

January 16, 2025

Dear Samford Resident,

Please read this email in its entirety as it contains important information regarding the housing sign-up process for 2025-26. This email also contains important information for students who are NOT planning on living on campus/NOT required to live on campus and students with a housing accommodation.

As a reminder, all students under age 21 are required to live on-campus unless they live at home with a parent or guardian.

ON-CAMPUS HOUSING SELECTION PROCESS FOR 2025-26

ALL students requiring housing for the upcoming 2025-26 Academic Year are required to pay the \$250 Housing Deposit and complete the 2025 Fall Returning Student Housing Contract by **Friday, February 7**.

- Pay your deposit online at https://secure.touchnet.com/C20180_tsa/web/login.jsp (Click link in first paragraph on right hand side of page, log in, select **Payment Profile**, then the **Deposits** tab at the top of the page, select **Fall 2025** Term and select **Housing Deposit**). A bill will NOT be sent to your parent(s). It is payable ONLY through the link. If your parents are paying the deposit, you should send them the link.
- Complete the **2025 Fall Returning Student Housing Contract** which is available on mySamford - <https://my.samford.edu> - under the Housing tab.

SELECTING A ROOM:

After you pay your housing deposit and complete the **Returning Student Housing Contract**, you will select a room and meal plan online. There are 3 options for selecting a room during the housing sign-up process. Each of these options have different dates and instructions listed below.

Listed at the end of this email under **Additional Information** are the meal plan requirements for 2025-26. Please note the hours/years of residency required for each meal plan. If you select a plan that does not meet University policy, your plan will be changed in accordance with policy.

Options for Selecting a Room During Housing Sign-Up Process (COMPLETE ONE OF THESE OPTIONS)

1. Live in Greek Housing – Wednesday, February 12 and Thursday, February 13

(Students who will be living in Greek housing should be receiving your room number assignment from your House Manager. Please make sure you sign up for the room number you are assigned by the House Manager.)

- a. Log on to *mySamford* on Wednesday, February 12 or Thursday, February 13
- b. Click on the *2025 Fall Greek Housing* link under the Housing tab

- c. Follow the instructions to select a room in Greek Housing
2. **Keep My Same Room/Live with Someone Keeping Their Same Room** (Except Smith, Vail, Pittman, Mountainview, Evergreen, Dwight, Lucille, Tributary, Brookwood and Estelle) – **Wednesday, February 12 and Thursday, February 13**

Upperclassmen have the option to keep their same room. If your current roommates and/or suitemates are moving out of their room, you may pull in roommates and/or suitemates. To pull in roommates/suitemates, you must have their **Samford University ID number and meal plan selection. Only current residents may be pulled in. Commuters and transfers may not be pulled into a room during the housing sign-up process.**

Please follow the instructions below to retain your room.

- a. Log on to *mySamford* on Wednesday, February 12 or Thursday, February 13
- b. Click on the *2025 Fall Room Retention/Pull-in link* under the Housing tab
- c. Follow the instructions to retain your room and pull-in roommate/suitemates

3. **Select a New Room for Fall**

Specific instructions on how to complete the option to select a new room, along with your lottery number, will be emailed to you soon. Your lottery number determines the day/time you are able to select a new room for 2025-26. The dates for selecting a new room are:

- a. Tuesday, February 18, 9am – 3pm
- b. Wednesday, February 19, 9am – 3pm
- c. Thursday, February 20, 9am – 3pm

For assistance during housing sign-ups, Residence Life Staff will be available via email at reslife@samford.edu.

If you have problems with a link, please try the following:

- Try another browser
- Clear your browser history
- Use another device (i.e., your phone, tablet, etc.)

STUDENTS NOT RETURNING TO ON CAMPUS HOUSING

If you are:

- **Graduating, transferring, withdrawing, studying abroad, or eligible to move off campus based on university policy (over age 21)**

Complete the “**2025 Fall Housing Cancellation**” process that can be found on *mySamford* under the Housing tab.

- **Requesting to move off campus (*must be 21 years or older to live off campus without approval from Office of Residence Life*)**

If you do not meet the age requirement to live off-campus, you may request to move off-campus. Complete the “**2025 Fall Request to Move Off Campus**” process that can be found on *mySamford* under the Housing tab. You may request to move off campus if

you are at least 20 years of age, have lived on campus 4 semesters, have a 2.5 GPA, and are in good standing with the University. **A request is not an approval to move off campus.** Your request will be reviewed by the Housing Appeals Committee, and a decision will be emailed to you.

The Request to Move-Off Campus deadline is Friday, February 7. Students requesting to move off campus after February 7 should be prepared to sign up for housing as the Housing Appeals Committee may not be able to review your request prior to the housing sign-up process.

Additional Information:

- **Housing Accommodations:**

All students with an approved housing accommodation (i.e. - private room/private bathroom, etc.) through the Office of Accessibility and Accommodation should email Residence Life at reslife@samford.edu to request your housing accommodation for the 2025-26 academic year. The deadline for a guaranteed housing accommodation is **Friday, February 7**. Students who receive approval of an accommodation after February 7, and students who fail to email their housing request by the deadline **will not be guaranteed** their approved accommodation.

1. **Meal Plan Requirements:**

- a. Entering freshmen are required to purchase the 19 meal plan for the entire first year of residency regardless of earned credit hours.
- b. Students who have earned 24 credits or are in second year of residency have the option of either the 12 or 19 meal plan.
- c. Students who have earned 64 credits or are in third year of residency have the option of the 7, 12, 19, or 80-Block meal plan.

- **Change in Housing Plans (Residence Life understands students' housing plans may change)**

Should you cancel housing after you pay your housing deposit and/or select a room on campus, you will be subject to the Housing Cancellation Fee Schedule listed below:

HOUSING CANCELLATION FEE SCHEDULE	
FALL SEMESTER	
DATES	HOUSING DEPOSIT/CANCELLATION FEE
On or before April 30	\$250 housing deposit refunded
May 1 – May 31	\$0 housing deposit refunded
June 1 – June 30	\$0 housing deposit refunded \$500 housing cancellation fee
July 1 – Before first day of Fall classes	\$0 housing deposit refunded \$1000 housing cancellation fee

First day of class – End of Fall Semester	Refer to Refund Schedule in the Catalog \$1000 housing cancellation fee
SPRING SEMESTER	
Before first day of Spring classes	\$1000 housing cancellation fee
First day of class – End of Spring Semester	Refer to Refund Schedule in the Catalog \$1000 housing cancellation fee

If you have any questions, please contact the Residence Life Office at 205-726-2956 or reslife@samford.edu.

As a reminder, a chart of important dates related to the housing sign-up process is below.

HOUSING SIGN-UP IMPORTANT DATES	
Request to Move Off Campus	February 7
Housing Accommodation Deadline	February 7
Housing Deposit Due	February 7
Housing Contract Due	February 7
Greek Housing Sign-Up	February 12 and 13
Keep Same Room Sign-Up	February 12 and 13
Selecting New Room for Fall	February 18, 19, and 20

PLEASE CONTINUE TO READ FUTURE HOUSING SIGN-UP EMAILS as more information about selecting a new room for next semester will be sent.

Thanks so much,
Residence Life

Ellyn Gagnon
Assistant Director of Housing Operations
Housing and Residence Life
reslife@samford.edu