

HOWARD UNIVERSITY

OFFICE OF RESIDENCE LIFE

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 11 to May 17, 2009

First Six Week Session

Wednesday, May 18 to June 27, 2009

Second Six Week Session

Friday, June 25 to August 1, 2009

Application for SUMMER 2009
Housing

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 2009 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 2009 ARE NOT ALLOWED TO RESIDE IN RESIDENCE HALLS DURING THE SUMMER.**

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 24, 2009. **Do not submit an application without verification attached.**

RESIDENCE HALL CHECK-IN AND CHECKOUT DATES

SUMMER SCHOOL SESSIONS	CHECK-IN DATE	CHECKOUT DATE
First Session	Monday, May 18, 2009	Saturday, June 27, 2009
Second Sessions	Thursday, June 25, 2009	Saturday, August 1, 2009

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 on time will result in the student being ineligible to return to the residence halls, and/or 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.

2009 SUMMER & INTERIM ROOM RATES

ALL RATES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

RESIDENCE HALL ROOM TYPE	INTERIM PERIOD (7 DAYS)	ONE SUMMER SESSION (5 WKS)	TWO SUMMER SESSION ROOM TYPE S (10 WKS)
BETHUNE HALL ANNEX			
Single Shared Bath with A/C	\$188.63		
Double Shared Bath with A/C	\$135.79		
CARVER HALL			
Regular single room with A/C	\$174.13		
Regular double room with A/C	\$127.24		
COOK HALL			
Single Full Bath with A/C	\$200.01		
Single Shared Shower with A/C	\$188.63		
Double Shared Bath with A/C	\$135.79		
Double Full Bath with A/C	\$141.12		
DREW HALL			
Regular Single	\$161.90		
Single Shared Bath	\$175.29		
Single Full Bath	\$185.68		
Regular Double	\$117.51		
Regular Triple	\$100.51		
HOWARD PLAZA TOWERS WEST & HONORS			
Efficiency (shared)	\$157.40	\$854.00	\$1708.00
One Bedroom (shared)	\$183.96	\$998.00	\$1996.00
Three Bedroom	\$198.61	\$1078.00	\$2156.00
Double Studio	\$203.29	\$1103.00	\$2206.00
Triple Studio	\$157.40	\$854.00	\$1708.00
MAYS HALLS - School of Divinity (co-ed Divinity & graduate/professional students)			
Regular single	\$147.57	\$801.00	\$1602.00
Large single	\$153.51	\$833.00	\$1666.00
MERIDIAN HILL HALL			
Regular single room	\$174.13	\$945.00	\$1890.00
Single connecting lavatory	\$188.63	\$1024.00	\$2048.00
Single, Large shared bath	\$200.01	\$1086.00	\$2172.00
Double full bath	\$141.12	\$766.00	\$1532.00
SLOWE HALL			
Regular single room with A/C	\$174.13		
Large Single room with A/C	\$198.51		
TUBMAN QUADRANGLE			
Regular Single	\$161.90		
Regular Double	\$117.51		
Regular Triple (AC)	\$102.29		
Regular Triple	\$100.57		

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 11 - 17, 2009)

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 10.

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 24, 2009.**

PAYMENT

The fee for Interim Housing will be calculated based on the daily rate of the current 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 15** and **June 27, 2009**.

MOVING IN TO SUMMER HOUSING

Students residing in the residence halls during the Interim Housing period must remain in the area, 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 8, 2009.

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 on or before 5:00 pm, on the designated checkout dates.
- The room should be cleaned and all furniture and furnishings left in place. Students are required to remove all of their belongings from the hall at the time of checkout.
- **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.

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 2009 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 24, 2009**.
 - 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 11 - 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 five week session is due in advance at the University Cashier's Office or the online through Touchnet.
5. Full payment of summer room rate is required prior to check-in.
6. Residence halls open at 9:00 am - May 18.
7. Do not apply for or accept, housing if you cannot move out on the designated checkout dates.

All rooms will be available for occupancy as of the above specified opening dates during the hours of **9:00 am and 4:00 pm**. Students should report directly to the residence hall 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 2009. You should be careful not to let Summer charges prevent you from getting validated for the Fall semester.

APPLICATION FOR 2009 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 24, 2009**. 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 the likelihood of reassignment, all relocation expenses are the responsibility of the applicant.

PERIODS REQUESTED:

- Interim Housing Period (May 11 - May 17)*
 First Session (May 18 - June 27)
 Second Session (June 25 - August 1)

ROOM TYPE PREFERENCE: (1ST, 2ND, & 3RD)

- ____ Double Studio
 ____ Triple Studio (limited space)
 ____ Shared Efficiency (limited space)

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

NAME _____ HUID NO. _____
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.
- **There will be no interim housing in August.**

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.

