2013 Summer Semester Only Application Instructions

PLEASE REGISTER FOR SUMMER CLASSES PRIOR TO SUBMITTING THIS APPLICATION. YOU MUST BE REGISTERED FOR A MINIMUM 6 CREDIT HOURS BEFORE THIS APPLICATION WILL BE ACCEPTED.

SUBMIT PROOF OF REGISTRATION WITH THIS APPLICATION.

Summer School Housing Location: Hall 1 and North Hall (North Hall Overflow) – Co-ed

Summer 2013 Cost: $1503.00

**This cost includes meal plan and laundry fee.*

RESIDENCE HALL BRIEF DESCRIPTION

Suite Style Halls

Hall 1

Four private bedrooms with ceiling fan per bedroom
Two persons per bathroom with tub/shower combination
Living Room Space furnished w/ sofa, sofa chair, three shelf entertainment stand, ceiling fan
Game rooms with 42" televisions
Multi-purpose rooms / Study Rooms
Laundry room/Computer Lab
Kitchenette with Counter Space (Suites)

All over flow will be assigned to North Hall. This is subject to change based on enrollment numbers.

New Residents & Readmit Residents

(Returning residents please read "Returning Residents" section further below)

Room Reservation Fees:
All students requesting on-campus housing must submit a housing application with a $250.00 payment; total payment serves as the:

- $50 application fee (non-refundable)
- $200 security deposit (refundable according to terms of agreement)

The application fee and security deposit should be submitted in the form of a certified Check or Money Order made payable to Albany State University. NO PERSONAL CHECKS WILL BE ACCEPTED. **Payments must be mailed directly to Business Operations Office at the below address.** Please be sure to include the application and agreement acknowledgement signature page with your payment. All three items are critical to the processing of your room reservation. **If any of these items are missing your room reservation can not be made and will remain on hold until all items have been submitted. Please send all housing documents and payments to:**

Business Operations
Attn: Housing and Residence Life
504 College Drive, ACAD RM 283
Albany State University
Albany, GA 31705

Students will be notified, by email, of their housing assignment. The ASU Housing and Residence Life Agreement is a binding agreement for the Summer semester. **Students are financially responsible for the Summer semester, according to the terms of HRL agreement.**

A housing assignment will not be issued until the application fee, security deposit, housing application and the Housing and Residence Life Agreement acknowledgement page are received in the Housing and Residence Life Office. On-campus housing at ASU is in high demand. To avoid confusion, stress and disappointment, please submit all housing documentation promptly.

Also, if you are mailing your application packet, please be certain to have the acknowledgement page notarized (pg. 16) by a certified notary, located in most US Post Offices, banking institutions or local county clerk offices. If you are submitting your agreement acknowledgement page to the Housing office, in person, you will need to sign the agreement page in front of a Housing official and do not need to have this document notarized.

Returning Residents

(Returning Residents are students who resided on campus during the 2010/2011 academic semesters)

If you are currently living on campus you do not have to pay an application fee, but you will be held contractually responsible for cancellation penalty fees if you complete and turn in an application but later decide not to reside on campus. If you do not register for classes and/or check into housing facilities all housing charges will be reversed following the end of registration.

All Applicants

Housing Contract Cancellation:

Students who complete the Housing and Residence Life Agreement and enroll for classes at ASU and fail to honor this agreement will forfeit their room security deposit and be held financially responsible for the room charge balance, plus pro-rated charges for days of residency. Days the assigned space was held for the student, in the residence hall, will count toward days charged for room. Penalties for breach of agreement will be determined by the following:

1. If student enrolls in classes, completes a housing application, signs or extends a housing agreement and fails to pay due to submitted and proven financial hardship, he/she will be subject to up to 50% of room balance, plus prorated room charges for time stayed.

2. If student enrolls in classes, completes a housing application, signs or extends a housing agreement and fails to pay without submitted and proven financial hardship he/she will be subject to a breach of agreement penalty of 100% of room charges.

Every student must maintain the $200.00 security deposit on your account at all times. Any miscellaneous charges such as: post office key and room key replacements will be charged to your student account.

***Forfeiture of Room*:**
Any student who has not checked into the assigned residence hall by 10:00 PM of the last official check in date or has not called the Housing and Residence Life Office to guarantee a late arrival will be declared a no-show and the space will be released for assignment to another student. Students may also email asuhousing@asurams.edu prior to the last day for check-in to notify housing and residence life staff of late arrivals. Students declared no-shows automatically forfeit their $200.00 security deposit any may not be able to reside on campus due to lack of room availability. All forfeited rooms will be offered to students on the housing waiting list or incoming students seeking on-campus residency.

2013 SUMMER HOUSING APPLICATION

Please carefully read the above instructions before completing this Housing Application

STUDENT INFORMATION

RAM ID #:_____/_____/_____ **Date: _____**

Name:_____
(Last) (First) (Middle)

Permanent Mailing Address: _____

City: _____ **State: _____** **Zip Code: _____** **Sex:_____**

D.O.B. ____/_____/_____ **Age: _____** **Home Phone ( ) _____-_____**

Cellular Phone ( ) _____- _____

Email Address:_____

Class: First Time Freshman ____ Fr ____ Soph____ Jr ____ Sr ____ Grad_____

Are you a new student to ASU (circle one) Yes No

Are you a transfer student? (circle one) Yes No

***Do you have any special housing needs? (circle one) Yes No**
(If yes, provide documentation along with application.)

ASU Major: _____

Indicate the semester of which you are applying for housing: Fall____Spring_____

Will you be bringing a car to campus? (circle one) Yes No

ROOMMATE PREFERENCE
(please note that your preferred roommate must also choose you as a preferred roommate)**

IMPORTANT NOTICE: FOR ROOMMATE PREFERENCES TO BE HONORED BOTH STUDENT APPLICATION PACKETS MUST BE MAILED AND RECEIVED IN THE HOUSING OFFICE WITHIN 5 BUSINESS (POSTMARK) DAYS OF ONE ANOTHER.

Name of preferred roommate (include middle initial):_____
Preferred Roommate Ram ID # (required) _____

EMERGENCY/MEDICAL INFORMATION

Physical Ailments: _____

Mental Ailments/Special Needs: _____

Physical Disabilities/Special Needs: _____

Prescribed Medicine: _____

Allergies: _____

PARENT OR GUARDIAN INFORMATION

Name: _____

Home Telephone: _____

Cellular Telephone: _____

Work Phone: _____

Parent's email address:_____

ACKNOWLEDGMENT

I understand that by signing this application I am extending the terms stated within my previously signed 2012/2013 Fall/Spring Housing Agreement. If I have not signed this agreement, I understand that I may find the agreement at www.potentialrealized.org/students/housing; under forms and that I am to print, read and sign the original housing agreement for my application to be complete. I have read and understand all cancellation terms stated within the housing agreement and fully understand the above.

_____	_____	_____
Student Print	Student Signature	Date

OFFICE USE ONLY

Date Rec'd _____ **Residence Hall Assignment** _____ **Room #** _____

Semester _____ **Method of Payment** _____ **Rec'd by:** _____