**How to Apply**

You must do **the following** to be assigned to campus housing:

**1. Submit a $500 Housing Deposit**

* In order to apply for housing you must submit a $500 housing deposit to the Office of the Registrar.

**Note:** Your housing deposit will be applied as a payment after the add/drop date for the semester.

**2. Submit an Online Housing Application**

* Access the online application via the student portal or go to <https://ics.twu.ca/ics>.
* Enter username and password
* Select “Housing” in the top menu bar
* Select “Housing Application”

**3. Submit group application (if applying for apartments)**

* Group applications are available in the Student Life office
* Submit by date indicated on form
* Wait for notification from Housing as to status of application
* Apartment selection date/time will be communicated mid-March to successful applicants
* Select your room and sign residence agreement

**Cancelling an application and deposit refund deadlines**

If you need to cancel a housing application, send a written notice via email to **housing@twu.ca**

**Robson/Room & Board**

To receive a refund of your deposit, you must cancel your application by the following dates:

* **Fall 2018:** June 1, 2018 for a full refund and August 15, 2018 for a 50% refund
* **Spring 2019:** December 1, 2018 for a full refund

**Apartments**

* **Fall 2018:** Once apartment placements have been selected the housing deposit is not refundable.
* **Spring 2019:** If you will not be staying in your Fall apartment for the Spring semester you must notify the Housing/Student Life office by December 1st. Late cancellations will be charged a $500 late housing cancellation fee.