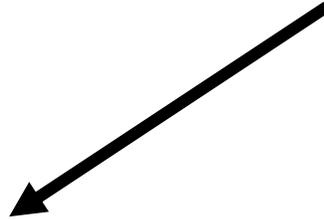


# How To Apply For Housing

**Step 1:** Click on the Apply for Housing tab in self-service.



Richard Bland College  
of WILLIAM & MARY

Home Apply for Housing My Statesmen Info Room and Roommate Selection Dining More Tasks...

Test Student  
R00000009

**Messages**  
There are no important messages.

**Room Selection**  
No room selection processes to list.

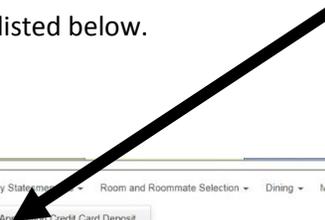
**Room Assignments**  
No active room assignments to list.

**Dining Plans**  
No active dining plans to list.

Links Sign Out

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**Step 2:** Select the correct Application listed below.



Richard Bland College  
of WILLIAM & MARY

Home Apply for Housing My Statesmen Info Room and Roommate Selection Dining More Tasks...

Fall 2017 New Student Application Credit Card Deposit (2017 Fall)

Test Student  
R00000009

**Messages**  
There are no important messages.

**Room Selection**  
No room selection processes to list.

**Room Assignments**  
No active room assignments to list.

**Dining Plans**  
No active dining plans to list.

Links Sign Out

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[https://bc.datacenter.adirondacksolutions.com/yc\\_thdss\\_prod/application\\_acceptance.cfm?ID=6](https://bc.datacenter.adirondacksolutions.com/yc_thdss_prod/application_acceptance.cfm?ID=6)

# How To Apply For Housing

## Step 3: Review and Sign the Housing Terms and Conditions Document.

**LEAVING THE RESIDENCE HALL**

Students vacating the residence halls during a semester, but who plan to return the next semester, must submit a new Housing and Food Service Agreement for the upcoming semester.

Students who fail to properly turn in their key at the end of the Housing & Food Service Agreement and/or prior to any departure will be charged the cost of changing the lock.

When a room is permanently vacated, the residents are responsible for returning the room and its contents to its original and clean condition, but should not undertake repairs. The cost of any necessary repairs will be charged against the student's housing damage deposit and College account if necessary. Failure to leave the room appropriately clean may result in a cleaning charge. If the student(s) whose actions necessitated the repair(s) or cleaning cannot be readily identified, then the cost of such repairs or cleaning will be charged equally among the residents of the room. Items left in the room after the Office of Residence Life has determined the room is vacant shall be deemed abandoned. Room cleaning charges will be applied to students' accounts who vacate without properly returning their room/apartment to its original condition.

**20. TERMINATION OF AGREEMENT:**

The College may terminate this agreement and take possession of the room at any time for violation of the provisions herein, for violation of any federal or state law, College regulation or policy, or for health reasons. The student removed in this situation will not be permitted to return to their housing assignment until approved by the Associate Dean of Residential and Student Life.

This Housing and Food Service Agreement is entered into by Richard Bland College and the Student in full acknowledgment that public and private higher education housing institutions in the Commonwealth of Virginia (such as Richard Bland College) with residential on-campus student housing assignments are not bound by the Virginia Landlord Tenant Laws. Among other things, Richard Bland College is not obligated to follow civil court proceedings related to removal of the Student and the Student's property from the on-campus student housing assignment, but may automatically remove the Student and the Student's property from on-campus housing in accordance with this Agreement or the terms of other College policy or procedure if Richard Bland College determines that this Housing and Food Service Agreement has been violated or the Student otherwise does not qualify for student housing.

If you agree, sign your name in the box below. If you do not agree, [click here](#) to exit this application.

Clear

[Continue >>](#)

## Step 4: Complete the Housing Application Questionnaire.

 Home Apply for Housing My Statesmen Info Room and Roommate Selection Dining More Tasks...

**Personal Information**

Questions marked with an asterisk (\*) are required.

Do you have a preference of a smoker roommate? *	No	<input type="checkbox"/>
How do you feel about visitors coming over? *	(N/A)	<input type="checkbox"/>
How would you describe your cleaning style? *	(N/A)	<input type="checkbox"/>
I am interested in the Grove Theme Community? *	No	<input type="checkbox"/>
I would like to sign up for the Statesman Scholars Community? *	No	<input type="checkbox"/>
List a preferred roommate (if applicable):	<input type="text"/>	
Provide us with an email address *	<input type="text"/>	
Provide us with a telephone number. *	<input type="text"/>	
Single or double? *	(N/A)	<input type="checkbox"/>
What is your cleaning preference? *	(N/A)	<input type="checkbox"/>
Where do you like to study? *	(N/A)	<input type="checkbox"/>

[Continue >>](#)

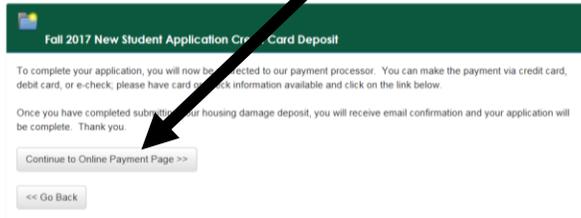
**Information**

Please answer questions accurately as this will be used for our AUTO-ASSIGN PROCESS

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## How To Apply For Housing

**Step 5:** Continue to Payment Page to Pay Housing Damage Deposit.



**Fall 2017 New Student Application Credit Card Deposit**

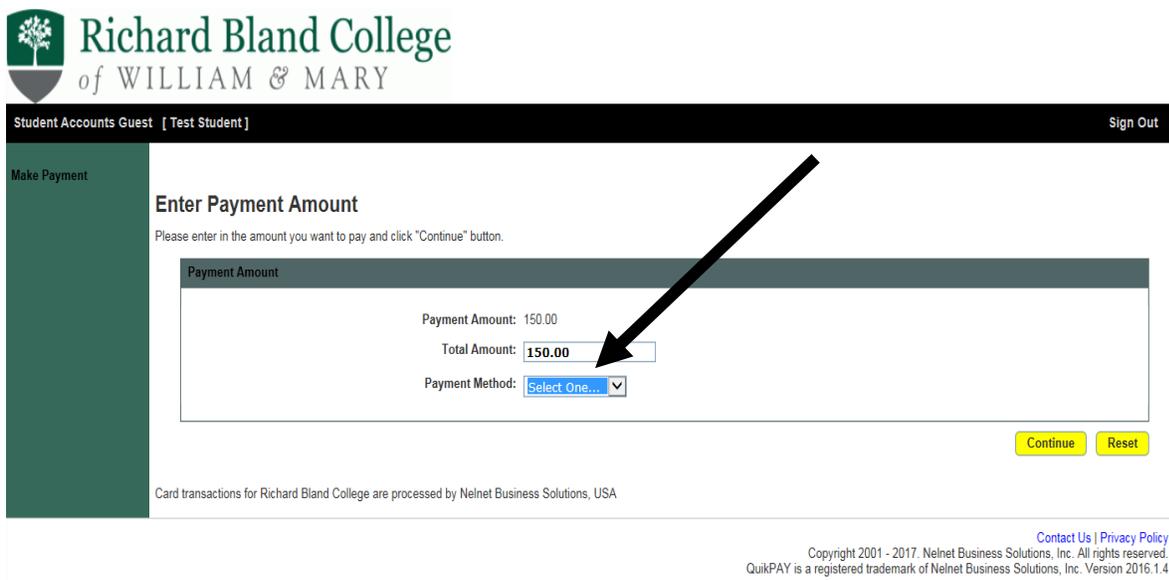
To complete your application, you will now be redirected to our payment processor. You can make the payment via credit card, debit card, or e-check; please have card or check information available and click on the link below.

Once you have completed submitting your housing damage deposit, you will receive email confirmation and your application will be complete. Thank you.

[Continue to Online Payment Page >>](#)

[<< Go Back](#)

**Step 6:** Enter in your payment method and select Continue.



**Richard Bland College**  
of WILLIAM & MARY

Student Accounts Guest [ Test Student ] [Sign Out](#)

**Make Payment**

**Enter Payment Amount**

Please enter in the amount you want to pay and click "Continue" button.

**Payment Amount**

Payment Amount: 150.00

Total Amount:

Payment Method:

[Continue](#) [Reset](#)

Card transactions for Richard Bland College are processed by Nelnet Business Solutions, USA

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## How To Apply For Housing

**Step 7:** Provide us with credit card information and select Continue.

**Richard Bland College**  
of WILLIAM & MARY

Student Accounts Guest [ Test Student ] Sign Out

**Make Payment**

### Provide Credit Card Information

Please enter your credit card information in the following fields, then click "Continue" button.  
NOTE: All fields are required.

For help, please click on the question mark next to a field.

Current Payment	
Application Fees	Payment Amount: \$150.00
	Effective Date: 04/20/2017

Credit Card Information	
Cardholder's Name:	<input type="text" value="residence1ife"/> <a href="#">Virtual Keypad</a>
Card Type:	MASTERCARD
Credit Card Number:	<input type="text" value="....."/>
Reenter Card Number:	<input type="text" value="....."/>
Expiration Date:	03 / 2023

Billing Address Information	
Address 1:	<input type="text" value="11301 Johnson Road"/>
(optional) Address 2:	<input type="text"/>
City:	<input type="text" value="South Prince George"/>

For U.S. Address

State: VIRGINIA

Zip: 23805

For International Address

Region / Province:

**Step 8:** Verify that payment information is correct and confirm payment.

**Richard Bland College**  
of WILLIAM & MARY

Student Accounts Guest [ Test Student ] Sign Out

**Make Payment**

### Is this Credit Card information correct?

Please review your credit card information.

- To submit a payment, please click the "Confirm" button.
- To make changes, please click the "Edit" button.
- To cancel a payment, please click the "Cancel" button.

Current Payment	
Application Fees	Payment Amount: \$150.00
	Effective Date: 04/20/2017

Credit Card Information	
Cardholder's Name:	residence1ife
Card Type:	VISA
Credit Card Number:	ending with 1111
Expiration Date:	03 / 2023

Billing Address Information	
Address 1:	11301 Johnson Road
City:	South Prince George
State:	VA
Zip:	23805

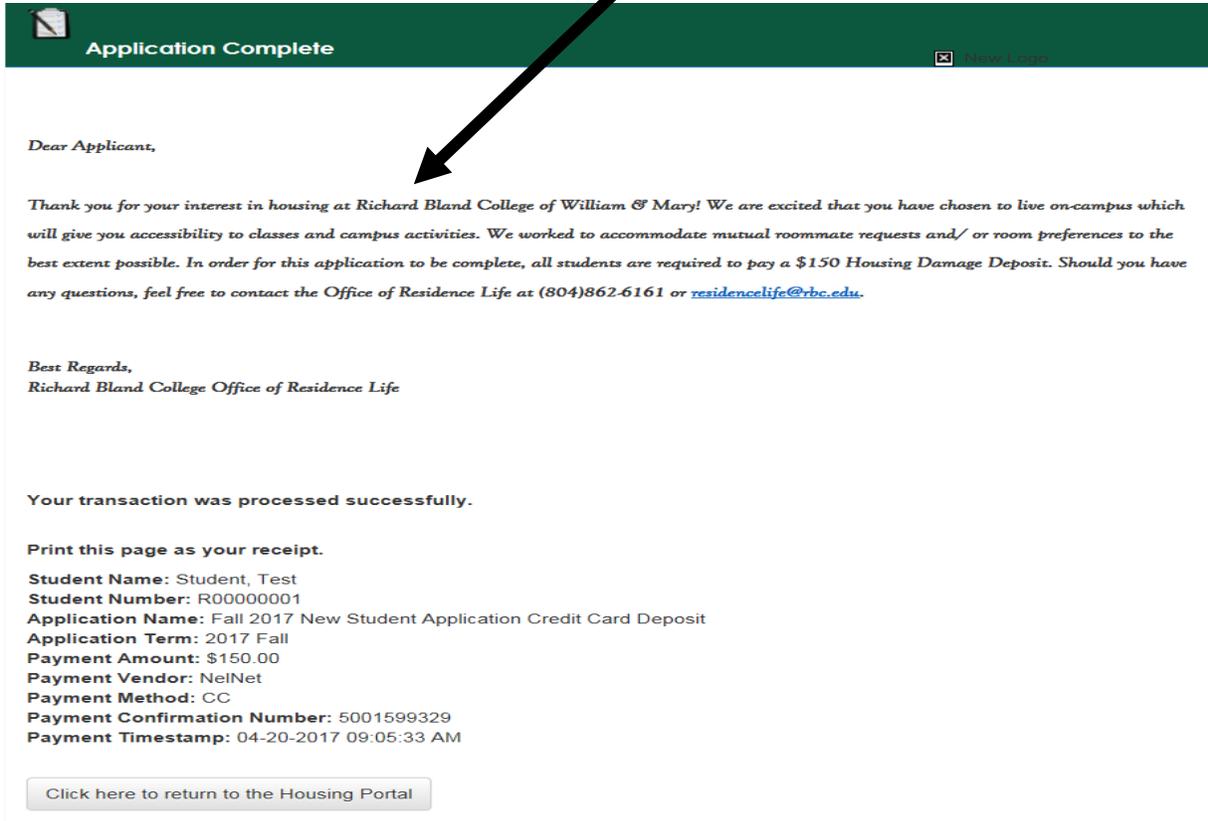
Contact Information	
Daytime Phone:	(804)862-6161
Evening Phone:	(804)862-6161

**Confirm** **Edit** **Cancel**

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## How To Apply For Housing

**Step 9:** Your Housing Application is now complete. An email will be sent to your email address as confirmation.



 **Application Complete** 

*Dear Applicant,*

*Thank you for your interest in housing at Richard Bland College of William & Mary! We are excited that you have chosen to live on-campus which will give you accessibility to classes and campus activities. We worked to accommodate mutual roommate requests and/ or room preferences to the best extent possible. In order for this application to be complete, all students are required to pay a \$150 Housing Damage Deposit. Should you have any questions, feel free to contact the Office of Residence Life at (804)862.6161 or [residencelife@rbc.edu](mailto:residencelife@rbc.edu).*

*Best Regards,*  
*Richard Bland College Office of Residence Life*

**Your transaction was processed successfully.**

**Print this page as your receipt.**

**Student Name:** Student, Test  
**Student Number:** R00000001  
**Application Name:** Fall 2017 New Student Application Credit Card Deposit  
**Application Term:** 2017 Fall  
**Payment Amount:** \$150.00  
**Payment Vendor:** NelNet  
**Payment Method:** CC  
**Payment Confirmation Number:** 5001599329  
**Payment Timestamp:** 04-20-2017 09:05:33 AM

[Click here to return to the Housing Portal](#)