

BRANFORD COLLEGE

I. THE HOUSING PROCESS

The Branford College Housing Process begins in February with the formation of a *Housing Committee*. The Housing Committee runs Branford's housing process. Each class year will be notified of their housing representatives when general housing information becomes available each year. Questions and comments for the committee may be submitted in writing to the Dean's office at any time. The Dean has ultimate control of the housing process in Branford. The Dean may at any time suspend the Housing Rules as she sees fit and may assign rooms for students in a manner that she sees as equitable.

Housing in Branford is determined by a lottery system that acknowledges seniority while sustaining the requirement, as well as the guarantee, that all sophomores live on campus. For that reason, a selection of larger suites is reserved solely for rising sophomore housing. The remainder of the housing stock is available to the seniors and juniors, respectively.

II. ANNOUNCEMENT OF THE HOUSING DRAW

A. Each year the Housing Committee and the Dean will create a *housing calendar* that lists the times and dates for: God Quad election, the deadline to request housing accommodations, on-line declaration of intent and Group Formation, and each Housing Draw.

B. On-line Group Formation results will be tabulated to encourage recombination.

III. ELIGIBILITY FOR THE HOUSING DRAW

Class Affiliation:

All participants in this year's housing draw should note that residential colleges prohibit students from seeking housing for a given class year more than once (special COVID exceptions are outlined below).

- *Students who were originally members of class 2024 and who entered in the fall of 2020*
 - These students will have the option to live off-campus in the coming academic year.
 - Any student who has already been housed on campus in two academic years (regardless of whether they were only enrolled for one term instead of two in one of these years) should note that they are not guaranteed housing.
 - Those students who were *automatically* reclassified as juniors in the last housing draw by Yale College will be able to draw as juniors again this year, *as a one-time COVID exception* that recognizes that the reclassification last year was not by choice, but automatic.
- *Students who were originally members of class 2023 and who entered in the fall of 2019*
 - These students may choose to be classified as seniors in their college's coming housing lottery and room draw, noting that next year they will draw after the junior class (if they have already been housed on campus for part or all of three academic years).
 - A student in this category who wishes to retain their senior draw for their final semester or year of enrollment (next academic year) may choose to participate in the junior draw this year, with the understanding that they may not receive on-campus housing.
- *Students who were originally members of class 2022 and who entered in the fall of 2018*
 - Should recall that they cannot enter their college's senior housing draw for a second time. Students who have been housed on campus for three years (regardless of whether they were only enrolled for one term in one of those years)

during their time at Yale should note that this housing period they will draw **after** juniors, in recognition of the fact that they have already had on-campus housing for three years, including as seniors.

- **Students in this category should note that they are allowed to draw with a suite where the majority of inhabitants are using their senior draw.**
- Should be prepared for possibility that on-campus housing might only be available via a waitlist within their residential college or annex-housing.
- Should note that residential colleges prohibit students from seeking housing for a given class year more than once, so if they enter senior lotteries and room draws for the 2022-23 academic year, they will not be able to do so again.

B. Late Penalties: Anyone or any group that fails to meet the deadline for online declaration of intent and Group Formation for their class year will draw *at the bottom* of their desired draw. The Dean or the Housing Chairs will assign rooms for these people after the housing process has been completed, and as rooms become available.

C. Special Accommodations:

Students in need of special accommodations should contact the relevant office in order to secure their accommodation by the appropriate deadline in the Branford housing calendar: [Student Accessibility Services](#) for all medical accommodations and the [University Chaplain's Office](#) for all religious accommodations. They should also inform the Dean's Office in writing that they are seeking this accommodation with the understanding that the Dean's Office does not grant accommodations itself, but rather honors accommodations granted by SAS or the Chaplain's Office.

Students should note that Branford may not, due to the architectural features of the college, be able to provide a room for every student that requires an accommodation. In this case, a student who is guaranteed on-campus housing may be offered an appropriate room elsewhere on campus.

D. Fire Egress Doors: Branford has suites that contain fire egress doors that may or may not be alarmed, and are not locked. These are listed on the Branford College Housing Website. Should a student choose a room with a fire egress door, that student is entering a contract with the understanding that that door is to remain unlocked and alarmed (if applicable) at all times. Tampering with these doors subjects the student to disciplinary action and/or fines at the discretion of Branford College.

IV. ENTERING THE HOUSING DRAW

A. Combinations: A *combination* is defined as a group of students who enter the housing process and form a Group online. Once the Group forms and is assigned a lottery number, provided they have met all the established deadlines, the Group Formation is considered final.

B. Content of Forms: Online Group Formation is considered binding. A combination may not change members after the deadline for Online Group Formation. No student may enter more than one Housing Draw and one Recombination Draw in the same academic year.

C. Housing Between Classes:

1. Students may cross class lines in forming housing combinations. The combination's class rank will be that of the majority of the students in the combination. If there is no clear majority (greater than 50%), then the combination will draw with the more senior of the represented classes.

NB: if you are scheduled to complete your time at Yale in Fall 2022, you may draw with a majority-senior suite to remain in the senior draw.

2. A student may participate in the sophomore, junior and senior Draws only once. If a student skips a year and draws as part of an upperclass combination, they may choose which class Draw to enter in subsequent years, so long as each rank is used only once, or in accordance with the exceptions below:

(a) Once a student has surpassed 4 terms of enrollment, they are no longer eligible for the sophomore draw, which guarantees housing to sophomores only.

(b) If a student has participated in all eligible draws (i.e. is off-cycle and has already participated in the senior draw), they may participate in a housing draw after all other classes have drawn, and should be prepared for the possibility that on-campus housing might only be available via a waitlist or annex housing.

(c) For further information, refer to the “eligibility for the housing draw” above (Section III – Class Affiliation).

D. Requesting Single-Gender Bathrooms:

A religious accommodation for a single-gender bathroom can be requested through the University Chaplain’s Office. Every effort will be made to grant this accommodation with the understanding that the free movement of students across Branford may mean that in some instances it is not possible guarantee that a bathroom will be single-gender.

E. Mixed-Gender Housing:

Any student rooming group composed entirely of full-status seniors, juniors, or sophomores may be composed of students of any gender. Per the updated housing policy instituted by the Yale College Dean’s Office, double bedrooms are no longer restricted to students of the same gender (as of 2/15/17).

F. Housing and a Fall Term Away from Campus:

Students who plan to be away from Yale in the fall term are not eligible to enter the room draw. When students return to campus in the spring, ordinarily rooms are available in Branford to house them, because students who study abroad in the spring term vacate rooms. The Dean of Branford will house students returning from a fall term away at her discretion; students planning to return in Spring must contact the Dean’s Office no later than December 1st, and should note that the Dean’s Office may not be able to confirm whether housing will be available until late in the fall term.

G. Housing Process for Students who are Away:

Students who are away from Yale (Study Abroad, Leave of Absence, or Withdrawal) and who will be returning in the fall term may participate in the housing process through a proxy who must be a current Branford College student at the time of the housing draw. Students away from Yale during the housing process are expected to adhere to the deadlines outlined in the housing calendar and to attend to any communications from the Dean’s office. All the regular rules apply. These students will need to send the name of their housing proxy to the Dean and Jen by email by 5pm (**at the latest**) the day before the room draw.

V. PROCEDURES FOR THE LOTTERIES AND DRAWS:

After the online declaration of intent and group formation, a lottery will be held for each class to determine the order in which rooms will be chosen. The lottery is run through the online housing system, which assigns lottery numbers to groups at random. Groups assigned a viable lottery number by the housing program will then be able to select their suite and their respective rooms at Room Draw. Groups that are not assigned a viable lottery number will need to recombine and select suites from the remaining available configurations.

Please note: Groups can only enter the lottery for the suite configuration that fits their group – for example, if you are a group of two, you can only enter the lottery for doubles, not for larger rooms, regardless of availability. If no suites remain in the configuration you originally sought, your group will need to reconfigure to fit an available suite size.

VI. RECOMBINATIONS:

If there are more groups competing for a particular configuration than are available in Branford for that class year’s draw, the groups that are assigned numbers in the lottery that do not allow them to choose a room for their preferred configuration will have to *Recombine* into a viable room configuration, based on the remaining suite configurations available.

VII. REMAINING SUITES:

In the event that, after all housing draws have been conducted, there remain one or more empty rooms or suites, this space will be made available for assignment by the Dean to students without other housing.

A note on “ghosting”: Students with no intention to live on campus the following year but who enter the lottery nevertheless are known as “ghosts”. They do so with the intention of securing for the remaining roommates a better suite or arrangement than the one otherwise available when pursued through the proper channels. When the Dean learns of such an arrangement, she may place in the suite anyone who requests housing, at the convenience of the new student. The Dean may also, at her discretion, instead deny the suite to those who have fraudulently drawn for it and place them in a smaller suite, if one is available.

VIII. CONTRACTUAL AGREEMENTS & RELINQUISHING HOUSING

Once a student has participated in the housing draw and selected a room, they are under contract with Yale for undergraduate housing. As such, they are subject to housing fees. A student who participates in room draw in the spring but who, through a letter to the Dean, later relinquishes the suite they have accepted should be aware of the following guidelines, copied from the [Undergraduate Regulations](#) (Financial Services section D.11):

Charges for relinquishing fall-term housing

A student who has contracted for a room but who notifies the college dean in writing on or before the first day of the fall term of an intention to relinquish that room will be charged a nonrefundable deposit of one-quarter (25%) of the term room rent.

A student who has contracted for a room but who notifies the college dean in writing on or before the fifteenth day of the fall term of an intention to relinquish that room will be charged a nonrefundable deposit of one-quarter (25%) of the term room rent plus the per diem housing charge for each day up to and including the day on which the student relinquishes the room.

A student who has contracted for a room but who notifies the college dean in writing after the fifteenth day of the fall term but on or before the last day of the first quarter of the fall term of an intention to relinquish that room will be charged one-half (50%) of the term room rent.

A student who has contracted for a room but who notifies the college dean in writing after the last day of the first quarter of the fall term but on or before midterm of an intention to relinquish that room will be charged three-quarters (75%) of the term room rent.

Charges for relinquishing spring-term housing

A student who has contracted for a room but who notifies the college dean in writing by November 30, 2020, of an intention to relinquish his or her room during the spring term will not be responsible for the spring-term room charge.

A student who has contracted for a room but who notifies the college dean in writing on or before the first day of the spring term of an intention to relinquish that room will be charged a nonrefundable deposit of one-quarter (25%) of the term room rent.

A student who has contracted for a room but who notifies the college dean in writing on or before the fifteenth day of the spring term of an intention to relinquish that room will be charged a nonrefundable deposit of one-quarter (25%) of the term room rent plus the per diem housing charge for each day up to and including the day on which the student relinquishes the room.

A student who has contracted for a room but who notifies the college dean in writing after the fifteenth day of the spring term but on or before the last day of the first quarter of the spring term of an intention to relinquish that room will be charged one-half (50%) of the term room rent.

A student who has contracted for a room but who notifies the college dean in writing after the last day of the first quarter of the spring term but on or before midterm of an intention to relinquish that room will be charged three-quarters (75%) of the term room rent.