

# FREQUENTLY ASKED QUESTIONS



Housing Office  
2021 -2022

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## PROSPECTIVE RESIDENTS

### **I am a potential resident for the fall semester. What will the rates be for dorm rooms, apartments, and meal plans?**

Rates for the new academic year will be published on our [Housing page](#) in late spring or early summer. Please check our [Housing page](#) regularly for these updates.

### **I applied for a campus housing assignment recently, but I haven't heard anything yet.**

Once we receive a housing application, a confirmation email is automatically sent to your student email. All formal communication with students is done through your MBTS student email. Please check your student email regularly to stay current with confirmations, offers, and details concerning campus housing. Please do not contact the housing office to ask for an update on the status of your application.

### **I applied for a campus housing assignment. When will I receive an offer?**

Housing offers are contingent upon the following:

1. Date of application submission
2. Receipt of applicant's housing deposit
3. Applicant's place on the waiting list
4. Availability of requested unit

We typically make apartment offers 30-60 days prior to requested move-in dates. For instance, if one were to submit a complete application (with deposit) on January 1<sup>st</sup>, with a requested move-in date of August 1<sup>st</sup>, one would likely receive an offer between June 1<sup>st</sup> and July 1<sup>st</sup>. For the dorm, the Student Life Office typically makes room offers 15-45 days in-advance of Move-In Day.

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**What if I submit my application for housing and pay my deposit, but the seminary doesn't have anything available by my requested move-in date?**

Though we strive to accommodate the housing needs of all students submitting complete housing applications at least 6-months in advance of their housing needs, there are times where our vacancies may not meet the demand. Short-range requests within 3-months of need and incomplete applications (applications without deposits) must be flexible as we may be unable to accommodate the request. We are always maintaining a waitlist but will do all we can to find you an on-campus option as they become available.

**What if I submit my application for housing and pay my deposit, but I don't have the option to be flexible on my requested move-in date?**

On occasion, our available campus options may not meet your housing needs. Reasons could include:

1. Timing of your transition
2. Availability of campus housing
3. Size of apartment needed
4. Any number of other reasons

Midwestern does not negotiate rates with area apartment complexes. However, [several complexes near campus](#) are happy to assist students with their housing needs. It's always best to have a Plan B or Plan C. If you're not able to be flexible on your requested move-in date, we recommend having an off-campus backup plan. If you would like to cancel your application at any time and receive your housing deposit returned, you may cancel your application through the [Housing Portal](#).

**I applied for on-campus housing and paid my deposit, but I haven't received an offer and my requested move-in date is less than 30 days away or has already passed. Have I been removed from the waitlist?**

We do not remove students from our housing waitlist unless they have cancelled their application through the [Housing Portal](#). If you have not received an offer and your move-in date is less than 30-days away, please complete the following:

1. Check your MBTS student email account to see if you've missed an email from us
2. Check with the [Financial Services](#) office to ensure you have paid your housing deposit in full (\$100 for non-family, \$500 for families).
3. Ensure you submitted your application at least 3-months in advance of your requested move-in date

If you completed all of these, please send an email to [housing@mbts.edu](mailto:housing@mbts.edu) with your name, requested move-in date, and a brief summary of your situation. More than likely, you will need to pursue your Plan B option (see answer to question above).

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**How long do I have to cancel my Housing Application and still get my housing deposit back?**

All prospective residents may cancel their housing application at any time before moving on-campus. You can do this through the [Housing Portal](#). If you cancel your application before receiving an offer, you will receive a full refund. If you cancel your application before receiving an offer for housing, you will receive the full housing deposit back. If you cancel your application after receiving an offer but before signing a lease agreement, we will retain \$100 from the housing deposit. If you cancel your application after signing a lease but before moving on-campus, we will retain the full housing deposit.

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## CURRENT RESIDENTS

### **I would like to pay my housing bill but I do not see the charges on my account; is something wrong?**

For many reasons, housing charges are billed one semester at a time. Housing charges are usually added 1-2 weeks before the start of the fall, spring, or summer semester. Thus, if you are looking at your account in the middle of December and you do not see January rent, there is no need to worry; your housing charges will likely be added in the following week or two. Likewise, if it is the middle of May and you do not see June or July rent, your housing charges will likely be added in the following week or two. However, if the semester has already begun and you do not see your housing charges, please email the housing office at [housing@mbts.edu](mailto:housing@mbts.edu).

### **I am a current resident and I cannot pay my rent on time. What should I do?**

According to the Lease Agreement, rent is due on the 1<sup>st</sup> of each month. Resident will automatically be assessed a \$50 late fee if rent remains unpaid after the 10<sup>th</sup> day of the month. As soon as you know you may not be able to pay your rent on time or in full, please notify the housing office by submitting an Exception Request through the [Housing Portal](#). All exceptions will be considered, but not all will be granted. Expect 1-3 weeks for the Housing Office to reach a decision on all exception requests. We understand circumstances change and the necessity of grace in all our lives, but we do ask everyone to do their best to pay their rent on time. Failure to do so may result in not receiving an offer of renewal at the conclusion of your lease agreement.

### **I am a current resident and I would like to vacate my apartment early. What are the consequences?**

According to the Lease Agreement, you must submit an [Intent to Vacate](#) at least 30-days in advance of your vacate date. If you vacate within 30-days of notice, you lose your eligibility to receive back your housing deposit. If you would like to cancel your Lease Agreement early, then you are charged the full-month for the month in which you vacate (full semester for dorm students) and a 2-month early termination fee (no early termination fee for dorm students). For instance, if your apartment lease ends July 31<sup>st</sup> and you submit an Intent to Vacate form on January 1<sup>st</sup> for vacating on February 15<sup>th</sup>, you will be eligible to receive back your deposit. Upon vacating on February 15<sup>th</sup>, you will be responsible for all of February (the month you vacated), as well as March and April's rent.

### **I am a current resident and would like to renew my Lease Agreement for the next academic year. What will the rates be for dorm rooms, apartments, and meal plans?**

Rates for the new academic year will be published on our [Housing page](#) in late spring or early summer. Please check our [Housing page](#) regularly for these updates. New rates will be communicated through your MBTS student email account with an invitation to renew your lease (if eligible).

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**I read on my lease that I have a storage location. What does this mean and how do I access this?**

Every resident, except for those having patio storage, is assigned a supplementary storage space. Your lease identifies the building basement wherein you will find a storage space (spaces vary in dimensions). When picking up your apartment key, you will also be issued a key to the basement where your storage space is located. You are responsible for providing your own lock for your individual storage space.

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## FORMER RESIDENTS

**I moved out of my dorm/apartment but have not received my housing deposit back. What does that process look like?**

Housing Deposit returns for apartments are contingent upon the following:

1. At least 30-day Intent to Vacate notice through the [Housing Portal](#)
2. Walk-thru inspection of the apartment with an RA upon vacating (non-family housing only)
3. Inspection by the Housing Maintenance team once the resident(s) vacated (family housing only)
  - a. If any damage exists beyond normal wear and tear, we will deduct it from the deposit.
4. An additional \$25 charge for any apartment or storage keys not returned to security or RA (mailbox keys not included)

For former apartment residents, we wait until the above actions have been completed. It typically takes 3 weeks for the housing deposit to be refunded to your student account. However, during a busy season in housing (December to January or May to August), it could take up to 6 weeks before our Housing Maintenance team has a chance to inspect a vacant apartment. For this reason, housing deposit returns could take up to 2-months after vacating to be returned to the student's account.

Housing Deposit returns for the dorm are contingent upon the following:

1. If cancelling the contract: At least 30-day Intent to Vacate notice through the Housing Portal
2. If vacating normally: Walk-thru inspection of the unit with the RA upon vacating
  - a. If any damage exists beyond normal wear and tear, we will take it out of the deposit.
3. An additional \$25 charge for any keys not returned to security or RA (mailbox keys included)

For former dorm residents, we wait until the start of the following semester to return housing deposits to former residents. We do this because some former students indicate that they will not need housing in the following semester but may show up on move-in day expecting a room. Rather than refunding the housing deposit upon vacating, we prefer to ensure that all deposit returns are given to those who are not returning.