Summer Housing 2013 Information

The following information outlines the general procedures that a student must follow to utilize college housing during the summer. For more information regarding summer housing, or to request a contract, please contact Karin Berthiaume in Residential Education at x3455 or krberthi@colby-sawyer.edu

- **ELIGIBILITY:**
  - Summer housing is available for people who are enrolled as Colby-Sawyer students for the 2013 – 2014 academic year or graduates of the class of 2013;
  - Preference will be given to students who:
    - Are registered for Colby-Sawyer summer credits; or
    - Are employed by the college or a college-related employer for the summer; or
    - Hold a summer internship through the college.
  - Housing will be available to eligible students who are working in the area for the summer on a space available basis.
  - The College reserves the right to remove from campus housing any summer resident who does not comply with the terms of the Summer Housing contract, with no partial refund.

- **DATES:** Summer Housing begins on Saturday, May 25 and is available until Friday, August 23. ***Note: Because Saturday, May 25 falls on Memorial Day weekend, students will be permitted to move in on Friday, May 24.
  - Summer residents may choose a start and end date within this time frame;
  - Rental weeks run from Saturday to Friday, regardless of your actual move-in date.
  - If an employer or internship requires that the student live on campus for any time between Saturday, May 11 and the start of summer housing on May 25, arrangements for this “bridge housing” must be made in advance with Residential Education;
  - If an employer or internship requires that the student live on campus for any time between Saturday, August 24 and Monday, September 9, the advisor or employer must contact Residential Education by Monday, August 12, 2013 to give the student permission to be on campus as an “early arrival”.
    - The student must then complete the process for early arrival, which includes receiving financial clearance for the fall from the Financial Services Office. **NOTE: Due to several circumstances, it is likely that early arrival students will be placed in temporary housing until Friday, August 30. For summer residents staying through, this may mean that they will be staying in their summer room assignment until that date and that another student may be assigned to any additional spaces available in the apartment during that time.**

- **LOCATION:**
  - Summer residents will be housed in Rooke Hall;
  - Each apartment includes a full kitchen;
  - During the summer housing period, Rooke Hall will function as suite style living – NOT apartment style.
    - Students should be aware that staff will have access to the common areas of each apartment and there should be no expectation of privacy in these areas.
    - Alcohol is not permitted in common areas, regardless of age.
  - Apartment assignments will be made based on the dates you will be here for summer housing;
    - Requests will be accepted, but final placement decisions will be determined solely by the office of residential education

- **COST:** The cost is $75 per week
  - Students must identify a Saturday start date and a Friday end date and are responsible for payment for all weeks falling within their selected timeframe;
  - Your bill for summer housing will be posted online to PowerCAMPUS Self-Service. Also, arrangements for payment must be made with the Financial Services office by the Friday prior to your selected start date;
  - Students must receive financial clearance prior to occupancy;
  - Summer rental is not refundable unless the student’s on-campus job is terminated by the College.
  - Meals are not included.

- **STAFFING:**
  - One Resident Director;
  - One student will be hired to serve as a Summer Assistant (SA) and will report directly to the summer Resident Director.
    - Duties of the SA will include assistance with the coordination of the summer housing process and to serve as a liaison between the RD and summer residents.
    - The SA may, but is not required to, hold another position on campus during the summer. Experience as a Resident Assistant is strongly preferred.
    - A single room will serve as compensation.
• **Hogan Sports Center** will be available to summer residents after May 28.

• **The Lodge** will be available to summer residents during the evenings throughout the rental period.

• **Baird Health and Counseling Center** is not open for medical appointments during the summer term. For emergencies, students may access New London hospital services directly. Students may see BHCC counselors during summer months by scheduled appointment only; call 603.526.3621. Appointments during the summer will be $100/hr with payment due at the time of visit, and the same charge will be charged for no-show appointments. Students will receive walk out statements that they may file with their insurance providers for reimbursement.
  - Students that are enrolled in health insurance through the College are reminded that their policy is in effect through June 28, 2013. Bridge insurance will be available for July-August to purchase through Gallagher Koster.

• **The H.O.P.E. program** (care for students found under the influence of alcohol) is not available for students during the summer housing period. Students found in violation of the college alcohol policy may be subject to protective custody or arrest by the New London Police Department.

• **FOR INFORMATION:** Contact Assistant Director of Residential Education, Karin Berthiaume at x3455 or krberthi@colby-sawyer.edu. The Residential Education office is located on the 1st floor of the Ware Student Center.

### Reserving a Space

**Student responsibility for summer housing:**

1. Contact Karin Berthiaume in Residential Education (x3455 or krberthi@colby-sawyer.edu) to receive a “Summer Housing Contract”. This contract outlines summer housing regulations and student responsibilities. Please read, complete and sign this contract.

2. If enrolled as a summer student, please indicate the number of credits (online or on campus) you will be taking during the summer term.

3. If here as an employee or to complete an internship, contact internship advisor or employer for approval and have them sign the “Summer Housing Contract” to verify that you are eligible for summer housing. Confirm that they have submitted your name to Residential Education.

4. To secure a space, you must return the complete “Summer Housing Contract” with signatures to Karin Berthiaume.

5. Once we receive your signed contract, a bill will be generated to reflect your selected dates of occupancy. You will be notified when your bill is ready for payment.

6. Upon notification, go to PowerCAMPUS self-service to make payment. Our office will receive confirmation from Student Financial Services when the bill has been paid and you are officially cleared for occupancy.

**Internship advisor or Employer responsibility for student(s) staying during the summer:**

1. Submit all approved names to Karin Berthiaume via email, campus mail, or call x3455.

2. Sign the advisor/employer section of the student’s “Summer Housing Contract” to verify that the student is requesting summer housing for a college-related purpose. Students with a contract signed by their internship advisor or campus employer, or who are registered for summer classes, will have priority for a space for the summer.

3. Inform students of their responsibility in this process.

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**Only students who are registered for Fall 2013, or are 2013 graduates, are eligible for on campus during the summer. Preference will be given to students with a college-related reason to be on campus for the summer.**