SUMMER SCHOOL HOUSING PACKET

FOR
REGISTERED SUMMER SCHOOL STUDENTS
AND
VERIFIED WORKING CONTINUING STUDENTS

CONTENTS:

- Summer School Housing Guidelines
- Summer Housing Rates
- Application for Summer School Housing/ Special Summer Housing

Interim Housing Period (for current residents attending first session)
   May 9 to May 17, 2016

First Five Week Session
   Wednesday, May 18 to Friday, June 24, 2016

Second Five Week Session
   Thursday, June 25 to Saturday, July 30, 2016

SUMMER 2016
SUMMER HOUSING GUIDELINES

ELIGIBILITY
The University will provide and maintain summer housing for students for a specified period during the summer months in order to provide them with suitable and affordable accommodations.

Summer school students
Housing accommodations in the residence halls designated for Summer Sessions are limited to those students who are officially registered for the 2016 Summer School Sessions. Students not registered or who withdraw from Summer School will be required to checkout. Residents who do not pay in advance will not be permitted to check-in.

Verified working students
Every effort will be made to maintain an atmosphere conducive to the needs of the working student. Housing accommodations will be available to a limited number of current residents who are not enrolled in Summer School, who provide written verification of their summer employment at the University or in the Metropolitan Area.

Eligibility does NOT include persons who are seeking employment, but have not secured it.

PLEASE NOTE: Summer school students must be validated before moving into the residence halls in August. Students should be careful not to let summer charges prevent or delay your validation in the fall semester.

*NOTE: STUDENTS WHO ARE GRADUATING IN SPRING 2016 ARE NOT ALLOWED TO RESIDE IN RESIDENCE HALLS DURING THE SUMMER. ALTHOUGH, YOU MAY APPLY FOR THE GRADUATE SUMMER BRIDGE PROGRAM THROUGH THE SUMMER CONFERENCE HOUSING PROGRAM, SPACE IS LIMITED. www.howard.edu/residence/summerconference

APPLICATION
The Application for Housing is included in this packet. Students seeking Special Summer Housing must submit application along with written verification of summer employment to their Community Director's office immediately and not later than April 15, 2016. Do not submit an application without verification attached.

RESIDENCE HALL CHECK-IN AND CHECKOUT DATES

<table>
<thead>
<tr>
<th>SUMMER SCHOOL SESSIONS</th>
<th>CHECK-IN DATE</th>
<th>CHECKOUT DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Session</td>
<td>Wednesday, May 18, 2016</td>
<td>Friday, June 24, 2016</td>
</tr>
<tr>
<td>Second Sessions</td>
<td>Saturday, June 25, 2016</td>
<td>Saturday, July 30, 2016</td>
</tr>
</tbody>
</table>

The residence halls will check-in and checkout students for Special Summer Housing as indicated below:

All rooms will be available for occupancy as of the above hall opening dates during the hours of 9:00 am and 4:00 pm. Students should report directly to the residence hall open for summer school housing during the check-in dates and times.

All residents must be checked-out of the residence hall no later than 5:00 pm on the checkout dates indicated above. Extensions will not be granted. Failure to checkout as mandated will result in ineligibility to return to the residence halls, and a surcharge of $200 plus double the prorated daily rate.

Students who check out of their summer housing assignment prior to the end of the summer session will be charged a daily rate.
## 2016 SUMMER & INTERIM ROOM RATES

ALL RATES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

<table>
<thead>
<tr>
<th>RESIDENCE HALL</th>
<th>ROOM TYPE</th>
<th>INTERIM PERIOD (9 DAYS)</th>
<th>ONE SUMMER SESSION</th>
<th>TWO SUMMER SESSIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BETHUNE HALL ANNEX</td>
<td>Single Shared Bath with A/C</td>
<td>$323</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Double Shared Bath with A/C</td>
<td>$232</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COLLEGE HALLS NORTH &amp; SOUTH</td>
<td>Single Full Bath</td>
<td>$604</td>
<td>$1350</td>
<td>$2,700</td>
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<tr>
<td></td>
<td>Double Full Bath</td>
<td>$302</td>
<td>$950</td>
<td>$1,900</td>
</tr>
<tr>
<td>COOK HALL</td>
<td>Single Full Bath with A/C</td>
<td>$342</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Single Shared Shower with A/C</td>
<td>$323</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Double Shared Bath with A/C</td>
<td>$232</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Double Full Bath with A/C</td>
<td>$241</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DREW HALL</td>
<td>Regular Single</td>
<td>$298</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Single Shared Bath</td>
<td>$322</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Single Full Bath</td>
<td>$342</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Regular Double</td>
<td>$218</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Regular Triple</td>
<td>$175</td>
<td></td>
<td></td>
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<tr>
<td>HOWARD PLAZA TOWERS WEST &amp; HONORS</td>
<td>Efficiency (shared)</td>
<td>$269</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Three Bedroom</td>
<td>$333</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Standard Unit</td>
<td>$322</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Large Unit</td>
<td>$348</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SLOWE HALL</td>
<td>Regular single room with A/C</td>
<td>$298</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Large Single room with A/C</td>
<td>$340</td>
<td></td>
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<tr>
<td>TUBMAN QUADRANGLE</td>
<td>Regular Single</td>
<td>$277</td>
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<tr>
<td></td>
<td>Regular Single (AC)</td>
<td>$298</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Regular Double</td>
<td>$201</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Regular Double (AC)</td>
<td>$218</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Regular Triple</td>
<td>$172</td>
<td></td>
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</tbody>
</table>

All housing charges must be paid in full prior to check-in.
All Room assignments are subject to availability.
INTERIM HOUSING
Housing between the Spring Semester and first summer session (May 9 - 17, 2016)

ELIGIBILITY
Only current residents moving into Summer School Housing for the first session will be provided Interim Housing. Residents not staying for summer housing must checkout by 12:00 pm, Sunday, May 8, 2016.

APPLICATION
Current residents moving into Summer School Housing for the first session desiring Interim Housing must indicate their request on the Application for Summer School Housing in the space provided. The NON-REFUNDABLE fee for Interim Housing will be charged to each student’s account. Submit applications as early as possible, and no later than April 29, 2016.

PAYMENT
The fee for Interim Housing will be calculated based on the daily rate of the currently assigned room or apartment and is NON-REFUNDABLE (see Summer & Interim Housing Rates). Payment for interim housing must be for the full interim period only. Partial payment for interim housing will not be accepted and there will be no refunds. Housing fee payments are required in advance. Students must make payments in two parts: on or before May 18 and June 25, 2016.

MOVING INTO SUMMER HOUSING
Students residing in the residence halls during the Interim Housing period must remain in the area and be prepared to move to their summer room assignment immediately upon notification by the residence hall staff. Students who fail to adhere to this policy will lose their room assignments for the impending session or semester.

CANCELLATION OF SUMMER HOUSING
Students wishing to cancel their housing application for the Summer School Sessions must do so, in writing, no later than May 6, 2016.

Refunds of advance rent payments are subject to the terms and conditions specified in the Residence Hall Agreement.
CHECKOUT PROCEDURES

• All students are required to formally checkout of the hall before or by 5:00 pm, on the designated checkout dates.

• Students are required to remove all of their belongings from the hall at the time of checkout. The room should be cleaned and all furniture and furnishings that were in the room at the time of check-in should be left in place.

• All KEYS must be returned to the staff member conducting the checkout and all paperwork signed and completed. Failure to follow checkout procedures may result in additional charges.

• Failure to comply with the stated checkout procedures will result in belongings being packed out and removed from the premises, and a fee of $200 will be charged to the student for the removal service.

* The University will not be responsible for damage, loss, or theft of students’ property resulting from pack out and removal due to failure of the student to follow proper checkout procedures and guidelines.

DO NOT APPLY FOR OR ACCEPT HOUSING, IF YOU CANNOT MOVE OUT ON THE DESIGNATED CHECKOUT DATES.

CURRENT HOWARD PLAZA TOWERS WEST & HONORS RESIDENTS:
In the event you do not currently reside in a space, which is designated for Summer Housing, you will be required to move to your new assignment promptly when it is ready for occupancy. We ask your full cooperation with the Howard Plaza Towers staff in completing these moves.
SUMMER SCHOOL HOUSING 2016 CHECK LIST

1. Read this Summer Housing Packet.

2. Turn in completed Application for Summer School Housing to your Community Director in accordance with his/her instructions no later than April 29, 2016.
   a. Working students must turn in written verification of employment along with completed Application.

3. If you are a current resident and interim housing (May 9 - 17) is needed indicate so on the Application for Summer School Housing in the space provided. (See page 2 for amount you will be charged.)

4. Payment for interim housing and at least the first six week session is due in advance at the University Cashier.

5. Full payment of summer room rate is required prior to check-in.

6. Summer residence halls open at 9:00 am - May 18.

All rooms will be available for occupancy as of the above residence hall opening dates during the hours of 9:00 am and 4:00 pm Students should report directly to the residence hall open for summer school housing during the check-in dates and times.

DO NOT APPLY FOR, OR ACCEPT, HOUSING IF YOU CANNOT MOVE OUT ON THE DESIGNATED CHECKOUT DATES.

Students must be validated before moving into the residence halls in August 2016. You should be careful not to let Summer charges prevent you from getting validated for the Fall semester.

IMPORTANT DATES

April 29, 2016  Deadline to Submit Summer 2016 Housing Application

May 9-17, 2016  Interim Housing Dates
   (Students will remain in their spring 2016 assignments)

May 18, 2016  Check in for Housing Summer Session I

June 24, 2016  Summer Session I Housing Ends
   (Check Out if you have not requested Summer Session II housing)

June 25, 2016  Check in for Housing Summer Session II

July 30, 2016  Summer Session II Ends
   (Check Out if you do not have fall assignment)
APPLICATION FOR 2016 SUMMER SCHOOL HOUSING

☐ Registered Summer School Student  ☐ Verified Working Continuing Residents

INSTRUCTIONS: Read Summer School Housing Guidelines. Complete this application and return it to your Community Director no later than April 29, 2016. NO DEPOSIT IS REQUIRED OF STUDENTS WHO ARE NOW IN RESIDENCE.

Housing accommodations are provided for students officially registered for a normal class load of six semester hours, and only for the duration of the summer session in which they are enrolled. Summer residents are required to vacate rooms not more than 24 hours following the last class day. Applicant understands that she or he may be reassigned during the summer due to consolidation of remaining students, repairs, painting, or other reasons. In that event, all relocation expenses are the responsibility of the applicant.

PERIODS REQUESTED:  ROOM TYPE PREFERENCE: (1ST & 2ND)

☐ Interim Housing Period (May 9 - May 17)*     _____ Double Full Bath
☐ First Session (May 18 – June 24)          _____ Single Full Bath (limited availability)
☐ Second Session (June 25 – July 30)

*Only current residents moving into Summer School Housing for the first session will be provided Interim Housing.

NAME ____________________________________________________________

LAST ___________________________  FIRST ___________________________  M.I. ___________________________

GENDER  Male ☐  Female ☐  AGE ___________________________  CLASSIFICATION ___________________________

CURRENT ADDRESS ___________________________  PHONE (_______)

(RESIDENCE HALL, ROOM NUMBER & TYPE OR LOCAL ADDRESS)

HOME ADDRESS ___________________________  PHONE (_______)

STREET _______________________________________

CITY ___________________________ STATE ___________________________ ZIP CODE ___________________________

• Full payment of summer room rate is required prior to check-in.
• Residence halls open at 9:00 am - May 18.
• Do not apply for, or accept, housing if you cannot move out on the designated checkout dates.

I understand and agree that I will be required to checkout of the residence hall within 24 hours if I do not register for, or if I withdraw from summer school. I agree to checkout on or before the specified date indicated above. I further understand and agree that if I do not checkout as required, my personal belongings will be packed out, and I will be charged at least $200, and that the University is not responsible for my personal property. I acknowledge receiving Summer School Housing Guidelines.

☐ Check this box to verify that you have read and understand the guidelines included in this packet.
Your application will not be processed with this box left unchecked.

SIGNATURE __________________________________________________________ DATE ___________________________

*NOTE: GRADUATING SENIORS ARE NOT ALLOWED TO RESIDE IN RESIDENCE HALLS DURING THE SUMMER. ALTHOUGH, YOU MAY APPLY FOR THE GRADUATE SUMMER BRIDGE PROGRAM THROUGH THE SUMMER CONFERENCE HOUSING PROGRAM, SPACE IS LIMITED. www.howard.edu/residence/summerconference