WESTERN NEW ENGLAND UNIVERSITY
Springfield, Massachusetts

SUMMER 2017 HOUSING INFORMATION AND APPLICATION

LOCATION

Housing for the 2017 summer term will be available in Evergreen Village. Each unit is equipped with a fully furnished kitchen, a private bath, furnished living room and furnished bedrooms. Parking is available for all residents.

ELIGIBILITY: Who May Stay

To be authorized to live in Evergreen during the summer, you must be a continuing Western New England University student (registered for classes for Fall 2017) AND meet at least one of the following criteria:

1) Be enrolled in summer classes at Western New England University
2) Be an international student
3) Be a full-time campus employee during the summer
4) Have a full-time internship over the summer (Minimum 33 hours per week for campus employment and internship).

*You will need to provide verification from your on-campus employer, or the Career Center for internships.

If you do not fit these criteria, you are NOT eligible for summer housing.

DEPOSIT/RATES

A $95.00 non-refundable deposit is required at the time of application, in order to reserve a space. Please make your payment at Student Administrative Services and bring your receipt to the Office of Residence Life with your application. Summer housing applications will not be accepted without this deposit. The housing rate for all summer residents is $95.00 per week. The deposit is placed on your student account and applied to your summer housing charge. If you cancel your housing request later than Wednesday, May 10th, you forfeit this deposit. A billing week is considered to be Sunday through Saturday. If you are assigned to campus housing for any portion of the week, you will be billed for the full week.

ROOM ASSIGNMENTS

The Office of Residence Life will make room assignments. Assignments may be subject to change throughout the summer, based on variations in class schedules and maintenance needs. Occupancy will be the same for the summer as during the academic year: Six-person apartments will be used and will more than likely be filled to capacity.

Roommate preference will be honored if possible. Current resident students will maintain their existing mailbox assignments.
CURRENT RESIDENTS

You must complete check out procedures and paperwork for your current room/apt (with the staff of your Spring building) no later than Friday, May 12, 2017. You will keep your key and remain in your current location AFTER completing the checkout forms, until your summer apartment is prepared. Summer staff will check you in after that time.

AVAILABILITY

On the attached application, you will be required to fill in dates of course(s) you will be taking (where applicable), and your requested dates for housing. By May 13th, you will receive an email from the Residence Life Office indicating your summer placement AND check in procedures to follow. (Failure to follow the specified check-in and check-out procedures may result in a fine.)

Students are expected to adhere to the dates of arrival and departure in order to avoid the possibility of additional charges.

Students living OFF campus for the Fall 2017 semester must be checked out of their summer housing no later than Sunday, July 30, 2017 by 9:00 PM. Failure to do so will result in additional charges and may also result in your belongings being discarded.

Students Living ON campus for the Fall 2017 semester will more than likely be allowed to remain in summer housing and “move over” into their fall housing assignment on campus. Students should anticipate moving to their fall housing assignment between July 27, 2017 and August 18, 2017, as fall spaces become available/ready. Students should plan to be available to move-over on 48 hours’ notice anytime during those weeks.

UNIVERSITY POLICY

All University policies in effect during the academic year REMAIN in effect during the summer. It is the summer resident’s responsibility to be familiar with these policies. By signing and returning the summer housing application, the summer resident is accepting responsibility for adhering to all University policies.

APPLICATION DEADLINE

Completed Housing Application Forms, along with your RECEIPT for the $95.00 non-refundable deposit, must be returned to the Office of Residence Life no later than Monday, May 1, 2017 by 4:00 PM. (Please pay deposit in advance to Student Administrative Services.)

If you submit your summer housing application after the Monday, May 1, 2017 deadline, it will be accepted on a “space available” basis only. If we are not able to provide you with a summer housing assignment by Friday May 12th, you will be expected to check-out of your Spring hall and leave campus. If a space becomes available after that date, we will contact you and you will be able to move back onto campus. If we are not able to accommodate you in on-campus summer housing, your $95.00 deposit will be credited to your account.
WESTERN NEW ENGLAND UNIVERSITY
Springfield, Massachusetts

SUMMER HOUSING APPLICATION

Please type or print clearly

LAST NAME   FIRST            MI   Student ID #   CLASS YEAR

CURRENT ADDRESS: ___________________________________________________________
ROOM #-HALL    BOX #    Cell Phone #

EMAIL ADDRESS: ___________________________________________________________

GENDER: __________________________

ELIGIBILITY VERIFICATION

I understand that in order to be authorized for summer housing, I must be a continuing Western New England University student (registered for classes for Fall 2017). In addition, I must meet at least one of the following criteria (check one):

____ I am enrolled in Summer 2017 classes at Western New England. PLEASE ATTACH A PHOTOCOPY OF YOUR SUMMER COURSE REGISTRATION.

____ I am an international student.

____ I am a full-time on campus employee for the summer of 2017 (minimum of 33 hours per week).
   JOB TITLE: ___________________________ DEPT: ___________________________
   SUPERVISOR: _________________________ HOURS/WEEK: _______________________
   SUPERVISOR’S SIGNATURE ___________________________________________

____ I have a full-time internship for the summer of 2017. PLEASE ATTACH A LETTER FROM CAREER SERVICES VERIFYING THIS.

SUMMER HOUSING DATES – PLEASE CHECK ONE

____ I need to stay on campus for the whole summer: May 12, 2017 through August 25, 2017

____ I need to stay on campus for a portion of the summer (please fill in your dates below**)

**Please note that end dates between July 30th and August 25th are not acceptable. If you need to stay in summer housing beyond July 30th, you will be charged for the whole summer and will need to move over to your Fall housing during the move over period listed above.

DATES OF REQUESTED HOUSING: from ___________________ to ___________________

IMPORTANT NOTE: YOU MUST ENTER YOUR ANTICIPATED DATES OF OCCUPANCY. APPLICATIONS THAT ARE NOT COMPLETE WILL NOT BE PROCESSED. The dates indicated above will be used to calculate your summer housing charges. A billing week is considered to be Sunday through Saturday. If you are assigned to campus housing for any portion of the week, you will be billed for the full week.
COURSE(S) YOU ARE TAKING:
Course Title & Number: _______________________________ Dates: _____________________

Course Title & Number: _______________________________ Dates: _____________________

Course Title & Number: _______________________________ Dates: _____________________

Roommate Requests
My summer roommate must be a:

_____ Smoker  _____ Non-Smoker  _____ No Preference

Requested Roommate(s):
________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Special preferences will be honored when possible but cannot be guaranteed. The Office of Residence Life, however, also must reserve the right to alter room assignments when necessary.

Applicant’s Signature & Date

RETURN BY May 1st TO: OFFICE OF RESIDENCE LIFE
Attention: Sean Burke
Western New England University
1215 Wilbraham Road
Springfield MA 01119

*Your receipt from Student Administrative Services for a $95.00 non-refundable deposit must accompany this application. If you are registered for summer courses, please attach a photocopy of your registration to this application. Additionally, if you are employed on-campus, your supervisor must sign off on your application and if you have a summer internship you must have verification of this from Career Services.