

# TRINITY COLLEGE/OFFICE OF CAMPUS LIFE SUMMER TERM ROOM INFORMATION / 2008

## **ELIGIBILITY**

To be eligible for a Summer Term room you must be one of the following:

- 1) Enrolled as a Summer Term student.
- 2) Participating in a special Summer Term program at Trinity College.
- 3) Working as an undergraduate Summer Term employee at Trinity College.

Other Trinity College undergraduates will be considered after those listed above. Otherwise, summer term room reservations are accepted on a first come, first served basis. Space is limited and once the summer buildings are full, no other buildings will be opened for summer use.

## **WHEN AND WHERE**

Residents will be housed in Summit North, Summit South, and Anadama only. Applications will be dated and assignments made in the order in which the applications are received. If you wish to request roommates, please be sure that all roommates hand in their applications as soon as possible. A group assignment will not be made until all applications from that group are received. If a room is not filled to capacity, the Office of Campus Life reserves the right to fill any vacancy throughout the summer.

## **Important Information Regarding Your Summer Residence:**

### **ANADAMA HALL**

- This residence is NOT air conditioned. Air conditioners are strictly prohibited from this building. If an air conditioner is discovered in your unit, it will be confiscated by the Facilities Department and not returned. Residents of the unit will be fined \$500.
- Anadama consists of doubles and triples only. There are no singles available.
- Anadama is a cooking unit and is furnished with a stove and refrigerator. You must provide your own microwave, dishes and pots/pans.

### **SUMMIT SUITES**

- Summit Suites is air conditioned.
- Summit Suites has singles and quads available.
- Summit Suites has a small community kitchen available on the first floors of both north and south buildings.

Summer housing begins May 18<sup>th</sup>. Summer residents may begin transitioning to their summer assignments after May 12<sup>th</sup> *as rooms become available.* You will be notified via email by your summer Area Coordinator when your summer assignment is ready to be occupied.

You must be moved out of your spring housing assignment by Friday, May 26<sup>th</sup>. The personal access codes and IDs for summer residents will be inactivated at 11:59 pm, May 26<sup>th</sup> in their spring assignments. There will be NO EXCEPTIONS.

Transition to Fall housing assignments will occur August 17<sup>th</sup> to 20<sup>th</sup>. All codes in summer housing assignments will be inactivated at 11:59 pm on **Wednesday August 20<sup>th</sup>**. NO EXCEPTIONS will be made.

Students who are moving into **Jarvis or Northam Towers** for the Fall term, please be advised that your transition may be delayed depending on when Jarvis and Northam are released to Trinity.

Your Area Coordinators will be in contact with you regarding the completion of Jarvis and Northam as we get closer to the fall transition date in August.

*Please note that the transition date to fall housing is subject to change.* Your Summer Area Coordinators will notify you of any changes in the schedule. The residence halls close on Saturday, May 10<sup>th</sup>. Charges for summer term will begin on May 18<sup>th</sup> and continue to August 23<sup>rd</sup>. There is no meal plan. **Only seniors, commencement workers, resident assistants, summer residents, and athletes approved by the Athletic Department will be allowed to remain on campus after noon on May 10<sup>th</sup>.**

#### Requirements:

May 10 <sup>th</sup>	Residence Halls close promptly at noon.
May 19 <sup>th</sup>	Summer residents begin moving into their summer assignment as rooms become available.
August 17 <sup>th</sup>	Students must be available to transition into their fall term room assignment or must vacate if they are not living on campus in the fall.
August 17 <sup>th</sup> – 20 <sup>th</sup>	Students transition to fall assignments.
August 17 <sup>th</sup> – August 30 <sup>th</sup>	Summer residents may stay in their fall housing assignments.
August 30 <sup>th</sup>	Residence halls reopen for fall term.

#### **RESERVATION & RENTAL CHARGES**

- In order to reserve a Summer Term room, a completed Summer Term Residence Application must be submitted to the Office of Campus Life by Friday, April 18<sup>th</sup>.
- Cost of summer housing is \$120 per week (Sunday – Saturday). There is no meal plan.
- Payment for summer residence must be **paid in full** prior to the commencement of the summer housing term.
  - If you are covering your own expense, please submit the application with your payment to the Office of Student Accounts by Friday, April 18<sup>th</sup>. Please note: any payments that are returned for insufficient funds will nullify your contract. You will have 5 business days from notification that your payment was insufficient to submit another payment to the Office of Student Accounts. If payment is not made, your summer housing assignment will be cancelled. Student Accounts will date the receipt of your application for assignment purposes.
  - If your summer housing expense is being covered by a department you must submit your application directly to The Office of Campus Life, located at 133 Allen Place. The application must be accompanied by a completed Transfer of Funds form that is attached to the application. The Transfer of Funds must include the account number to be charged and the signature of the person who is authorizing payment. If a completed Transfer of Funds is not included with the application, the application will be void.
- All summer residents will be held responsible for the condition of their room when checking out of summer housing. Summer residents are expected to leave their rooms clean and free of trash and garbage. Those who do not do so will be subject to excessive cleaning fees. Departments who have agreed to cover housing costs will not be held responsible for excessive cleaning and/or damage that occurs over the summer. Fees incurred as a result of damage or excessive cleaning will be posted to the student's fall tuition bill.
- Any summer residents who decide to leave summer housing earlier than anticipated must contact the Office of Campus Life in writing. Emails may be sent to [Carla.MachadoRodrigues@trincoll.edu](mailto:Carla.MachadoRodrigues@trincoll.edu).
- Your room will be physically inspected by the Summer Area Coordinator upon your departure. Refunds will be based on the actual date that you vacate your summer housing assignment. Failure to contact The Office of Campus Life with a different departure date than originally planned will result in denial of a refund.

#### **ASSIGNMENTS**

Please read the Summer Term Residence Application carefully and fill out the section on room/roommate preferences. Assignments are made in the order in which they are received. Applications are due by April 18<sup>th</sup> to the Office of Campus Life or The Office of Student Accounts. By Tuesday, May 6<sup>th</sup> the room assignments will be delivered via email to your Trinity College email account. Every attempt will be made to accommodate any preferences you make. Bear in mind, it is a *first come, first serve basis*.

**ROOM ACCESS**

Your personal access code will be programmed into your summer housing assignment ONLY for the dates that you have indicated on your summer application (and ONLY for the weeks that have been prepaid). Summer term residents are expected to be familiar with and abide by the Residential Guidelines and Student Handbook's policies and procedures.