



ENROLLMENT VERIFICATION
& HOUSING SELECTION
Due Date: FRIDAY, MARCH 14, 2014
To the Bursar's Office

Dear Parents,

As we look forward to the upcoming academic year, we want to provide you information about the enrollment verification deposits that are due for all students. Students intending to return to Merrimack for 2014-2015 need to make their deposit by March 14. Students who intend to live on campus pay a \$500 deposit and those who will commute from a home address or an off campus residence pay a \$400 deposit. Please contact us with any questions: (978) 837-5507 (Residence Life), (978) 837-5175 (Dean's Office) or (978) 837-5105 (Bursar).

STUDENT INFORMATION

Please indicate your intention for the 2014-2015 academic year, by completing the form below:

Name: ID#: Date:

() YES, I will be a RESIDENT STUDENT attending Merrimack College for the 2014-15 academic year. I have enclosed a check for the \$500.00 deposit. A paid deposit will allow your son/daughter to participate in the on campus room selection process.

() YES, I will be a COMMUTER STUDENT attending Merrimack College for the 2014-15 academic year. I have enclosed a check for the \$400.00 deposit.

() I will be living at a home address:

() I will be living in an off campus-apartment**:

**You will be required to submit a copy of your lease to the Office of Financial Aid if you are applying for financial aid.

() No, I will not be attending for the 2014-15 academic year (a deposit is not required if you will not be attending). If you answered "NO", please take a moment to explain your decision:

PAYMENT OPTIONS

(1) Online payments can be made at https://merrimack.afford.com/. Scroll to "Make A Payment". Click on "This payment applies toward". Select "Merrimack College-Deposits Only" and then click "Make a One-Time Payment". For e-check payments, there is NO cost. For credit card payments, a convenience fee is charged to the cardholder.

(2) Students with a credit balance on their student account greater than or equal to the required deposit amount can email the Bursar's Office at billmail@merrimack.edu to request a transfer of funds.

(3) Checks must be made payable to: Merrimack College. Write the student's name and ID# on the check and write "2014-15 deposit" in the memo area on the front of the check. Please mail the check with this form to: Merrimack College, Bursar's Office A14, 315 Turnpike Street, North Andover, MA 01845

Please note: The reservation deposit will be credited to your Spring 2015 semester statement. Students who have paid the deposit but decide not to return to Merrimack College are eligible to a refund of the deposit. To receive a full deposit refund, you must notify the Office of the Registrar in writing by May 1, 2014 and your account must be paid in full.

SUMMARY OF ROOM SELECTION

In preparation for the room selection process for the 2014-2015 Academic Year (held April 23-25) we would like to provide you information as your son/daughter will be talking about it. **In order to participate in room selection, students must submit their room reservation deposit to the Bursar's Office by no later than 4:30 p.m. on Friday, March 14, 2014.** Deposits postmarked by March 14, 2014 and received after that date will be considered late.

Students who intend to live on campus for the 2014-2015 academic year must submit a room reservation deposit in order to participate in room selection. Students will have the option to (a) renew (maintain the same residence hall as they currently live in), to apply for Medical Housing (with supporting documentation from a physician), (b) to apply for specialty housing options, or (c) select a room on myMack during the room selection sessions (April 23-25, 2014).

Upon receiving a room assignment, students will be required to complete a residency agreement. All 2014-15 residency agreements will be binding for the entire academic year, and room deposits are non-refundable once the residency agreement is signed. Requests for release from the residency agreement will be subject to a petition process through the Office of Residence Life. Honored requests will result in a \$500 contract termination fee being charged to the student's account, as well as forfeiture of the room deposit. Students who withdraw or are approved for a leave of absence from the College, have been accepted to study abroad or co-op programs, are graduating, or are subject to academic dismissal will be released from the residency agreement without penalty and will not be subject to the petition process.

Room Types available during the room selection sessions include single, double, suite, and apartments. Room rates vary according to room type and we anticipate a 2.75/3% increase in rates from the current year. All residents are required to carry a meal plan; residents may select among the 19-plan, 13-plus plan, or 9-plus plan; in addition, apartment residents may select the 5-plan or can choose a higher meal plan.

TIMELINE OF ROOM SELECTION

Friday, March 14, 2014

- \$500 room reservation deposit due to the Bursar's Office by 4:30 p.m.
- Medical Housing Request Form due (available online at www.merrimack.edu/reslife)
- Deadline for students to renew (maintain same building as they currently live in) for Fall 2014

Thursday, March 27, 2014

- Specialty Housing Applications due (available online at www.merrimack.edu/reslife)

Thursday, April 3, 2014

- Students accepted into Specialty Housing receive their assignments by email

Thursday, April 10, 2014

- Deadline for students to accept Specialty Housing Assignments and sign Residency Agreement (via myMack)

Week of April 14-April 18, 2014

- Students receive room selection times via email

Wednesday, April 23, 2014 through Friday, April 25, 2014

- Online room selection process occurs

Friday, May 2, 2014

- Deadline for Students to submit 2014-2015 Residency Agreement (available on myMack)

FOR MORE INFORMATION – CONTACT US

Office of Residence Life, Sakowich Campus Center, Suite 370

Office Hours: M-F, 8:30 am – 4:30 pm

Email: reslife@merrimack.edu

Twitter: @MCReslife

Phone: 978-837-5507

Website: www.merrimack.edu/reslife

Facebook: <http://www.facebook.com/MerrimackResLife>