

**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).

<u>Name(s) of Occupant(s)</u>	<u>Requested Roommate(s):</u>	<u>Cell/Mobile #:</u>
[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

Signature

Date

Office use only

Date Key Picked up: _____

Date Key Returned: _____

Hall: _____

Room: _____

Waive Fee _____

Reason: _____

Comptroller Signature

Date: