Dear Student:

Welcome to Summer Housing and Residential Life at MTSU! Summer school at Middle Tennessee is guaranteed to be a fast-paced academic experience. To assist you, Housing & Residential Life offers a limited number of spaces for Summer School Students in the Womack Lane Apartments, as well as offers continuous housing in Scarlett Commons Apartments for continuous students (conditions apply, see information on Scarlett Commons below). Summer Rates for these available accommodations may be found at www.mtsu.edu/housing.

All Summer 2020 classes will be on-line; thus we are only allowing current residential students to live on-campus this summer. The terms of the Summer Housing License Agreement will remain in effect. You can review those terms here: https://mtsu.edu/living-on-campus/docs/summer-housing-license-agreement.pdf

If you are a new student who is in need of summer housing, you are not able to submit an application at this time, but please send an email to housing@mtsu.edu explaining your need for summer housing. We will review each individual request and contact you about possible summer housing options.

Summer housing officially begins with May 17th check-in for the first Summer terms and will continue to the end of the last Summer terms on August 7th. The period following August 7th 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 are 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 (August 7th to August 21st), the Fall/Spring license agreement will take effect immediately for those approved for early Fall check-in and making the additional rental payment.

For students enrolled for only partial summer, 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. 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 of $35 each day. For students wishing to stay on campus between the end of Summer and start of Fall (the period August 7th to August 21st) this cost is also $35 each day. To seek approval or additional information, please contact Ms. Money at Barbara.Money@mtsu.edu.

Review Cancellation Requirements. Please review the cancellation requirements and refund schedules as they apply to occupants who 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.

Room/Roommate Preference Availability. 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. Please note that Buildings A-F will be undergoing electrical maintenance work over the summer and will not be available for the entire summer term duration. 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 $350 prepayment for Fall/Spring housing.

**Summer Application procedures** - To apply for Summer 2020 on-campus housing, please complete the following steps:

1) Thoroughly read the attached Housing License Agreement, check-in and check-out information.
3) Enclose the required summer prepayment of $175.00.
4) If you are a new resident under the age of 22, you must provide proof of the meningitis A vaccination received on or after your 16th birthday and within the last 5 years.
5) If you are under 18 years of age at the time of application, your parent or guardian must complete the Financial Guarantor Addendum and have it notarized. The original notarized copy must be turned in to the Housing Office.
6) Return all materials to Housing and Residential Life at MTSU (KUC, Room 300).

We encourage you to retain a copy of all materials for your records. It is 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 2020:**

1. Current Spring 2020 Scarlett Commons residents who are assigned to Scarlett Commons for the academic year to include Fall 2020/Spring 2021 and apply to live on campus for Summer 2020 are considered continuous occupants. Your rate will be:

<table>
<thead>
<tr>
<th>SUMMER 2020 TERM</th>
<th>CONTINUOUS OCCUPANCY BUILDING RATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building</td>
<td>Type of Accommodation</td>
</tr>
<tr>
<td>Scarlett Commons Apartments</td>
<td>Private Bedroom</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
2. Residents assigned to Scarlett Commons for the academic year to include Fall 2020/Spring 2021 and who apply to live on campus for Summer 2020 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 All Summer ONLY offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scarlett Commons Apartments</td>
<td>Private Bedroom</td>
<td>$1,323.00</td>
</tr>
</tbody>
</table>

All Scarlett Commons Summer 2020 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 2020 occupancy.

B) Spring 2020 Scarlett Commons current residents are not guaranteed summer assignment to their Spring 2020 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 2020 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 $3422.00, 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 2020:

1) Current Spring 2020 Womack Lane residents who make Summer application for the period of Full term on or prior to the reapplication deadline of January 31st and who are assigned to Womack Lane for the academic year to include both the Fall 2020 and Spring 2021 and who apply to live on campus for Summer 2020 are considered continuous occupants. These residents will not be required to enroll in the minimum 3 hour Summer 2020 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 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>$1,121.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$1,121.00</td>
</tr>
<tr>
<td>Womack Lane Apartments for Students with Families</td>
<td>1-bedroom furnished 2-bedroom unfurnished</td>
<td>$1,121.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$1,121.00</td>
</tr>
</tbody>
</table>

Residents in this category must meet following criteria –

A) Current Spring 2020 residents of Womack Lane who make Summer application for the period of Full term are not guaranteed summer assignment to their Spring 2020 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 2020 reservation cancelled for any reason will have financial penalties (change in rent charge to a minimum full term charge of $3422.00, forfeiture of prepayment, etc.) and may be asked to move from the assignment location.

2) Current Spring 2020 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 2020/Spring 2021 are considered non-continuous occupants. These residents will be required to enroll in at minimum one 3-hr Summer 2020 term class.

    OR

Student not a current Spring 2020 resident of Womack Lane who makes summer 2020 application for the period of the Full term and is assigned to Womack Lane for the summer 2020 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 All Summer ONLY offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Womack Lane Apartments for Single Students</td>
<td>Shared 1-bedroom</td>
<td>$1,323.00</td>
</tr>
<tr>
<td></td>
<td>Private bedroom, Shared Apt</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1-bedroom, private apt</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$1,323.00 – GRADUATE STUDENTS ONLY</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Womack Lane Apartments for Students with Families</td>
<td>1-bedroom furnished</td>
<td>$1,323.00</td>
</tr>
<tr>
<td></td>
<td>2-bedroom unfurnished</td>
<td>(available only to Families that lived on-campus Sp20)</td>
</tr>
</tbody>
</table>

3) Residents may make application by session. Assignments made for specified sessions require payments to be made prior to a specific session only. Residents are required to enroll in at minimum one 3-hr Summer 2020 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>
</tr>
</thead>
<tbody>
<tr>
<td>Womack Lane Apartments for Single Students</td>
<td>Private bedroom, Shared Apt</td>
</tr>
<tr>
<td></td>
<td>1-bedroom, private apt</td>
</tr>
<tr>
<td>Womack Lane Families</td>
<td>1-bedroom furnished</td>
</tr>
<tr>
<td>(only available to Families that lived on-campus Sp20)</td>
<td>2-bedroom unfurnished</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TERM LENGTH</th>
<th>COST (PER TERM)</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Week Term</td>
<td>$856</td>
</tr>
<tr>
<td>5 Week Term</td>
<td>$1,426</td>
</tr>
<tr>
<td>6 Week Term</td>
<td>$1,711</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,
Kristen Kolb, M.Ed
Assistant Director of Housing Operations
Middle Tennessee State University
Keathley University Center, Room 300
615-898-2971
Kristen.Kolb@mtsu.edu
Residential Life Application

SUMMER TERM ONLY

Middle Tennessee State University

Please return the completed application along with the appropriate payment to Housing and Residential Life, P.O. Box 6, MTSU, Murfreesboro, TN 37132.

No assignment will be made until the application/agreement, Meningitis information, Financial Guarantor Addendum (if under 18 at time of application) and current 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 period(s):

□ Full (05/18-08/07) □ S3A (05/18-06/05) □ S3B (06/08-06/26) □ S3C (06/29-07/17) □ S3D (07/20-08/07)

□ S6A (05/18-06/26) □ S6B (06/29-08-07) □ S5A (05/26-06/26) □ S5B (07/06-08/07) □ S11 (05/26-08/07)

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

Special Needs: Do you have any physical disability or condition warranting special consideration in making your assignment? □ Yes □ No (A physician’s statement must be attached, if YES. If a seeing-eye dog will accompany you, you must provide a copy of the dog’s credential at the time of application.) We encourage each student with special needs to contact the Disability and Access Center at (615) 898-2783.

Specify special needs: __________________________

B. ACCOMMODATIONS REQUEST – SINGLE STUDENT

Student agrees to accept accommodations assigned. Summer housing is limited and may be restricted to a specific location and may not include all the accommodation types.

Roommate request: (Requests may not be honored due to space limitations.)

Roommate’s legal name (do not use nicknames) __________________________ M# __________________________

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.) __________________________ Birthdate: ___________ □ M □ F

Name (last, first, mi.) __________________________ Birthdate: ___________ □ M □ F

Name (last, first, mi.) __________________________ Birthdate: ___________ □ M □ F

Name (last, first, mi.) __________________________ Birthdate: ___________ □ M □ F

D. TERMS OF APPLICATION AND LICENSE AGREEMENT

This is my application and license agreement to reside in a Middle Tennessee State University residential community. I agree to pay the required prepayment fees (see current rates) for the summer term. 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 verify that I am not required to register as a sex offender under TCA Title 40, Chapter 39, Part 2. 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 _________