

Summer 2009

ATTENTION SUMMER RESIDENCY STUDENTS

Please read the following information carefully before completing the attached Summer Residency Application and Agreement:

- Each student is required to designate a specific time-block he/she will be on campus in summer residency. Students are not to remain in his/her room beyond the requested time frame. Students seeking an extension must have prior approval for an extended time-block and he/she will be billed for the additional stay. Such requests are granted on space availability and approval of a sponsoring department. Storage will not be available—please plan accordingly.
- Applications are due by Friday April 17, 2009 and the summer residency lottery will be on Sunday April 26, 2009 at 6:00 p.m. in the Burton Morgan Lecture Hall (room 115). Registration will be accomplished by filling out a summer residency application with a signature of your sponsor. Lottery numbers can be viewed through myDENISON on Friday, April 24, 2009. Rising seniors will be placed first, then rising juniors, and then rising sophomores. Length of stay and current/fall room placement may be considered by the Housing Office in determining placement. Students may be housed or relocated administratively. In most cases, students staying only for May Term or for a short period of time will be administratively assigned. Students living in the summer buildings for the fall 2009 will be automatically placed in that room and do not have to go through the lottery unless they notify Housing of such intent. Students currently living in one of the summer buildings for the spring have the option to stay in that space (as long as the student living in that space for the fall is not staying for the summer) or go through the lottery. Students that are currently abroad may use a proxy as long as that student can be here on the night of the lottery. Any student that doesn't meet the deadline will be placed upon receipt of application on a space available basis.
- Summer Resident Assistants will be housed in summer buildings to serve as a resource person, to enforce university policies and procedures, and to support community development. Summer students are expected to abide by university policies and procedures during the summer residency program.
- If a student returns a completed and signed Residency Agreement/Application and then decides not to use summer housing, the student must submit notification of this change in writing to the Office of Campus and Residential Life, Doane 101; otherwise, he/she will automatically be billed for that room for the indicated time-block.
- Billing will be from Sunday through Saturday of each week. It is necessary to sign up for full week blocks. Billing for summer residency will begin Sunday, May 17, 2009 and end no later than Saturday, August 15, 2009. Note that student may be required to vacate rooms during the transition to fall early arrivals/fall opening.
- Each student will be billed for his/her entire stay regardless of personal vacation, July 4th holiday, June Orientation, or any other reason for being away from campus.
- It is the responsibility of the student to manage payment of the bill with Student Accounts. It will not be deducted from student paychecks.
- If a student is staying for the entire summer (13 weeks), he/she must completely vacate his/her summer residency assignment at contract end. Approval must be given in order to make a direct move to his/her fall assignment. Unless otherwise notified, students moving directly to fall assignments will be moving as early as August 3rd. Students will be notified via email and will have 24 hours in which to move and return the key. There will be an added key charge of \$50 if this move is not made in a 24 hour period.

NOTE: Students moving directly from spring housing to a new summer housing assignment will receive an email from the Service Center Manager notifying them when their rooms are ready. Students will have 24 hours to complete the move and return their spring semester room key. If the key is not returned on time, students will be charged a \$50 late key return fee.

Please return Summer Residency Applications to Beverly Cost, Campus and Residential Life Office, Doane 101 no later than Friday, April 17, 2009. The form asks for your fall 2009 room assignment so you may wait until you select that space at your assigned Fall Room Lottery.

PLEASE RETAIN THIS SHEET FOR YOUR RECORDS

SUMMER 2009--RESIDENCY AGREEMENT POLICIES & PROCEDURES

Welcome to summer residency! Summer residency is available to Denison students who will be doing full-time research with pay, working full-time in a campus office, or participating in an approved Denison Internship Program. At the time of print, the following residence halls are slated for use as summer student housing: **King, Stone, Taylor, Upper Elm, Lower Elm, Hayes, Wright, Homestead (by separate application), and Morrow (for Organizational Studies time period only)**. Although many spaces are, not all spaces are air-conditioned. The other residential buildings are used for campus summer conferences or for facility renovation. Each summer residency student is expected to follow Denison University policies and procedures as outlined in the Student Handbook and other documents from Campus & Residential Life. Cooking is permitted in designated cooking areas only. Violation of university policy may result in conduct action and/or removal from summer residency.

Applications are due by **Friday April 17, 2009** and the summer residency lottery will be on **Sunday, April 26, 2009 at 6:00 p.m.** in the Burton Morgan Lecture Hall (room 115). Registration will be accomplished by filling out a summer residency application with a signature of your sponsor. Lottery numbers can be viewed through myDENISON on Friday, April 24, 2009. Rising seniors will be placed first, then rising juniors, and then rising sophomores. Length of stay and current/fall room placement may be considered by the Housing Office in determining placement. Students may be housed or relocated administratively. In most cases, students staying only for May Term or for a short period of time will be administratively assigned. Students living in the summer buildings for fall 2009 will be automatically placed in that room and do not have to go through the lottery unless they notify Housing of such intent. Students currently living in one of the summer buildings for the spring have the option to stay in that space (as long as the student living in that space for the fall is not staying for the summer) or go through the lottery. Students that are currently abroad may use a proxy as long as that student can be here on the night of the lottery. Any student that does not meet the deadline will be placed upon receipt of application on a space available basis.

Summer Resident Assistants will be housed in summer buildings to serve as a resource person, to enforce university policies and procedures, and to support community development. Summer students are expected to abide by university policies and procedures during the summer residency program.

The cost of summer residency is \$60.00 per week (a week is from Sunday through Saturday). Summer residency billing begins on Sunday, May 17, 2009 and ends no later than Saturday, August 15, 2009. Summer students who are paid by Denison will receive their full paychecks. Denison will not automatically deduct housing from student paychecks. It is the responsibility of the student to manage the payment of housing with Student Accounts.

The student employer will subsidize the student's housing cost; the subsidized amount is considered taxable wages by the Internal Revenue Service and is included in the paycheck. This is done by adding the subsidized amount for each week of the pay period to the gross wages.

Each student is required to designate a specific time-block he/she will be on campus in summer residency. Students will be billed for the entire stay regardless of personal vacation, July 4th holiday, June Orientation, or any other reason for being away from campus. Students are not to remain in his/her room beyond the requested time frame. Students seeking an extension must have prior approval for an extended time-block, and then he/she will be billed for the additional time.

Room keys can be picked up at a Service Center between 8:30 a.m. to 12:00 p.m. OR 1:00 p.m. to 4:00 p.m., MONDAY THROUGH FRIDAY. If special arrangements are needed for picking up or returning a room key after hours [weekends/holidays], please call Denise Karr, Administrative Assistant for the Curtis West Service Center, at 740-587-6757 or Karen Lee, Administrative Assistant for the East Quad at 740-587-6232. Room keys must be returned when the student is completely moved out of his/her summer residency. Please note that the Curtis West Service Center will be closed the month of June and the Huffman Service Center will be closed the month of July. Students are to use the open service center during those months.

If a student returns a completed and signed Residency Application/Agreement and then decides not to use summer housing, the student must submit notification of this change in writing to the Office of Campus and Residential Life; otherwise, he/she will automatically be billed for that room for the indicated time-block.

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SUMMER RESIDENCY APPLICATION 2009

PLEASE PRINT CLEARLY

NAME _____ DU# _____

E-MAIL ADDRESS _____ SLAYTER BOX # _____

SPRING 2009 RESIDENCE HALL _____ ROOM # _____ PHONE # _____

FALL SEMESTER 2009 RESIDENCE HALL _____ ROOM # _____

CURRENT CLASS STATUS AS OF April 2009 (Please circle one) First Year ('12) Sophomore ('11) Junior ('10) Senior ('09)

Do you have a request for special medical accommodation on file with the Denison Health Center that should be considered when determining your summer residency placement? Yes ___ No ___

Do you plan to just be here for May term only? Yes ___ No ___

I plan to participate in the summer lottery? Yes ___ No ___

Reasons: ___ In Spring room ___ In Fall room ___ Short stay

I am interested in living with the following roommate(s): _____

For office planning use only, please rank (1 being 1st choice, 7 being last choice) the buildings you prefer to reside in this summer ___ King ___ Stone ___ Taylor ___ Lower Elm ___ Upper Elm ___ Hayes ___ Wright

Are you applying for these residency programs?

___ Homestead (separate application due) ___ Morrow (Organizational Studies only-May 17-June 12, 2009)

PLEASE CHECK APPROPRIATE REASON:

• Research:

Program Name _____ Dept. _____

Print research advisor's Name _____ Phone _____

Sponsor dates _____ to _____ Total weeks ___
(beginning Sunday) (ending on Saturday)

Research advisor or Program Director Signature _____

• Internship for Denison transcript credit:

Denison Internship Program _____

Sponsor dates _____ to _____ Total weeks ___
(beginning Sunday) (ending on Saturday)

Denison Representative Signature: _____

• Working on campus:

Department _____

Davis Program _____ yes _____ no _____ Hrs per week _____

Print Supervisor's Name _____ Phone _____

Sponsor dates _____ to _____ Total weeks ___
(beginning Sunday) (ending on Saturday)

Supervisor's Signature _____

Total weeks on campus to be billed to student account (out of 13 billed summer weeks) TOTAL WEEKS ___

NOTE: CHARGES ARE BASED ON ONE FULL WEEK CONSISTING OF SUNDAY TO SATURDAY.

Student Signature _____ Date _____

STUDENT SIGNATURE ALSO INDICATES AGREEMENT WITH POLICIES & PROCEDURES ON REVERSE SIDE

Each student staying on campus for the summer is required to complete the summer residency application/agreement in order to register for the summer lottery. Return this application to Beverly Cost, Campus and Residential Life Office, Doane 101 no later than Friday, April 17, 2009. Housing applications submitted after the deadline will be considered only if space is available.

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