



## **Bryan Apartments Summer Housing 2017 Timeline**

### **Tuesday, May 2nd**

- Roommate Assignment Meeting in WCC 254 @ 11:30am.
- Roommate preference can be made at that time.
- Residence Hall Contracts will be completed and assignments made.

### **Wednesday, May 17<sup>th</sup>**

- Students can start check-in to Bryan Apartments from 1pm-4pm. Check-in will be done at the Johnson 'Roo Suites Commons, Bldg. E (E101).
- Students must be checked out of their residence halls no later than noon on Thursday, May 18<sup>th</sup>. Check-outs from your residence hall must be scheduled with your current Area Coordinator. Failure to do so will result in a minimum \$50.00 fine for failure to checkout plus \$30/night beyond the checkout deadline.
- No meal contract will be available to summer residents.
- Summer residents should be aware that they are expected to abide by all Austin College policies as stated in the Environment and other college publications.

### **Sunday, June 4<sup>th</sup>**

- Summer School Check In 10:00am – 3:00pm at the Johnson 'Roo Suites Commons, Bldg. E (E101).

### **Saturday, July 22<sup>nd</sup>**

- Summer School Checkout 10:00am – 3:00pm at the Johnson 'Roo Suites Commons, Bldg. E (E101).

### **Wednesday, August 2<sup>nd</sup>**

- Check out for any students remaining in summer housing.
- Students must check out of Bryan Apartments between 10:00am – 5:00pm at the Johnson 'Roo Suites Commons, Bldg. E (E101). Check-out times must be scheduled with the Area Coordinator, Angeleena Young, at [ayoung@austincollege.edu](mailto:ayoung@austincollege.edu), no later than Wednesday, July 26<sup>th</sup>.
- Students wanting to move into their fall housing assignments after Wednesday, August 2<sup>nd</sup> will be charged a \$30/day rate, until their approved fall move in date, to do so.

# Summer Housing Process

The process for students to request summer housing is described below:

**Students approved for summer housing will be assigned to the Bryan Apartments.**

1. Limited space is available in Bryan Apartments during the 2017 summer on a first come, first serve basis.
2. Priority is given first to students taking a summer course(s) at Austin College, then to students working on campus, and then to other students.
3. **The Summer Housing Request must be completed and returned** to the Student Engagement, Enrichment, and Development (SEED) Office by **Monday, May 1<sup>st</sup>**. Forms are available outside the SEED Office (WCC 201).
4. Students will be assigned in groups of 3 or 4 depending upon the number of students requesting housing and space availability.
5. Students will be **required** to attend a roommate assignment meeting on **Tuesday, May 2<sup>nd</sup> @ 11:30am in WCC 254**. Roommate preference can be made at that time. Summer Residence Contract will be completed and assignments made.
6. Students who currently reside in Bryan Apartments wanting to stay for the summer will not be permitted to stay in their current housing assignment. Students staying in Bryan over the summer who will be living in Bryan for the fall will not be permitted to stay in the same apartment. The apartments must be cleaned by Aramark Housekeeping between spring, summer and fall semesters.
7. Students will be billed on a monthly basis according to the summer rate.

## Rates for Summer 2017 (per person per month)

- 4 person apartment \$580/month
- May, June, July, August = \$19.33/day
- 3 person apartment \$645/month
- May, June, July, August = \$21.50/day

## Summer Research & Summer Conference Assistants

- 4 person apartment \$290/month
- May, June, July, August = \$9.67/day
- 3 person apartment \$322.50/month
- May, June, July, August = \$10.75/day

Students will be billed for the entire month at the end of the preceding month. All fees payable to the Business Office within 5 days.

8. No meal contract will be available. Bryan Apartments are equipped with a kitchen.
9. Students should be aware that they are expected to abide by all Austin College policies as stated in The Environment and other college publications.
10. **All check in/checkouts MUST occur between 9am-noon or 1-5pm Monday-Friday at the Brockett Complex office in Johnson 'Roo Suites Commons, Bldg. E (E101). Call 903-813-2306 to set up a time.**
11. Students will be charged beginning the day they occupy the apartment on a prorated basis. Occupancy is defined by **any personal items** moved into the apartment.

# Summer 2017 Housing Request

Students approved for summer housing will be assigned to the Bryan Apartments.

**THIS REQUEST MUST BE RETURNED TO THE STUDENT ENGAGEMENT, ENRICHMENT, AND DEVELOPMENT (SEED) OFFICE by 5:00pm, Monday, May 1, 2017**

**YOU MUST ATTEND THE MEETING ON TUESDAY, MAY 2 @ 11:30AM IN WCC 254 TO SELECT YOUR APARTMENT AND CHOOSE YOUR ROOMMATES**

NAME \_\_\_\_\_

PHONE \_\_\_\_\_ SUITE \_\_\_\_\_ EMAIL \_\_\_\_\_@austincollege.edu

Reason for Request:

<b>Taking summer course(s) at Austin College</b>	Course: _____	
	Dates: _____	
<b>Summer Research</b>	Faculty Supervisor: _____	
	Phone #: _____	Email: _____
<b>Summer Conference Assistant</b>	(check if applicable)	
<b>Working on campus</b>	Department: _____	
	Supervisor: _____	
	Phone #: _____	Email: _____
<b>Other</b>	(Please explain)	

Where living currently \_\_\_\_\_  
Hall/Room

Where Living in the Fall \_\_\_\_\_  
Hall/Room

The first **Check-in/Move-in** day will be **Wednesday, May 18<sup>th</sup>, between 1:00pm- 4:00pm. *Please Note: occupancy is defined by any personal items moved into the apartment.*** You will be permitted to stay in your spring on campus assignment until May 18<sup>th</sup> when you will be checked out by your current Area Coordinator.

\_\_\_\_ I want to move in Wednesday, May 19<sup>th</sup>

\_\_\_\_ I want to move in before summer school begins, Sunday, June 4<sup>th</sup>

\_\_\_\_ I want to move in another date and time – Must be Monday-Friday, 9:00am-12:00pm or 1:00-5:00pm

Specify date and time: \_\_\_\_\_

**All move-in/move outs MUST be Monday-Friday 9am-noon or 1-5pm at the office in the Johnson 'Roo Suites Commons, Bldg. E (E101).**

I have read the attached information and understand the terms of this process.

Signature \_\_\_\_\_

Date \_\_\_\_\_

(OFFICE USE ONLY)

Apartment No

Date Assigned

SEED Staff

## Check-in and Check-out Procedures

### Check-in Procedure:

- On **Wednesday, May 18<sup>th</sup> from 1pm-4pm**, students can start checking into Bryan Apartments. They must check out of their spring residence by **Thursday, May 19<sup>th</sup> by 12 noon**. Check-in will be done at the Johnson 'Roo Suites Commons, Bldg. E (E101). Check-out times must be arranged with your current Area Coordinator ahead of time.
- On **Sunday, June 4<sup>th</sup>, the day before summer classes begin, from 10:00am-3:00pm**, students can check in. Check-in will be done at the Johnson 'Roo Suites Commons, Bldg. E (E101).
- All other check-ins must be scheduled in advance and done from 9am-noon or 1-5pm, Monday-Friday. To schedule a check-in time contact the Brockett Complex Area Coordinator, Angeleena Young, at [ayoung@austincollege.edu](mailto:ayoung@austincollege.edu).
- Room inventory forms will be completed by resident at check-in.
- To check-in, student will come to the office in the Johnson 'Roo Suites Commons, Bldg. E (E101) and retrieve his/her key and room inventory.
- Any discrepancies on the room inventory forms must be given to the Brockett Complex Area Coordinator within 48 hours of move-in or damages will be charged to student at time of check-out.

### Check-out Procedure:

- **Summer School check-out will be Saturday, July 22<sup>nd</sup> from 10:00am-2:00pm** at the Johnson 'Roo Suites Commons, Bldg. E (E101).
- All other checkouts must be scheduled in advance and done 9am-noon or 1-5pm, Monday-Friday. To schedule a check-out time contact the Brockett Complex Area Coordinator.
- Students must be checked out of Bryan Apartments on **Wednesday, August 2<sup>nd</sup> by 5pm**. **There will be NO extension for checkouts beyond this time.**
- **Students wanting to move into their fall housing assignments after Wednesday, August 2<sup>nd</sup> will be charged a \$30/day rate, until their approved fall move in date, to do so.**

Any questions? Call 903-813-2306 or email [ayoung@austincollege.edu](mailto:ayoung@austincollege.edu).

### For your information:

Apartment: \_\_\_\_\_

Scheduled Move-in Day: \_\_\_\_\_