

# HOWARD UNIVERSITY

## OFFICE OF RESIDENCE LIFE

# SUMMER SCHOOL HOUSING PACKET

FOR  
REGISTERED UNDERGRADUATE SUMMER SCHOOL STUDENTS  
AND  
VERIFIED WORKING  
UNDERGRADUATE 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 14 to May 17, 2018

**First Five Week Session**

Friday, May 18 to Sunday, June 24, 2018

**Second Five Week Session**

Friday, June 22 to Saturday, July 28, 2018

# SUMMER 2018

# 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 2018 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 2018 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](http://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 14, 2018 for priority consideration. **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	Friday, May 18, 2018	Sunday, June 24, 2018
Second Sessions	Friday, June 22, 2018	Saturday, July 28, 2018

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 **10:00 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 12:00 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.**

## **INTERIM HOUSING**

Housing between the Spring Semester and first summer session (May 14 - 17, 2018)

### **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 13, 2018.

### **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 20, 2018.**

### **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 22, 2018**.

### **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 4, 2018.

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 12:00 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 up to \$300 will be charged to the student for the removal service or restoration of the unit.
- \* **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 OR BEFORE THE DESIGNATED CHECKOUT DATES.**

**CURRENT HOWARD PLAZA TOWERS 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 2018 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 20, 2018**.
  - 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 14 - 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.**
5. **Full payment of summer room rate is required prior to check-in.**
6. Summer residence halls open at 10:00 am - May 18.

All rooms will be available for occupancy as of the above residence hall opening dates during the hours of **10:00 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 registered before moving into the residence halls in August 2018. You should be careful not to let Summer charges prevent you from getting validated for the Fall semester.**

## IMPORTANT DATES

<b>April 20, 2018</b>	<b>Deadline to Submit Summer 2018 Housing Application</b>
<b>May 14-17, 2018</b>	<b>Interim Housing Dates (Students will remain in their spring 2018 assignments)</b>
<b>May 18, 2018</b>	<b>Check in for Housing Summer Session I</b>
<b>June 24, 2018</b>	<b>Summer Session I Housing Ends (Check Out if you have not requested Summer Session II housing)</b>
<b>June 22, 2018</b>	<b>Check in for Housing Summer Session II</b>
<b>July 28, 2018</b>	<b>Summer Session II Ends (Check Out if you do not have fall assignment)</b>

**[Summer Housing Application Link](#) (click here)**

## 2018 SUMMER & INTERM ROOM RATES

### ALL RATES ARE SUBJECT TO CHANGE WITHOUT NOTICE

RESIDENCE HALL/ROOM TYPE	INTERIM PERIOD (4 DAYS) 5/14-5/17	ONE SUMMER SESSION	TWO SUMMER SESSIONS
<b>Bethune Annex</b>			
Single Shared Bath	\$135.75		
Double Shared Bath			
Triple Shared Bath	\$100.58		
Single Full Bath	\$85.51		
<b>College Halls North &amp; South</b>			
Single Full Bath	-	\$1,405	\$2,810
Double Full Bath	\$134.95	\$988	\$1,976
Triple Full Bath	\$114.71		
<b>Cook Hall</b>			
Single Full Bath	\$151.11		
Single Shared Bath	\$139.75		
Double Full Bath	\$106.62		
Double Shared Bath			
Triple Shared Bath	\$100.58		
Quad Full Bath	\$92.29		
Single Full Bath	\$90.62		
<b>Drew Hall</b>			
Regular Single	\$133.66		
Regular Double	\$96.08		
Regular Triple	\$77.28		
Regular Quad	\$65.69		
Single Shared Bath	\$139.75		
Single Full Bath	\$151.11		
<b>Howard Plaza Towers West</b>			
Shared Efficiency	\$121.18	\$1,296	\$2,592
Standard Unit	\$150.31	\$1,296	\$2,592
Large Unit	\$163.58	\$1,296	\$2,592
XL Room	\$168.95	\$1,296	\$2,592
XXL Shared Room	\$103.00	\$1,296	\$2,592
Shared Large	\$103.00	\$1,296	\$2,592
Junior Standard	\$139.78	\$1,296	\$2,592
<b>Tubman Quadrangle</b>			
Regular Single	\$117.57		
Regular Double	\$87.08		
Regular Triple	\$73.02		
Regular Quad	\$65.69		