

OFFICE OF HOUSING & RESIDENCE LIFE SUMMER HOUSING AGREEMENT 2010

(PLEASE PRINT CLEARLY)

SUMMER HOUSING RESERVATION

Due to Residence Life by April 30, 2010

Name: _____ ID#: _____

Campus Address: _____
Street City State Zip Code

Home Telephone: _____ Cell Phone: _____

Campus Box#: _____ Campus Ext.: _____

Summer housing is available for Springfield College students who will be taking summer course, working on campus, or working full time in the local area. *****To live with another student(s), you and your roommates must check out on the same day and have valid reasons to be on campus during the time frame requested.*****

COST: Students taking summer courses and not working full-time on campus will be charged housing in advance at a rate of \$560. per four week session for double occupancy (or single occupancy, if available). Students who will be working on campus 30 hours a week and who provide departmental employer information to the Office of Residence Life will be charged housing in advance at a rate of \$400 per four week session for double occupancy (or single occupancy, if available). The department supervisor must complete and sign the section below verifying the approximate number of hours the student will work per week in their department.

You are responsible for filling out the appropriate paperwork for payroll deduction and submitting it to HR. It can be obtained from your supervisor, Residence Life or in the office of Human Resources. Residence Life will not pro-rate any bills for students who did not submit their payroll deduction paperwork.

NO STUDENTS: Under the age of 18 will be allowed to reside in the Living Center for the summer sessions.

HOUSING AGREEMENT: All students residing in the Living Center must have a signed summer housing agreement to reside in the Living Center during the summer sessions. Any student found residing the living center will be charged the appropriate rate for residing in the Living Center during the summer sessions

CONSOLIDATION: Students will be consolidated with other residents in the Living Center. There will be no residents residing in Living Center apartments alone. Additionally, any students staying for summer school (residing in their fall housing assignment) will be required to clean the apartment prior to the return of the other students living in the same apartment for the fall semester. Failure to adhere to this request will mean a bill will be assessed for extra cleaning.

FURNISHINGS: Living Center double rooms are furnished with a bed, desk, closet units, and chairs. **All furniture in the room at check in must remain in the room throughout the summer.** All apartments have a kitchen that students can use. Students will need to supply their own sheets, towels, kitchenware, desk lamps, etc.

CHECK-IN: Students will be notified when your summer housing apartment is ready to be occupied. The resident director will issue students a room key at check in. Card access for the building will be provided only for students who have signed a Summer Housing Contract with the Office of Residence Life. Failure to return room key at checkout will result in a \$35 fee.

MEAL PLAN: Students living in the Living Center are not required to purchase a meal plan but may do so if desired. All summer meal plans must be arranged through ARAMARK food services.

NOTE: All students living in College housing will be held to the same rules and regulations outlined in the Student Handbook. Students will be held accountable for any infractions of the rules.

OFF-CAMPUS EMPLOYMENT: Requires a letter from the manager on letterhead stating the amount of hours that the student will work per week. Please have a contact number included on this letter as the Office of Housing and Residence Life needs to verify employment.

SUMMER HOUSING NEEDED FOR:

- _____ Taking classes
- _____ Working off campus (need letter from employer)
- _____ Working on campus (specify office) _____
- _____ EMS (requires approval from Chief Jackson)
- _____ RD/RA Staff (requires approval from the Office of Residence Life)
- _____ SOAR (requires approval from Carl Stiles)
- _____ AmeriCorps (requires approval from supervisor)
- _____ Other: _____

(Please specify)

Please choose session for **expected** dates of occupancy: **Weeks are billed from Sunday-Saturday and are not pro-rated.**

- _____ Mini Session – May 17 thru June 4
- _____ Six week Session – June 7 thru July 16
- _____ Eight week Session – June 7 thru July 30
- _____ Dates not listed (indicate dates for occupancy)

ON-CAMPUS SUMMER WORK PROGRAM INFORMATION – To be completed by hiring supervisor

Name of hiring department _____

Approximate number of hour(s) student will work per week in department _____

Hiring supervisor signature _____

Hiring supervisor name (please print) _____

Campus telephone number _____

Note: Student must fill out paperwork for payroll deduction and submit to HR

Your signature below confirms that you have read, understand, and agree to comply with this housing agreement and the Office of Housing and Residence Life policies and procedures.

/ /

Signature _____ Date _____

RES. LIFE USE ONLY: Session Charge: Waiver _____