

HOUSING CONTRACT & DEPOSIT SCREENSHOTS 2024-2025 HOUSING



ROBERT MORRIS
UNIVERSITY

HOUSING SELECTION

TIMELINE

Monday, January 29, 2024:

- The housing application will open for all returning students.

Monday, February 19, 2024:

- Washington Hall Suite, Yorktown Conjoined Room, and Living Learning Community Applications are available at 2:00 PM.

Tuesday, March 19, 2024:

- The Housing Contract and \$250 non-refundable deposit are due by 5:00 PM.

Friday, March 22, 2024:

- All roommate groups should be created by 5:00 PM.

Monday, March 25, 2024:

- 5-person apartment time slots will be e-mailed to participating groups.

Tuesday, March 26, 2024:

- 5-person apartment selection will begin at 9:00 AM.

Wednesday, March 27, 2024:

- Single-room time slots will be sent by 5:00 PM.

Thursday, March 28, 2024:

- Single-room space selection will begin at 9:00 AM.

Friday, March 29, 2024:

- 4-person group time slots will be sent by 5:00 PM.
- Washington Hall Suite, Yorktown Conjoined, and Living Learning Community Applications are due by 12:00 PM.

Monday, April 1, 2024

- 4-person apartment selection will begin at 9:00 AM.

Tuesday, April 2, 2024:

- Washington Hall Suite, Yorktown Conjoined, and Living Learning Community assignments announced via email by 5:00 PM.

Wednesday, April 3, 2024:

- Double room selection time slots will be sent by 5:00 PM.

Thursday, April 4, 2024:

- Double room selection will begin at 9:00 AM.

HOW TO COMPLETE YOUR HOUSING CONTRACT & PAY YOUR NON-REFUNDABLE DEPOSIT IN THE HOUSING PORTAL



HOW TO COMPLETE YOUR HOUSING CONTRACT & PAY YOUR NON-REFUNDABLE DEPOSIT IN THE HOUSING PORTAL

1. Go to rmu.edu/reslife and click on “**Housing Contract**” to access the housing contract for the upcoming academic year.

Students | Faculty / Staff | Careers | Request Info | Visit | Make a Gift | **APPLY NOW** 🔍

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Residence Life

Robert Morris University | Pittsburgh, PA

The Office of Residence Life promotes community and student development by creating a highly supportive, integrative environment of learners that enriches the overall collegiate experience of residential students. Through collaborative programs and services within the Division of Student Life, the department provides life-enriching opportunities that foster the intellectual, social, emotional, and personal growth and well-being of students.

The main office is located in Washington Hall. During the academic year, office hours are from 8:30 am to 5:00 pm Monday through Friday. You can contact the Office of Residence Life by email at reslife@rmu.edu or by phone at 412-397-5252.

See us on Instagram: [@rmu_life](https://www.instagram.com/rmu_life)

- > [Housing Contract](#)
- > [Housing Fees](#)

Reputation and Outcomes

RMU is Affordable


Campus Experience

- Campus Map
- Campus Tour
- Colonial Cash
- Dining Services
- RMU Bands
- > Residence Life**
- First Year Housing
- Mail and Print Services
- Move In Information

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2. The Sign In screen will appear. Enter your RMU email and password. Once you enter that information, you will be taken to this page. Click on Application in the header.

Application

Home Application  **Log Out**

« Welcome Personal & Contact Details Deposit Payment Contract 17- Profile Questions Hall & Room Type Preferences (AY - UpperClass) Roommate Search Preference Roommate Matching (AY) »

Progress: 8 steps (7 completed, 1 current)

Welcome

On behalf of the Office of Residence Life, welcome to the Robert Morris University living and learning community. Our mission is to provide an environment that fosters the intellectual, emotional, social and personal growth and well-being of students.

When you choose to live on campus, you will be taking advantage of many opportunities that will place you in the middle of a dynamic living and learning environment. Living with other students who share your interests, concerns, and desire to succeed will help you in many ways, including possibilities to build strong personal relationships that can last a lifetime.

Please utilize the resources throughout the Residence Life website at www.rmu.edu/residencelife to find out more about living on campus at Robert Morris University.

Your housing deposit is a one time non-refundable deposit. If you have already paid your deposit through Undergraduate Admissions you are not required to make an additional payment. The amount of your deposit will be listed on the deposit payment page within this application. **This deposit is non-refundable.**

The Office of Residence Life makes every effort to accommodate specific housing requests. However, space does not always permit the granting of each request. Robert Morris University does not guarantee Residence Hall room assignments. All first and second year students are required to live in University Housing or with their parents, grandparents and/or with their guardians.

GO COLONIALS!

Save & Continue

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3. Click on **the academic year** that you are submitting a housing application for and click on **“Continue”**.

Term Selector

Please select a term below to start or continue with your application.

Select the term, based on the dates indicated below, in which you plan to reside on campus.

Currently available terms: Spring Only 2024 (those starting classes in January of 2024) and Fall 2024 (those starting in August of 2024)

Summer applicants must have met certain criteria in order to remain during the summer.

If you do not see the appropriate term below, please contact the Office of Residence Life at reslife@rmu.edu.

The "On-Campus Housing for Spring Only" contracts only need to be completed by individuals who did not have housing in the residence halls during the previous fall semester.

On-Campus Housing for FA 2024 - SP 2025

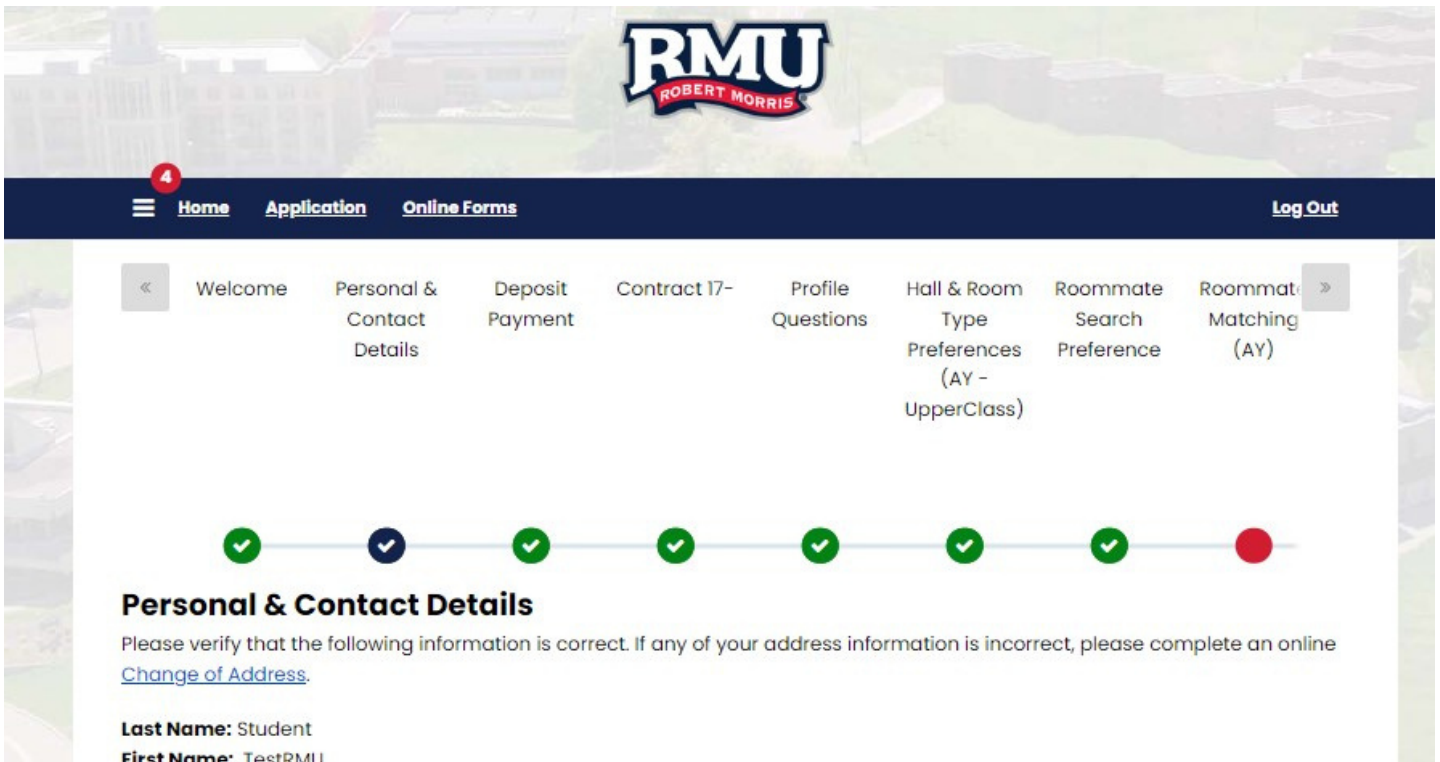
You started your application for **On-Campus Housing for FA 2024 - SP 2025** on **1/16/2024**, and have **signed the contract** as of **1/25/2024**.

Your application is complete as of **1/25/2024**.

[Continue](#)

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4. Fill in your Personal information on the Personal & Contact Details page.



HOW TO COMPLETE YOUR HOUSING CONTRACT & PAY YOUR NON-REFUNDABLE DEPOSIT IN THE HOUSING PORTAL

5. Click on the "Pay Online Now" link to pay your non-refundable \$250 (returners) or \$500 new student deposit.

4

Home Application Online Forms Log Out

Welcome Personal & Contact Details Deposit Payment Contract 17-18 Profile Questions Hall & Room Type Preferences (AY - UpperClass) Roommate Search Preference Roommate Matching (AY)

Deposit Payment

All students must pay the \$250 deposit before the housing contract can be completed. Failure to pay the \$250 deposit will result in you not receiving a room assignment. The deposit can be paid online at this time or by cash, check, or money order in the Office of Student Financial Services, Revere Center.

The online payment page will open in a new window. Once you have completed your payment, please close the payment window to return to this page.

[Pay Online Now](#)

If you already submitted your \$250 deposit please disregard and move on to the next step of the contract.

Save & Continue

HOW TO COMPLETE YOUR HOUSING CONTRACT & PAY YOUR NON-REFUNDABLE DEPOSIT IN THE HOUSING PORTAL

6. Select the correct term and the correct payment ("Housing Deposit - Resident" for returning students, "Enrollment Deposit - Resident" for new students)

secure.touchnet.net/C20426_tsa/web/make_payment.jsp

RMU ROBERT MORRIS

Logged in as

My Account My Profile Make Payment Payment Plans Deposits Refunds Help

Deposit Payment

Deposit Payment Deposit History

Amount Method Confirmation Receipt

Select a term, then a deposit payment account you would like to make a payment toward. *New freshman students must select their corresponding entry term, and one of the following options from the drop down menu: Enrollment Deposit - Commuter, Enrollment Deposit - Resident or Pre Approved Admissions Deposit. *

Select a term Select

Select a deposit

- Select Deposit Payment
- Select Deposit Payment
- Deposit - 2nd Degree Nursing
- Deposit - International Student
- Deposit - Transfer Students
- Deposit - Counseling Psych
- Deposit - Family Adult Psych
- Deposit - Phd Info Sys Comm
- Deposit - Phd Instruct Mgt
- Deposit - Psych Mental Health
- Enrollment Deposit - Commuter
- Enrollment Deposit - Resident
- Housing Deposit - Returning
- Pre-Approved Admissions Deposit

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Continue to follow the prompts until it brings you back to the housing contract. Students may skip this part and return to it later.

HOW TO COMPLETE YOUR HOUSING CONTRACT & PAY YOUR NON-REFUNDABLE DEPOSIT IN THE HOUSING PORTAL

7. Read through the contract carefully and sign to agree at the end.

The screenshot displays the Housing Portal interface. At the top, there is a navigation bar with a hamburger menu icon, a red notification bubble with the number '1', and links for 'Home', 'Application', 'Inventory', and 'Log Out'. Below the navigation bar is a yellow banner. The main content area features a progress bar with nine steps: 'Welcome', 'Personal & Contact Details', 'Deposit Payment', 'Online Contract 18+', 'Profile Questions', 'Hall and Room Type Information (AY) - Upperclass', 'Living Learning Preferences', and 'Roommate Search Preference'. The 'Online Contract 18+' step is currently active, indicated by a blue checkmark, while the others have green checkmarks. Below the progress bar, the text reads: 'Online Contract 18+', 'Student Housing Contract', 'Academic Year 2024-2025', and 'Office of Residence Life - Robert Morris University 6001 University Blvd. - Moon Township, PA 15108'. The section is titled 'Terms of Agreement' and contains two paragraphs of text regarding housing policies and eligibility.

« Welcome Personal & Contact Details Deposit Payment Online Contract 18+ Profile Questions Hall and Room Type Information (AY) - Upperclass Living Learning Preferences Roommate Search Preference »

✓ ✓ ✓ **Online Contract 18+** ✓ ✓ ✓ ✓

Online Contract 18+

Student Housing Contract

Academic Year 2024-2025

Office of Residence Life - Robert Morris University 6001 University Blvd. - Moon Township, PA 15108

Terms of Agreement

Robert Morris University makes every effort to accommodate specific housing requests and reserves the right to place restrictions, change housing assignments, change requests, and deny housing requests in the best interest of health, discipline or the general welfare of the student, other students, and the University. Housing requests are considered based upon capacity needs and at the discretion of the Director of Residence Life. Private rooms and apartments may be offered at an additional charge.

On-campus housing is generally available for first-time bachelors' level degree students who have graduated from high school less than five years from first term of housing occupancy. Exceptions may include, but are not limited to, graduate assistants, students enrolled in the BS/MS integrated programs, and athletes completing their NCAA competition eligibility.

The University will provide an off-campus housing guide to assist students who do not meet the University's criteria for on-campus housing. These include students who have been out of high school five years or more, students enrolled in a second

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8. Fill out the profile questions to help you get matched.

The screenshot shows a web application interface for a housing portal. At the top, there is a navigation bar with a hamburger menu icon, a red circle with the number '4', and links for 'Home', 'Application', and 'Online Forms'. On the right side of the navigation bar is a 'Log Out' link. Below the navigation bar is a breadcrumb trail with links: '< Home', 'Personal & Contact Details', 'Deposit Payment', 'Contract 17-', 'Profile Questions' (highlighted), 'Hall & Room Type Preferences (AY - UpperClass)', 'Roommate Search Preference', 'Roommate Matching (AY)', and 'Ri Sele m Infor >'. Below the breadcrumb trail is a progress bar consisting of a horizontal line with 8 circular markers. The 4th marker is a dark blue circle with a white checkmark, indicating the current step. The other markers are green circles with white checkmarks, and the 8th marker is a red circle, indicating a step that has not been completed. Below the progress bar is the main content area, which starts with the heading 'Profile Questions'. Underneath this heading is a paragraph: 'This is your Standard Profile. Use this page to setup your profile types which will be used for matching with a potential roommate.' The first section is titled 'How do you prefer your room climate'. It contains three questions, each with a dropdown menu: 'Cold: I like to use the air conditioning' with 'No' selected; 'Open-Windows: I enjoy the fresh air' with 'Yes, I like to keep the windows' selected; and 'Warm: I like to turn on the heat' with 'No, I like my room cooler' selected. The second section is titled 'I consider myself'. It contains two questions, each with a dropdown menu: 'A morning person. I go to bed early, and wake up super early:' with 'No' selected; and 'A night owl. I like to stay up late:' with 'Yes' selected.

Profile Questions

This is your Standard Profile. Use this page to setup your profile types which will be used for matching with a potential roommate.

How do you prefer your room climate

Cold: I like to use the air conditioning
No

Open-Windows: I enjoy the fresh air
Yes, I like to keep the windows

Warm: I like to turn on the heat
No, I like my room cooler

I consider myself

A morning person. I go to bed early, and wake up super early:
No

A night owl. I like to stay up late:
Yes

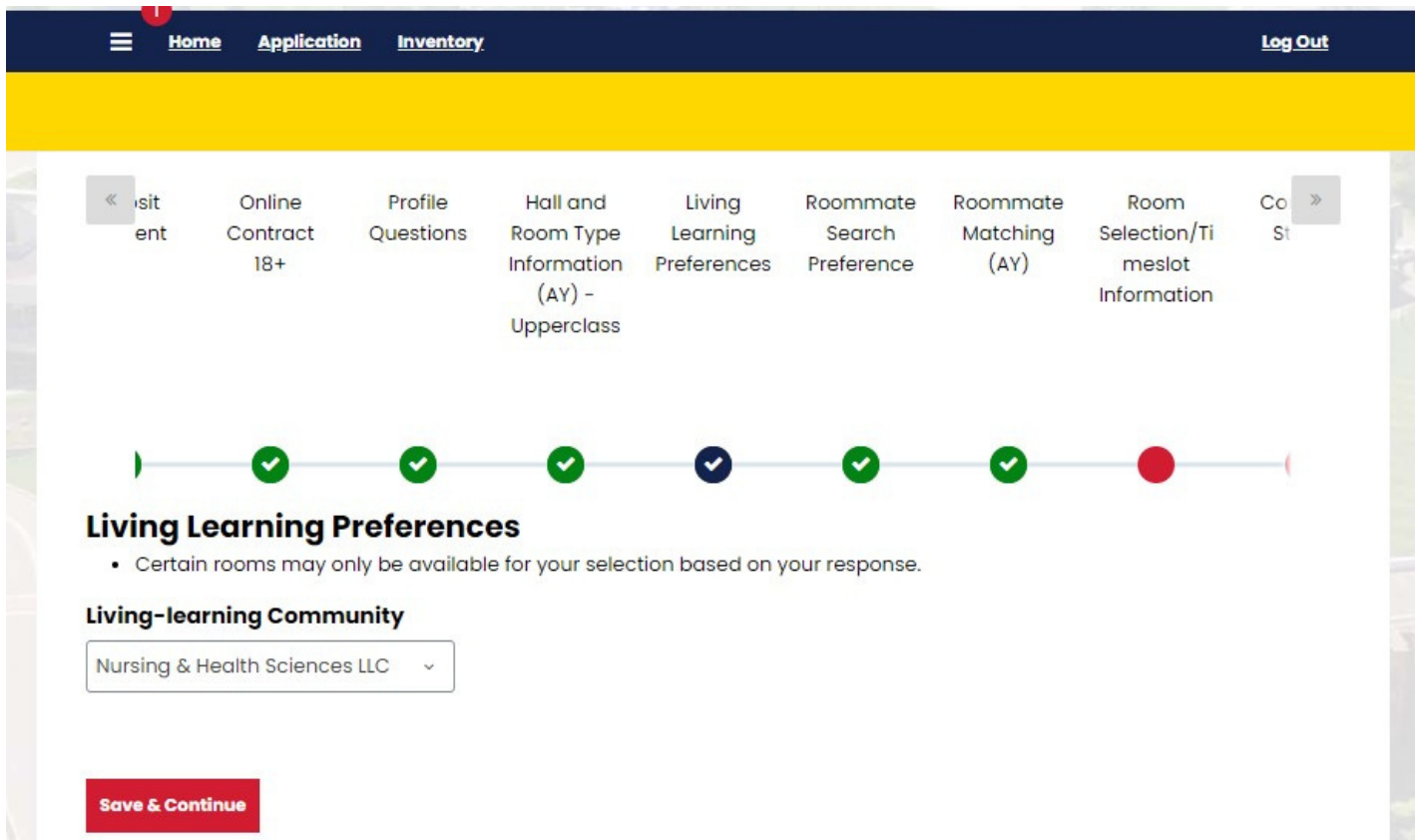
HOW TO COMPLETE YOUR HOUSING CONTRACT & PAY YOUR NON-REFUNDABLE DEPOSIT IN THE HOUSING PORTAL

9. The Hall and Room Type Information page provides information regarding all housing options for your year. Click **“Save and Continue”** once reviewed.

The screenshot shows the RMU Housing Portal interface. At the top, there is a navigation bar with 'Home', 'Application', and 'Inventory' tabs, and a 'Log Out' button. Below the navigation bar is a yellow header. The main content area features a breadcrumb trail: 'Home > Application > Deposit Payment > Online Contract 18+ > Profile Questions > Hall and Room Type Information (AY) - Upperclass > Living Learning Preferences > Roommate Search Preference > Roommate Matching (AY) > Room Selection Information'. A progress indicator below the breadcrumb trail shows a series of green checkmarks, with the current step, 'Hall and Room Type Information (AY) - Upperclass', marked with a blue checkmark. The main heading is 'Hall and Room Type Information (AY) - Upperclass'. The text below explains that upperclass students will reserve their Fall 2024 room during the housing selection process, with a timeline for choosing individual housing provided in March. It also includes a note about the non-refundable \$250 deposit and the deadline of Tuesday, March 19th. There are links for 'Yorktown Hall' and 'Apartment' with brief descriptions. At the bottom left, a red 'Save & Continue' button is highlighted with a yellow arrow.

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10. Living Learning Community Preferences allows you to pick a LLC if you are interested in living in one. Use the dropdown box to select and then click “Save and Continue”.



Filling out the housing contract to this point will “Complete your contract”.