MONMOUTH COLLEGE
SUMMER HOUSING REQUEST FORM

Name: _____________________________________________________________ MC ID #: ___________________

Summer housing is available from Wed., May 15, 2019 to Wed., July 24, 2019. Requests must be received at least ONE
WEEK prior to the requested start date for housing. Housing is limited and on a first come, first served basis.

Dates Requested: FROM: ______/_______/______ TO: _____/_______/______

There are no single rooms available for summer housing. If a roommate is not requested, one
will be assigned. The weekly rental fee is $90.00 per person (for any part of a week).

Name(s) of Occupant(s) Requested Roommate(s): Cell/Mobile #:
[you may attach a list]:

_____________________________ _____________________________ ________________________
_____________________________ _____________________________ ________________________
_____________________________ _____________________________ ________________________
_____________________________ _____________________________ ________________________

Special Needs? (you may attach a list or note on the back):

________________________________________________________________________________________

Reason for on-campus housing (check one):

___ Research
___ Admission
___ Orientation
___ Other, please explain: ________________________________________________________________

Payment Info (check one):

___ Charge to MC Account # _____________________________________
___ Self Pay by Summer Occupant
___ No Housing Charge (Garden Crew, Residence Life Intern, or Student Success Intern)

If Applicable:

Name of Program/Office/Event:_________________________________________________________________

MC Supervisor / Department Head / Contact: ___________________________ Phone: __________________

Department Head Signature:__________________________________________________________________
The weekly rental fee is $90.00 per person (for any part of a week). Payment of the first week of rent is required seven (7) days prior to arrival. Subsequent rent payments are to be paid one week in advance. Renters with past due summer housing accounts will be given one week to pay their current balance. If payment is not made, you will no longer be eligible for summer housing and you will be asked to vacate the room immediately.

Occupants must contact the Student Affairs office in Poling Hall for residence hall access. The room key must be returned to Student Affairs by 4:00 p.m. on the last day of the agreement. If not returned by this time, you will be charged a lost key fee of $78.00. The last day for all summer residents to remain in their temporary summer room is July 24, 2019. After July 24, 2019, students will be allowed to move back into their rooms assigned for the 2019-2020 academic year.

Students in summer housing may be moved during the course of their stay. Students are to follow the policies and procedures noted in the Student Handbook (“Scots Guide”) which is located on the Monmouth College website.

Please email questions on summer housing to Student Affairs at residencelife@monmouthcollege.edu.

Please return the completed form to the Office of Residence Life, Poling Hall

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Signature  Date

Office use only
Date Key Picked up: _______________
Date Key Returned: _______________
Hall: ____________________________
Room: __________________________
Waive Fee _______
Reason: __________________________
_____________________________ __________________
Comptroller Signature   Date: