



Bryan Apartments Summer Housing 2019 Timeline

Thursday, May 2nd

- Roommate Assignment Meeting in WCC Johnson Gallery @ 11:00am.
- Roommate preference can be made at that time.
- Residence Hall Contracts will be completed and assignments made.

Wednesday, May 22nd

- 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 23rd. 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 2nd

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

Saturday, July 20th

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

Wednesday, July 31st

- 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, Brandy Wooden at bwooden@austincollege.edu, no later than Wednesday, July 24th.
- Students wanting to move into their fall housing assignments after Wednesday, July 31st 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 2019 summer on a first come, first served 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 Life (SLO) Office by **Tuesday, April 30th**. Forms are available outside SLO (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 **Thursday, May 2nd @ 11:00am in WCC Johnson Gallery**. 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 2019 (per person per month)

- 4 person apartment \$600/month
- May, June, July, August = \$20/day
- 3 person apartment \$665/month
- May, June, July, August = \$22.17/day

Summer Research & Summer Conference Assistants

- 4 person apartment \$300/month
- May, June, July, August = \$10/day
- 3 person apartment \$332.50/month
- May, June, July, August = \$11.08/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 2019 Housing Request

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

**THIS REQUEST MUST BE RETURNED TO THE STUDENT LIFE (SLO) OFFICE by 5:00pm, Tuesday, April 30, 2019
YOU MUST ATTEND THE MEETING ON THURSDAY, MAY 2 @ 11:00AM IN WCC JOHNSON GALLERY TO SELECT
YOUR APARTMENT AND CHOOSE YOUR ROOMMATES**

NAME _____

PHONE _____ SUITE _____ EMAIL _____@austincollege.edu

Reason for Request:

Taking summer course(s) at Austin College	Course: _____
	Dates: _____
Summer Research	Faculty Supervisor: _____
	Phone #: _____ Email: _____
Summer Conference Assistant	(check if applicable) _____
Working on campus	Department: _____
	Supervisor: _____
	Phone #: _____ Email: _____
Other	(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 22nd**, 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 22nd when you will be checked out by your current Area Coordinator.

____ I want to move in Wednesday, May 22nd

____ I want to move in before summer school begins, Sunday, June 2nd

____ 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
SLO Staff	

Check-in and Check-out Procedures

Check-in Procedure:

- On **Wednesday, May 22nd from 1pm-4pm**, students can start checking into Bryan Apartments. They must be checked out of their spring residence by **Thursday, May 23rd 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 2nd, 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, Brandy Wooden, at bwooden@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 20th 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, July 31st by 5pm**. **There will be NO extension for checkouts beyond this time.**
- **Students wanting to move into their fall housing assignments after Wednesday, July 31st 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 bwooden@austincollege.edu.

For your information:

Apartment: _____

Scheduled Move-in Day: _____