



Office Use Only			
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Room Type	SGL	DBL	

SUMMER 2017 HOUSING REQUEST FORM

Name _____ ID# _____ Email: _____
 Campus Box # (for Spring residents) _____ Phone # _____ Gender (circle) M F
 Address _____
 City _____ State _____ Zip _____
 I plan to arrive on _____ and depart on _____ (required)

***** please check your e-mail for your housing confirmation – any correspondence will be by e-mail!!! *****

Summer housing will be in Kolbe and Clare Halls this year. Please see page 2 for information the Summer Meal Plan.

OPTION 1: FOR THOSE ATTENDING CLASSES

- I will be attending classes during the summer and need to secure housing on campus as a(n) Undergraduate Student Graduate Student (check one).
 - I am _____ years old and married unmarried religious (check one).
 - I would like to request a Double Room (\$210 per week)
 Single Room (\$235 per week) – may not be available due to capacities
- *** Single rooms (if any are available) will be granted ONLY to Grad students, married students, and students 30+ years ***
- I would like to request _____ as my roommate.
 - Please indicate the session(s) in which you will be enrolled for classes:

<u>Undergraduate Sessions</u>	<u>Graduate Sessions</u>
<input type="checkbox"/> Mini Session	<input type="checkbox"/> Mini Session
<input type="checkbox"/> First Session	<input type="checkbox"/> First Grad
<input type="checkbox"/> Second Session	<input type="checkbox"/> Second Grad
<input type="checkbox"/> Long Session	<input type="checkbox"/> Third Grad

**Please note: dates vary slightly from program to program.
 We do not have available housing for sessions beginning prior to May 15, 2017.**

The check-in date for all sessions will be on the evening prior to the beginning of classes, except during the Mini Session. Check-in time will be from 5 – 7 p.m. in the lobby (near the parking lot) of Kolbe/Clare Hall. If you will require a different check-in day or time, please contact the Housing Specialist at (740) 283-6284 to make other arrangements.

OPTION 2: FOR THOSE WORKING ON CAMPUS

_____ I will be working for _____ Department during the summer and need to secure housing on campus. (Please be advised that there are no credits offered to student workers living in campus housing for the summer. The general rates will apply to all residents.)

Department Supervisor's Signature: _____ Date: ____/____/____

Summer Housing Ends at 6 p.m. on Saturday, August 5, 2017

I understand the information and agree to abide by the guidelines provided with this application. I also understand that I will be responsible for the charges associated with residing in summer housing. **I understand that I must officially check out of the residence hall when I leave summer housing, or I will incur additional charges.**

Signature: _____ Date: ____/____/____

Summer Housing Residency Policy *Summer 2017*

The following guidelines will be in effect for those students wishing to reside in a residence hall on campus this summer.

Summer Residents will reside in Kolbe/Clare Hall.

Students who are either working on campus or attending classes at Franciscan University for the summer are eligible to live in the summer residence hall. You cannot live in the residence halls if you are not working on campus or attending classes on the Franciscan University main campus.

Students wishing to live on campus must register with Student Life. Advance notification of your intent to live on campus should be given. **Housing is based on availability.** Housing may not be available if you arrive without notice.

Charges will NOT be pro-rated for leaves of absence, vacation, etc. Charges will only be removed when a student completely checks out of the residence hall according to Student Life procedures. For example: If you plan to work on campus for the entire summer and choose to take a vacation for two weeks in July, **you will be charged for the full 12 weeks of residence.** You will not receive a credit for the two weeks you were on vacation.

The Student Life Office will make every attempt to accommodate all housing requests; however, no guarantee of a specific assignment is implied.

If you are leaving for the summer, you must completely check out of your room by Saturday at noon to avoid being charged for the following week. Failure to do so will result in additional summer charges. The resident is responsible for all charges billed to his/her account for summer housing.

Summer room and board charges are as follows:

Room and Board – Double Occupancy \$210.00/week (includes \$75 in meal points for each week)

Room and Board – Single Occupancy \$235.00/week (includes \$75 in meal points for each week)

**** Single rooms are ONLY available to Graduate students, married students, and undergraduates age 30 and over – when available.**

Spouses are not permitted in married student's rooms.

Please Note: Room and Board charges include \$75 in points for each week of the sessions for which you are registered. Points do not transfer from one week to another. Points can be put toward meals at the cafeteria, or be used for snacks, etc. at the Pub, Cupertino's Cafe, Brioche Dorée, and Sandella's (when open). Lunch and dinner are available in the cafeteria Monday – Friday. The cafeteria will not be open on weekends, except during conferences. Students are on their own for weekend meals unless the cafeteria is open.

If you run out of Points for the week, you are free to purchase additional food items with cash.

Dorm refrigerators are permitted, and students have access to full kitchen facilities including a full-size refrigerator in the hall.

METHODS OF PAYMENT

STUDENTS ATTENDING CLASSES BUT NOT WORKING

If you plan to reside in the Residence Hall during one or more of the academic sessions, you must inform the cashier at the appropriate check-in for that academic session. **Payment for housing is due and payable together with tuition charges at that time.** If you stay in the Residence Hall beyond the end of an academic session, you will be billed for each week thereafter.

Room and Board charges are billed by the week. A week begins Sunday and ends Saturday.

STUDENTS WORKING FOR THE SUMMER

Students who want to use summer earnings to help pay for Room and Board or Tuition charges must make arrangements with Enrollment Services after they have finalized their class schedule and hours to be worked each week. If these arrangements are not made, housing charges will be due and payable with tuition charges. (See **Students attending classes but not working**)

Where to send

Mail your completed application to: Housing Specialist
Franciscan University
1235 University Blvd.
Steubenville, OH 43952

Fax to: (740) 284-7225

Scan and email to: apeleskey@franciscan.edu