WESTMINSTER COLLEGE
RESIDENCE LIFE

Berlin Village Townhouse 2026-2027 Application

Berlin Village Townhouse Application Timeline

Please review the overall timeline for the process below. In the event the timeline must be altered, due to exigent circumstances, communication will be sent to all impacted students.

- Monday, December 1, 2025 – Applications open and available
- Friday, January 30, 2026 by 4:30 p.m. – Signed and completed applications due to the Student Affairs office, (McKelvey Campus Center 341)
- Monday, February 2 – Friday, February 6, 2026 – Optional group meetings to review application and points with Residence Life staff
- Monday, February 9, 2026 by 4:30 p.m. – Groups ineligible for consideration notified via group email
- Friday, February 13, 2026 by 4:30 p.m. – Groups notified via email of Berlin Village placement or waitlisted status
- Friday, February 20, 2026 by 4:30 p.m. – Berlin Village Townhouse leases and $300 deposit due for each student
- Monday, February 23, 2026 and on-going – Groups notified of loss of Berlin Townhouse and assignment to Berlin Townhouse from waitlist

Berlin Village Townhouse Application General Information

- A student is only permitted to be part of one group application submission. Any student who submits an application as part of more than one group will automatically disqualify all members of each group from participating in the current year process.
- One application per group of four same-sex students is required to be considered for the process. A fifth student may be included, in the event one of the students listed as living on campus for fall semester intends not to live on campus for the spring semester for an approved reason, such as graduation, study abroad or commuter request.
- Students currently not physically attending Westminster (ex: study abroad, leave of absence) should send an email (from their Westminster email only) of their intent to participate in the process and include the names of all students on the application to residencelife@westminster.edu.
- Current Berlin Village residents do not need to pay an additional deposit.
- Any student listed on the application that fails to submit a signed housing agreement **OR** pay the $300 deposit, will be considered withdrawn from their townhouse placement.

  - The remaining members have two business days to find a replacement whose point total is equal to or greater than the student they are replacing; the student must be eligible by all stated criteria.
  - All remaining members and the new student must email residencelife@westminster.edu confirming the change is approved by everyone within the two business days.
  - The new student must submit a signed housing agreement **AND** the $300 deposit within two business days of notifying Residence Life of their intent to join the group.
  - In the event a replacement cannot be found or the replacement student does not submit a signed housing agreement or the $300 deposit, the entire group forfeits their placement in the townhouse.
  - A group will only be granted one attempt to find a replacement, no exceptions.

- Students on the waitlist will be contacted should any townhouse become available; waitlisted students should make alternative housing arrangements for the upcoming semester through the housing selection process.

Completing a Berlin Village Townhouse Application

An accurate list of students is required for an application to be processed. Students wishing to live together in a townhouse must print and sign their full legal names on the application. By signing the application, students are authorizing Residence Life staff to access the information necessary to process the application.

All four prospective residents should intend to live in Berlin Village for the entire academic year. If any applicant does not, the group must plan for another student to move into the vacant space. Both students' names should be listed on the application. The average of those two students' points will be used to calculate the group's total points.

Falsification of any information, including but not limited to names of group members, total number of group members, plans to live in Berlin Village for the entire academic year, or deception of the application process will result in an individual and/or group being disqualified from living in Berlin Village.

Residence Life will contact the group if a member removes themselves from the application, after its submission. The group will have two business days to find a replacement or forfeit consideration for placement in a townhouse.

Individuals are encouraged to check their eligibility in order to address concerns prior to the application deadline. Students may check their GPA and earned credit hours at any time on my.westminster and may confirm their conduct history by emailing Jason Rigsbee, Associate Dean of Students for Student Experience, at rigsbej@westminster.edu.

If you have questions regarding application criteria, please contact Residence Life.

WESTMINSTER COLLEGE
RESIDENCE LIFE

Berlin Village Townhouse 2026-2027 Application

Berlin Village Townhouse Criteria

Applications to live in Berlin Village are evaluated on the below set criteria, which provides each group with an overall score that is ranked against other groups. Townhouses are assigned to the highest scoring groups with 12 townhouses reserved for female groups and 12 townhouses reserved for male groups. The remaining townhouse will be determined as male or female based on the current percentage of men and women living on campus.

1. Semesters On-Campus: Each student receives one point for each semester they have lived on campus (including the current spring semester). Study abroad students and men living in fraternity housing will be given credit for semesters pertaining to that status as though they had lived on-campus. Transfer students will be given credit for each semester they attended and lived on at another college or university. Transfer students must submit documentation from their former college or university along with the application in order for the points to be awarded. Students who have taken a Leave of Absence will not receive points for the semesters they were on leave.

2. Cumulative Grade Point Average: Each student must have a minimum 2.0 cumulative GPA as of the end of Fall 2025 to reside in Berlin Village. Students have access to their current cumulative GPA through my.westminster and may address questions to the Registrar's Office. The group's average cumulative GPA will be used in the event of a tie in point totals.

3. Earned Credit Hours: Each student will receive one point for every 10 credit hours they have earned as of the end of Fall 2025. Earned credits are defined as recognized at Westminster College and students may address questions regarding their earned hours to the Registrar's Office. Points are not awarded for credit hours that are in excess of a multiple of 10 but less than the next multiple of 10 (ex: 67 credits equals 6 points).

4. Conduct History: A student's conduct background will be considered. Each major violation (state, local, or federal law) and incident resulting in disciplinary probation is a one-point deduction; each College policy violation that receives a disciplinary warning is a half-point deduction.

   All conduct history is reviewed on a case-by-case basis. Students who have been found responsible of violating the College's drug policy at any time while attending Westminster College are automatically ineligible to live in Berlin Village. Any disciplinary suspension during a student's tenure at Westminster College or another college or university automatically renders a student ineligible to live in Berlin Village.

   Violations that result in a disciplinary warning during a student's first year of college will not be counted and considered a "learning period." A student who is found responsible for violating multiple policies within a single incident will have no more than 2 points deducted per incident. Students receive copies of all correspondence regarding conduct matters at the time of the hearing decision.

5. Automatic Disqualifications: Applications for Berlin Village may be additionally disqualified at any time during the process, including after already being placed in a townhouse, if it is determined one or more students in the group:
    - Provided false information in any manner
    - Forged names and/or signatures
    - Intentionally lied or was deceptive during the application process
    - Failed to pay the $300 deposit by the required date and time
    - Failed to sign the Berlin Village housing agreement by the required date and time

Residence Life staff does not provide individual student information to other students in their group or comment on other group information. During optional group meetings, Residence Life staff will review the group's total points with all group members; however, staff will not provide student conduct history to anyone other than the individual student.