Cancellation fee structure:
	1. Cancellations after May 15 - $500
	2. Cancellations after August 3 - $750
	3. Cancellations after September 7 - $1000

Off-Campus Housing

1. Go to Residential and Commuter Life website: [www.marian.edu/housing](http://www.marian.edu/housing)
2. Following the instructions on that webpage, visit <https://marian.erezlife.com> to access the new student off-campus application. This website best operates in Firefox, Google Chrome, or Safari web browsers.
3. *You need to use your Marian University username and password to access the application. If you do not have access to your Marian University email address, please contact our IT Office at* *helpdesk@marian.edu* *or 317.955.6444.*
4. On the left side of the screen, click **Housing Overview**. Under Application Forms, click **Apply Now** for the **Off-Campus Housing Application** for the year you are applying for. You can save a partially completed application and complete it at a later date.
5. If you are under 21 and will live at home with a parent or guardian, please print off the Housing Policy Exemption Parent Verification form (link in the application) and fill it out. This form must be notarized by an Indiana Notary Public and submitted OR must be presented in person to Residential and Commuter Life by both the student and the parent or guardian. Applications will not be approved until the verification form is submitted.

**Additional Information**

Commuter Meal Plan

All commuter students enrolled in 12 credits or more will be assessed a mandatory $200 commuter meal plan. This $200 is all flex dollars and can be used at any dining location on campus. Flex dollars do not roll over semester to semester. Upgraded commuter meal plans can be substituted. To see meal plan options, visit <https://marian.campusdish.com/MealPlans>.

Residential Meal Plan for Undergraduates in Residence Halls

All undergraduate, residential students are required to have a meal plan. Students living in the residence halls are required to have the All Access or Residential Block 175 meal plan. The All Access meal plan consists of unlimited access to the dining commons plus $300 in Flex Dollars and 5 guest passes per semester. The Residential Block 175 includes 175 meals per semester, $550 in Flex Dollars and 5 guest passes per semester. Students living in our on-campus houses and apartments are required to have a Commuter Meal Plan.

Roommate Requests for On-Campus Housing

The Office of Residential and Commuter Life has a roommate searching and matching function. Once you have submitted your On-Campus Housing Application, you will be able to activate your roommate profile to search for roommates. You can add information to your roommate profile, including a picture, contact information, and your answers to the roommate matching questions from your application. You can also create a roommate group so that you will be placed with that student when your assignment is done.

Triple Rooms and Single Rooms

If you would like to be considered for a triple room at a reduced cost, please note that on your application. Students may be placed in a triple room regardless of preference.

A limited number of single rooms are available for students who need medical accommodations. Please contact the Personalized Learning Center by emailing PLC@marian.edu to work on the accommodation process.

Caito-Wagner Hall and Doyle Hall

Students will be assigned to Caito-Wagner Hall and Doyle Hall based on a lottery. A portion of each batch of applications will be assigned to both buildings, giving students an equal chance to be placed in either hall if they apply by July 20. All rooms in Caito-Wagner will be assigned by July 20. Students who apply after that date will be placed in Doyle Hall. Students wishing to switch buildings after they are assigned will be put on a waitlist in case of vacancy in their preferred building. Roommate groups will be honored in the lottery process. If you make a roommate group, the students will be placed together, as long as they both have chosen the group as “My group”, per the instructions.

Questions?

Please contact Residential and Commuter Life at housing@marian.edu or 317.955.6318. Thank you!