

# Summer 2012

Dear Student: Welcome to Summer Housing and Residential Life at MTSU!

## Overview:

Summer school is not reflective of the typical fall and spring terms. Summer school at Middle Tennessee is guaranteed to be a fast paced academic experience. To assist you, summer housing officially begins with the S1 term's May 13<sup>th</sup> check-in and will continue to Commencement on August 11<sup>th</sup>. The period following spring check-out and prior to May 13<sup>th</sup> or following August 11<sup>th</sup> prior to fall check-in is considered a non-contract period and is not included in summer housing rental payments. You will be expected to vacate your current space after the conclusion of the spring semester and/or after the conclusion of summer school unless you specifically request and are approved for housing during these non-contract times and pay the appropriate housing fees.

Summer housing accommodations are limited and some have assignment restrictions. Students requesting summer accommodations will be assigned to the Womack Lane Apartments or the Scarlett Commons Apartments (with restrictions). No dorm style accommodation will be available for Summer 2012. Summer rates may be found at this location: [www.mtsu.edu/housing](http://www.mtsu.edu/housing); click on rates.

Currently we are aware of renovations scheduled for Scarlett Commons. These renovations will not require buildings be closed during the summer months but there will be some inconvenience. Exactly which buildings will be affected has not yet been determined. If you currently reside in one of the affected buildings, you will be notified that building is under renovation just prior to the summer period.

All students must vacate their summer accommodations on the day of their last final exam in the last session for which they have applied for housing. Failure to check-out and/or to check-out properly will result in additional charges.

## Apartment Assignment Qualifications:

Spring 2012 Scarlett Commons residents who are assigned to Scarlett Commons for Fall 2012 and apply to live on-campus for the Summer 2012 period will fall into two categories: 1) Student may be assigned to Scarlett for the summer period. 2) Student may be assigned to Womack Lane for the summer period. Summer assignment will be based on Fall 2012 assignment and on renovations. To qualify for the \$552.00 all Summer rate, students must meet the following criteria:

1. Student must be enrolled in a minimum of one, three hour class and have fees paid prior to the period of summer occupancy.
2. Student may make application of all summer only. Student moving into the building late will pay the all summer rate.
3. You will not be guaranteed occupancy in your current apartment. An alternate assignment will be made and you will be required to move. We will know more as the summer approaches and will keep you informed.
4. The number of accommodations will be limited. Assignments will be made on an application date basis and priority will be given to:
  - a. Current residents of Scarlett who make summer application and pay the required summer prepayment on or prior to the reapplication deadline and are returning to Scarlett in the following fall term.
  - b. Current on-campus residents who make summer application on or prior to the reapplication deadline and are returning to on-campus living for the following fall term and will be assigned to Scarlett for the fall term.
  - c. Current residents of Scarlett who make summer application on or prior to the reapplication deadline and are not returning to on campus living for the following fall term.
5. Students who cancel the fall reservation or are determined to not enroll in classes will be accessed the Womack Lane, private apartment cost for students not enrolled in classes and may be asked to move from the assignment location. Students cancelling their Fall 2012 housing reservation should note –
  - a. You will forfeit your \$300.00 prepayment fee for the 2012/2013 academic year.
  - b. You will be charged the summer shared apartment, private bedroom Womack rate regardless of Apartment assignment location. This will result in your student account being billed a total of \$1936.00 + \$300 = \$2236.00 for your summer housing and subsequent fall cancellation. This is an increase of \$1684.00 above the usual Scarlett Commons rate of \$552.00.

For an assignment to Womack Lane –

1. If the student is a spring 2012 resident of Womack, makes summer application on or prior to the reapplication deadline and is returning to Womack for the fall 2012 term, the student will not be required to be enrolled in summer classes but must have rent paid in advance of occupancy.
2. Students not assigned to Womack for the spring 2012 term but assigned to Womack for the summer must be enrolled in at minimum of one 3 hr summer term class.
3. The student may make application for specified sessions (S1, S2, S3, S4, Full term) and may pay for a specific session only.

**Summer Application procedures:**

To apply for Summer Sessions Only, please complete the following steps:

- 1) Thoroughly read the attached License Agreement, check-in and check-out information.
- 2) Complete and sign the Residential Life Application.
- 3) Enclose the required prepayment of \$175.00.
- 4) Return all materials to Housing and Residential Life at MTSU (Keathley University Center, Room 300).

We encourage you to retain a copy of all materials for your records. You will want them available for reference to services, policies and procedures regarding the application and assignment process. It is very important that you read the License Agreement carefully and completely and that you understand that your application and assignment will be *for the period indicated on your application only*. Assignments beyond the period of application cannot be guaranteed due to limited summer accommodations.

**Things to Know before YOU make application:**

Please take careful notice of the check-in and check-out dates. Remember checking in prior to the official check-in date or failure to check-out properly and on the appropriate date will result in additional charges. The period between summer term and the fall semester is a non-contractual period and is not covered by the rent assessed for Summer housing or the rent assessed for Fall housing. The non-contract period is between August 11<sup>th</sup> and August 24<sup>th</sup>. There is an additional cost for this period. Students staying during this non-contract period must make arrangements to move into their fall assignment near the conclusion of summer term prior to fall check-in. For additional information contact Ms. Money at [bmoney@mtsu.edu](mailto:bmoney@mtsu.edu).

Please also carefully review the cancellation requirements and refund schedules as they apply to occupants who may wish to cancel their application prior to the first check-in day for any given period. Release provisions are limited for those students who may wish to withdraw from their License Agreement. Please refer to the License Agreement for complete information regarding withdrawal conditions. Your signature on the Residential Life Application signifies your full acceptance of the terms and conditions of the License Agreement.

Assignments are made on an application date basis, and while every effort is made to honor roommate preferences, we are not able to guarantee specific assignments. The applicant agrees to accept the accommodations assigned, as outlined in the License Agreement. Please be advised that there is traditionally a great demand for on-campus housing, and we encourage you to apply for accommodations as early as possible. In addition, please note that assignment to summer school housing does not imply nor guarantee assignment for the academic year. If you are interested in academic year housing, you must submit a separate application and prepayment for fall/spring housing.

If we may be of assistance in providing additional information or in answering specific questions, please visit our office at the Keathley University Center, Room 300, call us at (615)898-2971 or email Ms. Money at [bmoney@mtsu.edu](mailto:bmoney@mtsu.edu).

Sincerely,  
Vicki Justice-Lowe  
Associate Director

# Residential Life Application

**SUMMER TERM ONLY**

Office Use Only:

Date rec. \_\_\_\_\_ Log no. \_\_\_\_\_

Deposit amt.: \_\_\_\_\_

Middle Tennessee State University

Please return the completed application along with the appropriate payment to:  
Housing and Residential Life, Keathley University Center 300.

No assignment will be made until both the application/agreement and prepayment are received.

Please print with ink or type.

## A STUDENT INFORMATION

Legal name (do not use nicknames) \_\_\_\_\_ Gender  M  F

M# \_\_\_\_\_ Birthdate (mo., day, yr.) \_\_\_\_\_ E-mail address \_\_\_\_\_

Home address (no., street, apt.) \_\_\_\_\_

City, state, zip \_\_\_\_\_

Country \_\_\_\_\_ Area code and phone \_\_\_\_\_ Cell phone \_\_\_\_\_

Name of parent/guardian to notify in case of emergency \_\_\_\_\_

Address \_\_\_\_\_

City, state, zip \_\_\_\_\_ Area code and phone \_\_\_\_\_

I am requesting on campus housing for the following periods:  Full Term  S1  S2  S3  S4

Marital status as of date housing desired:  single  single with dependent(s)  married  married with dependent(s)

## B ACCOMMODATIONS REQUEST - SINGLE STUDENT

*(Student requesting Family Accommodations go to Section C)*  
Preferences stated are requests only and are not to be understood as contractual stipulations. Preferences may not be honored due to space limitations. Student agrees to accept accommodations assigned. If preferred accommodation type is unavailable, an alternative accommodation, at the same or lesser rate, will be assigned. Summer housing is limited and may be restricted to a specific location and may not include all of the accommodation types.

Accommodation type requested:

shared apartment, private bedroom  shared apartment, shared bedroom

Type requested: 1st choice \_\_\_\_\_ 2nd choice \_\_\_\_\_

**Roommate request:** *(Be sure you and your preferred roommate request the same accommodation and that these are received by Housing and Residential Life at the same time. Requests may not be honored due to space limitations.)*

Roommate's legal name (do not use nicknames) \_\_\_\_\_ M# \_\_\_\_\_

Do you have any physical disability or condition warranting special consideration in making your assignment?  Yes  No

Specify special needs: \_\_\_\_\_

## C ACCOMMODATIONS REQUEST - FAMILY APARTMENTS ONLY

At the time of application, all students requesting accommodations for a spouse and/or dependent(s) MUST provide a copy of a marriage certificate and/or birth certificates for each dependent.

Spouse's legal name (do not use nicknames) \_\_\_\_\_

M# \_\_\_\_\_ Birthdate (mo., day, yr.) \_\_\_\_\_ Will spouse be a student?  Yes  No

Accommodations requested:

one bedroom, semi-furnished  two bedroom, unfurnished

Dependent(s) who reside with you:

Name (last, first, mi.) \_\_\_\_\_ Birthdate: \_\_\_\_\_ M \_\_\_\_\_ F \_\_\_\_\_

Name (last, first, mi.) \_\_\_\_\_ Birthdate: \_\_\_\_\_ M \_\_\_\_\_ F \_\_\_\_\_

Name (last, first, mi.) \_\_\_\_\_ Birthdate: \_\_\_\_\_ M \_\_\_\_\_ F \_\_\_\_\_

Name (last, first, mi.) \_\_\_\_\_ Birthdate: \_\_\_\_\_ M \_\_\_\_\_ F \_\_\_\_\_

Do you have any physical disability or condition warranting special consideration in making your assignment?  Yes  No (If yes, a physician's statement must be attached. If a seeing eye dog will accompany you, you must provide a copy of the dog's credentials at the time of application.) We encourage each student with special needs to contact the Disabled Student Services Office.

Specify: \_\_\_\_\_

## D TERMS OF APPLICATION AND LICENSE AGREEMENT

This is my application and license agreement to reside in a Middle Tennessee State University residential accommodation. I agree to pay the required prepayment fees (see current rates) for the summer term for which I am applying. Failure to cancel this application in writing by the deadlines stated in the license agreement will result in financial penalties. By signing this application and license agreement, I accept all terms and provisions of the attached license agreement and understand the agreement is for the time specified (or remaining portion thereof) but may be limited due to assignment restrictions. I agree to accept the accommodations assigned. I verify all information included in this application is complete and accurate.

Applicant signature \_\_\_\_\_ Spouse signature \_\_\_\_\_ Date \_\_\_\_\_

Legal guardian signature (if student is under legal age) \_\_\_\_\_ Date \_\_\_\_\_