



## SUMMER STUDENT HOUSING APPLICATION SUMMER 2016

Congratulations! By taking advantage of living on-campus in the summer, you have the opportunity to engage in a vibrant community in the residence halls, on the Suffolk campus, and in the bustling city of Boston.

Suffolk University offers summer housing for undergraduate and graduate students taking summer courses at Suffolk University in the 10 West Street Residence Hall. 10 West Street is an 8-story residence hall made up of apartment and suite style housing. The available apartments are equipped with full kitchens, including full sized appliances, European style cabinetry. All apartments have ceilings ranging from 12 – 20 feet high with oversized windows and private apartment bathrooms that are built-out to luxury condominium standards. All apartments range in size from 2 – 8 people. The available suites do not have kitchens, and have single or double rooms that share a bathroom. Suites range in size from 3 – 6 people. 10 West Street is a fully air-conditioned building, with a 24-hour front desk security, internet connection and an exercise room. Bathrooms will be shared by all individuals within the apartment. There are no private bathrooms available. All floors are co-ed, and all University policies are in effect throughout the summer.

In order to reside in Suffolk University's summer housing you must be registered for at least one on-campus course or participate in a University approved internship/co-op experience.

Please provide summer class schedule when submitting paperwork; applications will not be considered complete without a class schedule. Contact the Advising Center at [academicadvising@suffolk.edu](mailto:academicadvising@suffolk.edu) for assistance selecting and registering for courses.

Completed summer Housing Applications received by noon on Friday, April 8, 2016 will have housing charges on your summer bill; however, applications submitted after April 8, 2016 will be reviewed if space is still available. You will need to log into your student account to see an updated bill.

Room assignments are made based on the date your completed Housing Application is received by Residence Life & Housing, and will be done on an on-going basis. Regular summer student room rates vary in price based on occupancy.

Current Suffolk University resident students may remain on campus between the end of the Spring 2016 semester and the beginning of summer Module 1, Module 3 or Module A. This week will be charged at the regular summer student rate. During this week, resident students will be required to move rooms and/or buildings as all summer students live within designated summer floors. Resident students may not remain on campus between the end of the Spring 2016 semester and the beginning of summer Module 2.

Students considering housing for summer Module 2 should note that summer housing will end on Saturday, August 13, 2016, and Module 2 classes continue until Thursday, August 25, 2016. Only students who will be residing in on-campus housing for Fall 2016 can stay in summer housing beyond Saturday, August 13, 2016.

Summer residents are expected to follow all rules and policies as stated in the University Handbook. Residents found violating Suffolk University policies may be asked to leave immediately without refund.

A \$200 non-refundable deposit is due with this completed application in order to secure your space for the dates you indicate. This deposit is only refundable if the University is unable to provide housing. To make a Summer Housing Deposit, please log in to SU Pay through your MySuffolk portal and click on the eDeposits tab.

Please *print*, as it is important that your information below is legible, accurate and complete:

**Student Information**

_____	_____	_____	_____	_____
Last Name	First Name	MI	Student ID	Gender
_____	_____	_____	_____	_____
Home Address	City	State	Zip	Country
_____	_____	_____		
Cell Number	Home Number	Email Address		

**Emergency Contact**

_____	_____	_____
Name	Relationship	Contact Number

**Current On Campus Housing (if applicable)**

_____	_____	_____
Building	Room	Box

**Housing Needs**

\_\_\_\_\_  
Arrival Date – Students may arrive 1 day before first session

\_\_\_\_\_  
Departure Date – Students may depart 1 day after last session

**Check all that apply**

- I am currently living on campus for the Spring 2016 semester and request to remain on campus until the beginning of Module 1, Module 3 and Module A. I understand that I will be charged the regular summer rate until the first session starts.
- I will be living on campus for the Fall 2016 semester and request to stay on campus after the completion of Module 2 or Module A. I understand that I will be charged the regular summer rate after Module 2 or Module A ends.

**Type of Housing**

The 10 West Street Residence Hall has co-ed floors and is non-smoking, alcohol free, and drug free. Rates include local telephone service, cable TV (TV not included), high speed internet, weekly housekeeping, and all utilities. Rates also include a complimentary breakfast (Monday – Friday) and brunch (Saturday & Sunday) starting on Saturday, May 21, 2016 in the Miller Hall dining hall. All prices are based on a weekly rate. Please select your room choice by checking the appropriate box below:

**10 West Street - Apartments**

		Regular Summer Rate
<input type="checkbox"/>	Semi-Private Single Room	\$434.00 per week
<input type="checkbox"/>	Double Room	\$378.00 per week
<input type="checkbox"/>	Triple/Quad Room	\$322.00 per week

**10 West Street – Suites**

		Regular Summer Rate
<input type="checkbox"/>	Single Room	\$378.00 per week
<input type="checkbox"/>	Double Room	\$343.00 per week

If my first choice is not available I would like Suffolk University to place me in the next available room option.

If my first choice is not available I would **not** like Suffolk University to place me in any other assignment and I would like Suffolk University to refund the \$200.00 deposit.

## **Summer Dining**

There is no dining hall at the 10 West Street residence hall. In the summer, the Miller Hall dining hall is open from May 21, 2016 – August 13, 2016 (dates subject to change) for breakfast, lunch, and dinner. All summer students are entitled to daily breakfast/brunch in the Miller Hall dining hall.

The David Sargent Hall dining room will be open posted hours. Meals purchased at this location are a la carte.

### **Miller Hall Hours of Operation** (times subject to change)

Breakfast: Monday – Friday: 7:00am – 9:30am

Brunch: Saturday & Sunday: 10:30am – 1:30pm

Lunch: Monday – Friday: 12:00pm – 1:30pm

Dinner: Daily: 5:00pm – 6:30pm

## **Roommate Matching**

You may request a specific person(s) as your roommate(s). Roommates must be of the same gender. Only mutual requests will be considered. We will honor as many requests as possible on a first-come, first-served basis. Please indicate your choice below:

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### Roommate Request

The following information will assist us in pairing you with a roommate. *It is important that this information is accurate.*  
(Please check ONE of EACH pair)

- I prefer:  a quiet room  to listen to music
- I prefer:  to stay up late (after 11:00 pm)  to go to bed early (before 11:00 pm)
- I prefer:  a casually kept room  a neatly kept room
- I know the halls are smoke free but I prefer:  nonsmoker  smoker

If you need any housing accommodations, please submit a Housing Accommodation Request Form with the Office of Disability Services. The form is available at <http://www.suffolk.edu/campuslife/3797.php>

## **Summer Student Housing Application Agreement**

My signing below indicates that I have read and I agree to the attached Housing License Agreement. I also understand that there is a \$200.00 non-refundable deposit due with the application (to be paid on-line: To make a Summer Housing Deposit, please log in to SU Pay through your MySuffolk portal and click on the eDeposits tab. See instructions provided). If Suffolk is unable to provide housing, the \$200.00 deposit will be refunded. You are also required to sign the last page of the Housing License Agreement.

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Signature

Date

Send payment and application to:

Suffolk University

Attn: Department of Residence Life & Housing

73 Tremont, 7<sup>th</sup> Floor

Boston, MA 02108

Email: [reslife@suffolk.edu](mailto:reslife@suffolk.edu)

Phone: 617-305-2500 x 0

Fax: 617-305-2504

Website: [www.suffolk.edu/reslife](http://www.suffolk.edu/reslife)

If you have any questions, please do not hesitate to contact the Department of Residence Life & Housing: Monday – Friday: 8:45am – 4:45pm.



## RESIDENCE HALL LICENSE AGREEMENT SUMMER 2016 TERMS AND CONDITIONS

By this License Agreement (the "Agreement"), Suffolk University, on behalf of its Department of Residence Life & Housing, Student Affairs Division, hereby referred to as the "University," and **the individual(s) identified on the reservation form**, hereby referred to as the "Summer Student," agree to the following:

### 1.00 Nature of Agreement

The Summer Student understands that this Agreement is intended to govern housing at Suffolk University residence areas during the entire reservation period. The Summer Student also understands that, under Massachusetts law, the legal relationship created by this Agreement is a license and not a tenancy and neither the University, nor the Summer Student intends to create a tenancy. The Summer Student is entering into a cooperative living arrangement wherein the Summer Student has the responsibility to respect fellow guests. The Summer Student agrees to observe all the rules and regulations contained in the Student Code of Conduct located on the University website, and available at [www.suffolk.edu/studenthandbook](http://www.suffolk.edu/studenthandbook).

This Agreement allows the Summer Students to use the space assigned. Only Summer Students and their visitors may use common areas, including hallways, lounges, cafes, etc., in accordance with University rules and regulations governing such areas. The University maintains residential property to further its academic mission. All Summer Students must understand that violation(s) of this Agreement and/or the rules and regulations may result in immediate suspension or expulsion from the property.

### 2.00 General Provisions

The University retains unilateral power to terminate this Agreement for the breach of any term or condition of this Agreement by the Summer Student. Failure of either party to insist upon strict performance of any of the terms or conditions herein shall not be deemed a waiver of any rights or remedies of either party, and shall not be deemed a waiver of any subsequent breach or default in any of the terms or conditions herein.

The University does not discriminate in any of its programs, procedures, or practices against any persons on the basis of age, citizenship, color, handicap, national origin, political affiliation, race, religion, sex, sexual orientation, gender expression, gender identity or status as a disabled veteran or veteran of the Vietnam era.

The Agreement may be subject to further regulations which are not currently in force or may be put in force pertaining to the area in which the Summer Student resides, as the University finds necessary, including all regulations developed by the Department of Residence Life & Housing, the Student Affairs Division, and the Vice President/Treasurer. All additional regulations pertaining to the area in which the Summer Student resides will be made available when in effect.

### 3.00 Term

University summer housing term begins on May 11, 2016 and ends on August 27, 2016. The term of this Agreement shall begin when the Summer Student is expected to take occupancy and shall terminate on the designated departure date as noted in the application and/or the StarRez computer software. The Summer Student should not enter into any binding contract or lease with a third party for alternative housing accommodations for any time period concurrent with this Agreement. If the Summer Student does so, it will not be grounds for termination of, or release from, this Agreement.

### 4.00 Eligibility

In order to live in a Suffolk University residence area between May 11, 2016 and August 27, 2016, Summer Students must be registered for a minimum of one (1) on-campus academic course at Suffolk University. Summer Students must abide by all Residence Life & Housing and University policies.

Person(s) may not permit any other person to use the assigned room in place of the Summer Student. Eligibility is conditioned upon settlement of all fees and residence charges. The University reserves the right to remove a Summer Student if he/she fails to meet eligibility and/or does not meet payment deadlines.

## **5.00 Acceptance of Agreement and Effective Date**

This Agreement becomes effective when signed by the Summer Student (and his/her parent/guardian, if necessary). The Summer Student understands that his/her signature on the Agreement signifies that s/he has read the terms and conditions stated herein and agrees to abide by and be bound by the terms of this Agreement and University policies and procedures. The Summer Student agrees that as a condition of residency, s/he shall comply with all the rules and regulations contained in this Agreement and the [Student Handbook](#), including those specifically relating to residing in a Residence Hall, the [Residence Hall Policies](#), as applicable, and all federal, state and local laws. The Summer Student understands that violation of this Agreement and/or University rules and regulations may result in immediate suspension or expulsion from the Residence Hall and/or the University.

## **6.00 Financial Obligation**

The Summer Student will not be allowed to take residence in a Residence Hall until all applicable financial obligations at the University have been satisfied as determined by the University's Office of the Bursar. Failure to pay obligations by the tuition payment due date as indicated on the University's Student Tuition Bill may result in loss of Residence Hall space and financial penalty including loss of deposits or entire upcoming semester.

The University reserves the right to remove delinquent Summer Students' belongings and/or change the locks. The Summer Student will be held financially responsible for any fees incurred by Residence Life & Housing.

Summer Students are required to pay a \$200.00 non-refundable deposit at the time of the application. This \$200.00 deposit is only refundable if Residence Life & Housing is not able to provide housing. This deposit is not refundable if the Summer Student chooses not to reside in the residence halls for any reason. The \$200.00 deposit will be credited towards the Summer Student's account.

Room and board fees are available in the Summer Student Housing Application and are subject to change during the term of this Agreement. If the Summer Student leaves the space before the end of contracted period, or is suspended or expelled from housing for disciplinary reasons or suspended or expelled from the University for academic and/or disciplinary reasons, there will be no refund.

Summer Students may not cancel this Agreement less than 48 hours before the expected date of occupancy, and all charges are payable through the end of the summer session. If the Summer Student fails to cancel more than 48 hours in advance, the Summer Student will be responsible for all payments due hereunder whether the Summer Student takes occupancy of the Residence Hall or not. Given the unique nature of the residential system, the University has no legal obligation to attempt to re-let a housing assignment in the event a Summer Student fails to take occupancy.

## **7.00 Room Assignments**

The Department of Residence Life & Housing will try to accommodate all requests for roommate(s), building choice and room change, but there are no guarantees. The University may change any room assignment and/or roommate(s) assignment from time to time in the interest of health, safety or quality of life issues, for purposes of consolidation or to accommodate a Summer Student with a disability.

## **8.00 Check In**

Summer Students must abide by the appointed schedule for arrival. Requests for early arrival must be made to Residence Life & Housing at least 48 hours in advance and are not guaranteed. Summer Students arriving late must inform Residence Life & Housing. If a room is confirmed, but was not occupied during the reservation time, the Summer Student is still financially responsible for the room.

## **9.00 Check Out**

Summer Students must leave their rooms or apartments in good order by the checkout time as scheduled in the Residence Life & Housing software program, StarRez. This date is determined by the designated departure date noted and confirmed on the application. If a Summer Student fails to vacate upon the end of their reservation for any reason, the University may exercise any or all of the following options: (a) charge the Summer Student for an extra night's stay; (b) remove the possessions from the premises; (c) change the door locks, and bill the Summer Student; and/or (d) bill the Summer Student for all damages suffered by the University, for example, payment of attorney fees and expenses.

The Summer Student is responsible for removing all possessions from the reserved room/apartment at the end of contracted stay and/or when the room/apartment is vacated permanently. Any possessions left behind after the space has been vacated

will be considered to be abandoned by the Summer Student and the University will discard them. There may be a fee associated with the removal of personal items to be passed onto the Summer Student.

### **10.00 Security**

The Summer Student is personally responsible for abiding by the security policies pertaining to residential facilities. A full list of all policies and procedures can be found on the University's website.

### **11.00 Assignment and Subletting**

The University reserves the right to alter, change, or cancel any assignment. Summer Students may not change any assignment or sublet the premises or any part thereof. In addition, if problems arise between roommates, the University may be able to reassign individuals if space permits. If space permits the move, both roommates will need to agree on reasonable expectations of each other until the move can be arranged. If no space permits, the roommates will need to agree on reasonable expectations of each other until other arrangements can be made.

### **12.00 Furnishings and Facilities**

The University will choose and provide furnishings for each facility including a stove and refrigerator for apartments. The University shall not furnish additional storage space. All University-owned furniture, cable boxes, and telephones must remain in the assigned space.

The Summer Student may not deface any part of my apartment/room including, for example, altering or replacing door locks, making electrical or structural alterations, the use of nails, screws, or any material that defaces surfaces, construction in the building and any painting. This list is not exhaustive.

### **13.00 Utilities and Services**

The University provides heat, air conditioning, electricity and water. All utilities are regulated regionally by the system within the building. The University will also arrange for refuse pick-up from trash rooms. Summer Students must dispose of personal refuse in proper trash rooms located on each floor. There will be a \$30 per bag charge, with a \$30.00 minimum charge, for removal of trash left in housing areas. Please reuse and recycle as much as possible. Summer Students are responsible for maintaining a clean environment in each room. Light housekeeping will be completed on a weekly basis.

### **14.00 Damages**

The Summer Student is responsible for damage to all Suffolk University property (including, but not limited to furniture, light fixtures, window treatments) in room/apartment and in the common areas (hallways, stairwells, laundry room, elevators) of the building. A charge for damaged property will be assessed against whoever is identified as being responsible. If the University cannot determine who is responsible for property damaged or defaced in my room/apartment, the charges will be apportioned among all roommate(s)/apartment mates. If the University cannot determine who is responsible for property damaged or defaced in the common areas, the charges will be apportioned among all building resident guests. Furniture that needs to be replaced will be charged at the replacement cost. All damage charges will be assessed to the student's University account.

### **15.00 Insurance**

The Summer Student understands that Suffolk University will not be liable for loss or damage to property that is brought into any residence area whether by way of fire, accident, Act of God, loss or interruption of heat, electricity, air conditioning, burglary, theft, vandalism, or for whatever reason not directly, proximately and consequentially the result of the sole and exclusive negligence or misconduct of the University.

It is recommended that Summer Students should maintain personal property insurance to protect against personal loss or damages. All guests should consult their insurance agent to determine the necessary insurance coverage to protect their personal possessions.

### **16.00 Keys and Access Cards**

Keys, access cards, and summer badges are property of the University. It is against Suffolk University policy to have duplicate keys made. Residence Life & Housing will assess a charge for each lost key/access card or for each replaced lock core. Lost keys/access cards must be reported promptly to the Residence Life & Housing Office to arrange replacement. Return all keys/access cards at the scheduled checkout time and place to avoid being billed for core/key replacement. If a Summer

Student does not return all necessary keys at the scheduled checkout time and location, the keys will be considered lost and the guests will be billed for a lock change and key replacement.

### **17.00 Entry to Summer Student Rooms**

The Summer Student understands that authorized University personnel or approved contractors may enter guest rooms or other areas of the Residence Halls without notice for the following reasons: maintenance and housekeeping purposes, fire, health and safety inspections, inspection for damage, and/or for other emergency purposes. The University also reserves the right to enter a Summer Student's room if there is a reasonable cause to believe that a violation of University policies, rules or regulations or local, state or federal laws has occurred. Housekeeping staff may enter each room on a regular basis for housekeeping purposes.

### **18.00 Prohibited Possessions**

Possession of any of the following items is prohibited in University residence hall rooms, suites and apartments: pets, air conditioners, certain refrigerators, cooking appliances (except in apartments), ceiling fans, space heaters, firearms (including B.B. guns), bows and arrows, ammunition, firecrackers or similar explosives, open flames (including candles), paint ball guns, cinder blocks for propping beds, Touchier lamps, bed lofts, extension cords (multiple-outlet connections are permissible only with a built in circuit breaker and U.L. approved), and any other item which the University determines to be dangerous or illegal. This list is not exhaustive. A full list of permitted and prohibited items can be found at <http://www.suffolk.edu/studenthandbook/17943.php>

### **19.00 Prohibited Activities**

All Federal, State and local laws, as well as policies and regulations of the University, have full force and effect within licensed property. This Agreement prohibits violations of those laws and regulations. The following activities are not permitted in residence areas: (a) Water bombs or water fights; (b) Snowball throwing; (c) Removal of University furnishings from rooms, suites, apartments or lounges; (d) throwing items from windows, down stairwells or placing objects on window ledges; (e) the use of sports equipment (including but not limited to soccer balls, Frisbees, etc); (f) Posting leaflets, etc. on locations other than designated bulletin boards; (g) smoking within the residence halls; (h) gambling; (i) Riding bicycles in residence halls, stairs, etc. Parking of bicycles in access and entranceways. This includes storage in stairwells, lounges, corridors, bathrooms, or any other areas in the residences except one's own room; (j) Use of emergency exit way in a non-emergency situation, use of balconies and roof tops and activation a fire alarm in a non-emergency situation; (k) Altering or tampering with heating, electrical, fire safety or security systems including but not limited to, smoke detectors, fire alarms and door lock systems; (l) Collecting or assembling flammable materials or materials that constitute a fire hazard. This includes the use of candles or other open flames; (m) The use of rooms or common areas for parties is subject to facility use restrictions, including health, fire and safety codes. A full list of University policies can be found at <http://www.suffolk.edu/studenthandbook>

### **20.00 Solicitation**

Commercial activities, solicitations, or advertisements are not permitted in the Residence Halls.

### **21.00 Alcohol, Drugs and Smoking**

All Suffolk University housing is drug, alcohol and smoke free, regardless of age. Alcohol may not be consumed in any part of the residence halls, including but not limited to, rooms, individual apartments, common areas, cafeterias, hallways, etc. Public intoxication is strictly prohibited regardless of age.

Summer Students found in possession of drugs, drug paraphernalia or alcohol may be removed immediately from housing with no refund given.

### **22.00 Behavior**

The Summer Student understands that housing at Suffolk University is a privilege and not a right, granted by the University. Violations of University policy and/or applicable laws may result in the Summer Student's immediate dismissal from the Residence Hall and/or the University and/or other sanctions. Students who are required to leave the Residence Hall due to disciplinary sanctions are not eligible for a refund of room or meal plan charges.

### **23.00 Guest Policy**

Summer Students may only sign in a maximum of two (2) visitors at a time and must abide by all aspects of the [Guest Policy](#). Students must sign in and out all visitors and those visitors must show and leave photo identification acceptable to front desk

security. Visitors must be accompanied by the resident Summer Student at all times in the building and must observe all the University rules applicable. The Summer Student is responsible for the conduct and behavior of signed in visitors and are responsible for any damage done by the visitors.

**24.00 Parent/Guardian Signature**

Any Summer Student who is not eighteen (18) years of age as of the date of his or her signing this Agreement must also have his or her parent or guardian sign this Agreement.

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Signature of Summer Student

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Date

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Signature of Parent or Guardian  
(If student is under 18 years of age)

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Date

*Danielle Manning*  
\_\_\_\_\_  
Danielle Manning  
Suffolk University Senior Vice President and Treasurer

**March 22, 2016**  
\_\_\_\_\_  
Date