Dear Student:

Welcome to Summer Housing and Residential Life at MTSU!

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 14th check-in and will continue to Commencement on August 12th. The period following August 12th prior to Fall check-in falls outside of the traditional Summer and Fall contract periods and is not included in Summer housing rental payments. You will be expected to vacate your current Summer assignment location after the conclusion of summer school unless you specifically request and are approved for housing during this interim non-contract period and pay the appropriate housing fees. As a resident during this interim non-contract period, the Fall/Spring license agreement will take effect immediately for those approved for early Fall check-in and making the additional rental payment.

Summer housing accommodations are limited and have assignment restrictions. This means that not all accommodation types are available to all residents. Residents requesting summer accommodations will be assigned to the Womack Lane Apartments or the Scarlett Commons Apartments (with restrictions). No dorm-style accommodations will be available. Family housing is not available for new assignments during the summer term. Summer rates may be found at this location: www.mtsu.edu/housing: click on rates.

All residents 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 checkout and/or to checkout properly will result in additional charges.

Things to know before making 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 check-out date will result in additional charges. The period between Summer term and the Fall semester is an interim non-contractual period and is not covered by summer rental charges or the rent assessed for Fall housing. The interim non-contract period is between August 12th and August 25th. Because this interim non-contract period falls outside the summer and fall terms, there is an additional rental cost for this period equal to a minimum of $32 each day. Residents staying during this interim 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 Barbara.Money@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 within the summer term. Release provisions are limited for those residents 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 Housing 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 to include both fall and spring terms. If you are interested in academic year housing, you must submit a separate application and the required $300 prepayment for Fall/Spring housing.

Summer Application procedures - To apply for Summer 2017 on-campus housing, please complete the following steps:

1) Thoroughly read the attached Housing License Agreement, check-in and check-out information.  
2) Complete and sign the Residential Life Application.  
3) Enclose the required summer 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 Housing License Agreement carefully and completely and that you understand 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. If circumstances require you to extend your accommodations beyond the application period contact the Housing Office immediately at 615-898-2971.
Apartment Assignment Qualifications:

Scarlett Commons - Residents who are eligible to live in Scarlett Commons for Summer 2017:

1. Current Spring 2017 Scarlett Commons residents who are assigned to Scarlett Commons for the academic year to include Fall 2017/Spring 2018 and apply to live on campus for Summer 2017 are considered continuous occupants. Your rate will be:

<table>
<thead>
<tr>
<th>Building</th>
<th>Type of Accommodation</th>
<th>RESTRICTIONS APPLY TO ALL APARTMENT CONTINUOUS ASSIGNMENTS</th>
<th>All Summer ONLY offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scarlett Commons Apartments</td>
<td>Private Bedroom</td>
<td></td>
<td>$1,030.00</td>
</tr>
</tbody>
</table>

2. Residents assigned to Scarlett Commons for the academic year to include Fall 2017/Spring 2018 and who apply to live on campus for Summer 2017 are considered non-continuous occupants. Your rate will be:

<table>
<thead>
<tr>
<th>Building</th>
<th>Type of Accommodation</th>
<th>RESTRICTIONS APPLY TO ALL APARTMENT NON-CONTINUOUS ASSIGNMENTS</th>
<th>All Summer ONLY offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scarlett Commons Apartments</td>
<td>Private Bedroom</td>
<td></td>
<td>$1,236.00</td>
</tr>
</tbody>
</table>

All Scarlett Commons Summer 2017 residents must meet the following criteria:

A) Student must be enrolled in a minimum of one, 3-hr class and have fees paid prior to the period of summer 2017 occupancy.
B) Spring 2017 Scarlett Commons current residents are not guaranteed summer assignment to their Spring 2017 assignment location. If necessary, an alternate assignment will be made and you will be required to move. We will know more about those impacted as the summer approaches and will keep you informed.
C) Financial penalties are applied when: Residents who have their Fall 2017 reservation cancelled for any reason or do not enroll in at minimum one 3-hr class will have financial penalties (change in rent charge to a minimum full term charge of $3209.00, forfeiture of prepayment, etc.) and may be asked to move from the assignment location.

Womack Lane - Residents who are eligible to live in Womack Lane for Summer 2017:

1) Current Spring 2017 Womack Lane residents who make Summer application for the period of Full term on or prior to the reapplication deadline of February 3rd and who are assigned to Womack Lane for the academic year to include both the Fall 2017 and Spring 2018 and who apply to live on campus for Summer 2017 are considered continuous occupants. These residents will not be required to enroll in the minimum 3 hour Summer 2017 class but will be required to pay rent in full in advance of occupancy. Your rate will be:

<table>
<thead>
<tr>
<th>Building</th>
<th>Type of Accommodation</th>
<th>RESTRICTIONS APPLY TO ALL APARTMENT CONTINUOUS ASSIGNMENTS</th>
<th>All Summer ONLY offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Womack Lane Apartments for Single Students</td>
<td>Private bedroom, Shared Apt 1-bedroom, private apt</td>
<td>$1,030.00</td>
<td></td>
</tr>
<tr>
<td>Womack Lane Apartments for Students with Families</td>
<td>1-bedroom furnished 2-bedroom unfurnished</td>
<td>$1,030.00</td>
<td></td>
</tr>
</tbody>
</table>

Residents in this category must meet following criteria –

A) Current Spring 2017 residents of Womack Lane who make Summer application for the period of Full term are not guaranteed summer assignment to their Spring 2017 assignment location. If necessary, an alternate assignment will be made and you will be required to move. We will know more about those impacted as the summer approaches and will keep you informed.
B) Financial penalties are applied when: Students who have their Fall 2017 reservation cancelled for any reason will have financial penalties (change in rent charge to a minimum full term charge of $3209.00, forfeiture of prepayment, etc.) and may be asked to move from the assignment location.

2) Current Spring 2017 residents of Womack Lane who make summer application for the period of Full term, but at the time of application are not returning to Womack Lane for the academic year to include both Fall 2017/Spring 2018 are considered non-continuous occupants. These residents will be required to enroll in at minimum one 3-hr Summer 2017 term class.

OR

Student not a current Spring 2017 resident of Womack Lane who makes summer 2017 application for the period of the Full term and is assigned to Womack Lane for the summer 2017 term is considered a non-continuous occupant. These residents will be required to enroll in a minimum of one 3-hr Summer term class.

Your rate will be:

<table>
<thead>
<tr>
<th>Building</th>
<th>Type of Accommodation</th>
<th>RESTRICTIONS APPLY TO ALL APARTMENT NON-CONTINUOUS ASSIGNMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>All Summer ONLY offered</td>
</tr>
<tr>
<td>Womack Lane Apartments for Single Students</td>
<td>Shared 1-bedroom</td>
<td>$1,236.00</td>
</tr>
<tr>
<td></td>
<td>Private bedroom, Shared Apt</td>
<td>$1,236.00</td>
</tr>
<tr>
<td></td>
<td>1-bedroom, private apt</td>
<td>$1,236.00 – GRADUATE STUDENTS ONLY</td>
</tr>
<tr>
<td>Womack Lane Apartments for Students with Families</td>
<td>1-bedroom furnished</td>
<td>$1,236.00</td>
</tr>
<tr>
<td></td>
<td>2-bedroom unfurnished</td>
<td>(available only to Families that lived on-campus Sp17)</td>
</tr>
</tbody>
</table>

3) Residents may make application by session. Assignments made for specified sessions (S1, S2, S3, S4, Full term) require payments to be made prior to a specific session only. Residents are required to enroll in at minimum one 3-hr Summer 2017 term class.

Please be advised that application for the full term may result in the best rental rate for you. Your rate per term will be:

<table>
<thead>
<tr>
<th>Building</th>
<th>Type of Accommodation</th>
<th>RESTRICTIONS APPLY TO ALL APARTMENT NON-CONTINUOUS ASSIGNMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>By Session</td>
</tr>
<tr>
<td></td>
<td></td>
<td>S1</td>
</tr>
<tr>
<td>Womack Lane Apartments for Single Students</td>
<td>Private bedroom, Shared Apt</td>
<td>$741.00</td>
</tr>
<tr>
<td></td>
<td>1-bedroom, private apt – Graduate Students Only</td>
<td>$741.00</td>
</tr>
<tr>
<td>Womack Lane Families</td>
<td>1-bedroom furnished</td>
<td>$741.00</td>
</tr>
<tr>
<td>(only available to Families that lived on-campus Sp17)</td>
<td>2-bedroom unfurnished</td>
<td>$741.00</td>
</tr>
</tbody>
</table>

*PLEASE NOTE - Residents requesting payments by term will not qualify for an adjustment to the Full term Non-Continuous Occupancy Building Rate at a later date.*

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 Barbara.Money@mtsu.edu.

Sincerely,
Vicki Justice-Lowe, Associate Director
Residential Life Application
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 _____________________________ 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 □ private apartment, one bedroom (Womack Only)
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, semifurnished □ two bedroom, unfurnished

Dependent(s) who reside with you:
Name (last, first, mi.) __________________________ Birth date: M_ F_ Will spouse be a student? ☑ Yes ☐ No

Name (last, first, mi.) __________________________ Birth date: M_ F_
Name (last, first, mi.) __________________________ Birth date: M_ F_
Name (last, first, mi.) __________________________ Birth date: M_ F_
Name (last, first, mi.) __________________________ Birth date: 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 __________

Office Use Only:
Date rec. Log no. Deposit amt. __________________________

0214-0112 - MTSU is an AA/EO employer.
Because TCA §40-39-211 prohibits sex offenders required to register under TCA Title 40, Chapter 39, Part 2 from knowingly establishing a primary or secondary residence or any other living accommodation within one thousand feet (1,000') of the property line of any public, private or parochial school, licensed day care center, other child care facility, public park, playground recreation center or public athletic field available for use by the general public, registered sex offenders are not eligible for housing at our institution.

Are you required to register as a sex offender under TCA Title 40, Chapter 39, Part 2?

_____ yes  _____ no

_________________________________________ /  
Signature Date