

College-Subsidized Summer Housing Info

Please use the checklist on page 2 of this packet to assist you in the successful processing of your College-Subsidized Summer Housing Request Form.

If you meet one or more of the following criteria, you may be eligible to receive College-Subsidized housing for up to 12 weeks (May 25 – August 14) during the Summer of 2009. Please review the guidelines listed below to ensure that you will have all of the necessary information about College-Subsidized housing for this summer. Please note that all eligible students will be required to pay a non-refundable \$200 application fee.

Eligibility Criteria Category	Approval Signatures Required (2 total)
30+ hrs/week working in an academic department, research lab, Academic Technologies, or MINS	1. Employer 2. Robin Beltzer (110 Milbank)
30+ hrs/week in an on-campus office other than an academic department	1. Employer 2. Dean/VP who oversees the office, e.g. Dean Denburg
30+ hrs/week in a full-time internship funded by a grant from Career Development	1. Will Simpkins, Career Development (Elliott, 2nd Floor) 2. Robert Earl, Director of Career Development (Elliott, 2nd Floor)
Working for a Barnard sponsored program (HEOP, Pre-College Program, etc.)	1. Employer 2. Dean Denburg (105 Milbank)

- All College-Subsidized summer housing forms must be completed IN FULL by the student before s/he seeks the approval of her sponsor or vice president.
- Once your form has the required signatures, please go to the Bursar's Office (16 Milbank, 10-4pm M-F) to pay the required non-refundable \$200 application fee (payable by cash or check). The Bursar's Office will stamp your form as proof of payment. If you wish to pay by credit card (convenience fees apply), please visit <http://afford.com/barnard>. Please print the confirmation e-mail as proof of payment and attach it to your application.
Note: This application fee must be paid by all students who are seeking Barnard College-Subsidized housing.
Sponsoring departments or programs may not pay the \$200 fee.
- Students receiving College-Subsidized housing will be provided with a non-air-conditioned room in either 600 W 116th Street or Hewitt Hall. Assignments to 600 vs. Hewitt and singles vs. doubles will be made by seniority of class year. Room preferences and roommate/suitemate requests, as listed on the application, are not guaranteed.
- Barnard students may apply for an upgrade to an air-conditioned room in Elliott or Cathedral Gardens. Due to the limited number of spaces available, upgrades will be granted by seniority of class year. For the 12-week summer period, the cost of an upgrade to an air-conditioned single room is \$1600 and an air-conditioned double room is \$1300 (i.e. 50% of the cost for non-subsidized students). If granted an air-conditioned room, the upgrade charge will be applied to your Barnard student account (May 2009 graduates must pay the upgrade charge at the Bursar's Office by cash, check, or credit card no later than Friday, May 15, 2009.)
- If you currently live in a Barnard residence hall and you receive College-Subsidized housing for the summer, you will be allowed to stay in a residence hall during May Interim housing (May 16 – 25) at no charge. However, you will be required to move to a temporary room (non-air-conditioned double) to accommodate the cleaning schedule. **Students will be required to move into and out of temporary housing with a minimum of 24 hours advance notice.** Students who fail to move when required will be fined (minimum \$500) to have their belongings removed from campus. May Interim is intended to provide housing for students who live too far away from campus to go home. May Interim is not intended to provide storage space for students' belongings. Students currently living in CU residence hall should contact CU Housing if they wish to apply for May Interim housing at CU.
- Students not currently living in a Barnard residence hall for the spring (e.g. students returning from abroad, commuter students, students currently living in a CU residence hall, Columbia or other non-Barnard students) will be able to move in to Summer housing on Monday, May 25, 2009. If your summer assignment is not ready on May 25, you will be required to move into a temporary room (non-air-conditioned double) until your room is ready. **Students will be required to move**

into and out of temporary housing with a minimum of 24 hours advance notice. Students who fail to move when required will be fined (minimum \$500) to have their belongings removed from campus.

- Students who wish to move in later than May 25 may do so, but they must check in and get their keys when the Barnard Residential Life & Housing office (110 Sulzberger) is open (9am – 5pm, Mondays – Fridays; closed on holidays).
- Students with a Fall assignment in a Barnard residence hall who wish to remain in residence from the end of the 12-week College-Subsidized period until the start of the academic year (Aug 14 – Sept 5) will be required to file a separate application for August Interim Housing and pay a fee of \$880. Students who stay during August interim will be required to move to a temporary room (non-air-conditioned double) to accommodate the cleaning schedule. **Students will be required to move into and out of temporary housing with a minimum of 24 hours advance notice.** Students who fail to move when required will be fined (minimum \$500) to have their belongings removed from campus.
- Students who do not have a Fall assignment in a Barnard residence hall will be ineligible to stay in residence past 5pm on August 14. Students with a Fall assignment in a CU residence hall may apply to CU Housing for August Interim housing.
- **Students with a diagnosed disability who need disability-related housing accommodations must submit a request to the Office of Disability Services no later than 4pm on Wednesday, April 29, 2009. Students are required to reapply for accommodations each year/summer, even if they have received an accommodation in the past. Late requests cannot be accommodated.**
- Student employment paperwork (W-4s, etc.) for paid on-campus jobs must be completed with Career Development.
- Students are eligible for College-Subsidized housing if they work a total of 30+ hours at a combination of positions on campus; all positions that contribute to the 30+ hours must meet the eligibility criteria. If you qualify for sponsored housing by working for more than one department, then the head of *both* departments must sign your form.

College-Subsidized Housing Check List

- Complete the form in its entirety. For consideration, your form must be printed and legible.
- Take your completed form to the appropriate professor, department representative, or program director for the first required signature. This person should be the one “sponsoring” (or supervising) you for summer housing. Once signed at the department level, go on to the next step. Please note that if you are being sponsored by more than one office or department, the department heads for each office must sign your form.
- Take your form to the office of the corresponding VP or Dean. The second signature required is noted on the form in the section labeled **Approval Signatures Required (2 total)**. You may be able to obtain a signature while you wait, but this may not be possible for every student. You should be prepared to leave the form, and return at a later time to retrieve your signed form. When you drop it off, please ask the office when they recommend you return to pick-up your form.
- Bring the signed form to the Bursar’s Office (16 Milbank, 10-4pm M-F) to pay the non-refundable \$200 fee and have your form stamped as proof of payment. If paying by credit card online (<http://afford.com/barnard>), please attach a print out of the confirmation email you receive (instead of getting the Bursar’s stamp).
- Submit the completed form to Residential Life and Housing (110 Sulzberger). **You must complete all of the above steps and submit your completed and signed form no later than 4pm on Friday, May 1, 2009.**
- Your summer housing assignment will be emailed to you by 5pm on Friday, May 8. Please note that you will likely be required to move into a temporary location first before moving into your summer assignment so that the Facilities Department can clean rooms that were occupied for the academic year. You must be available to complete all moves with at least 24 hours notice.

Which Dean/VP Do I need a signature from?

If You Work For...	Then Get Your VP/Dean Signature From....
Academic department, lab, Academic Technologies, MINS	Robin Beltzer (110 Milbank)
Barnard sponsored program (HEOP, Pre-College Program etc.) OR Student Services offices	Dean Denburg (105 Milbank)
Barnard-funded internship award from Career Development	Robert Earl, Director of Career Development (Elliott, 2nd Fl)
Finance / Planning	VP Gregory Brown (101 Milbank)

College-Subsidized Summer Housing Form

This form should only be completed by those who are receiving College-Subsidized Summer Housing as part of an internship grant, Barnard-sponsored program, or Barnard on-campus job. Please complete all steps listed on the cover sheet. This form must be completed and submitted to the Residential Life & Housing office (110 Sulzberger) no later than May 1.

Last Name, First _____ **Student ID** _____

School Barnard Columbia Other: _____ **Graduation Year** _____

Current Building & Room Number _____ **Email** _____

Upcoming Fall Building & Room Number _____ **Cell Phone** _____

Permanent Home Address _____

Emergency Contact Name _____ **Relationship** _____

Emergency Contact Home Phone _____ **Cell Phone** _____

Do you need special accommodations for a disability? No Yes

If you checked "Yes" above, you must submit a request for a disability-related housing accommodation to the Office of Disability Services no later than 4pm on Wednesday, April 29. Students are required to reapply for accommodations each year/summer, even if they have received an accommodation in the past.

Are you a Sabbath Observer? No Yes

Will you require housing for May Interim? (May 16 – 25) No Yes

May Interim housing is only available if you are currently living in a residence hall on the Barnard campus. Students living in a Columbia residence hall may apply to CU Housing for May Interim housing. Please note that interim housing will require moving to an interim non-AC double.

I will be in residence for the first half of summer (May 25 – July 2) No Yes

I will be in residence for the second half of summer (July 5 – Aug 14) No Yes

Students may only stay for each half of the summer if they are working during that time period.

If not staying for the entire 12-week period, please specify your check-in & check-out dates: _____

Students who move in later than May 25 may only check-in and get their keys when the Barnard Residential Life & Housing office is open (9am – 5pm, Mondays – Fridays on non-holidays).

My preference for summer assignments (Please rank in order of preference)

- Double Room, no AC (600 W 116th or Hewitt)
- Single Room, no AC (Hewitt)
- Double Room, with AC (Elliott or CG) *\$1300 upgrade charge required*
- Single Room, with AC (Elliott or CG) *\$1600 upgrade charge required*

Requested Roommate/Suitemate(s) (requests must be mutual and are not guaranteed) _____

- My signature below verifies that I agree to abide by all College and Residential Life & Housing policies and procedures while I reside in the Barnard residence halls, and that I agree to abide by all conditions, dates and deadlines.
- I acknowledge that should I wish to apply for housing for August Interim (5pm on Friday, August 14 through 9am on Saturday, September 5) I will submit the separate August Interim application no later than Monday, June 22.

Signature _____ **Date** _____

Sponsor Approval

Sponsoring department _____ **Faculty/Staff sponsor name** _____

Title of student position _____

Description of position (100 words max) _____

Start & end date of position _____ **Number of hrs/wk student will work** _____

Is this position funded by a grant? (If so, which grant) _____

Specify the stipend amount or hourly wage the student will receive _____

I agree to sponsor this student and will ensure that s/he works the required minimum of 30+ hours/week for the dates specified above in order to qualify for College-Subsidized Summer Housing.

Sponsor Signature _____ **Date** _____

Dean/VP Approval

Signature _____ **Date** _____

Payment of Application Fee

Note: Students should not attempt to pay the \$200 application fee until the Sponsor and appropriate Dean/VP have signed above. Students may pay by cash/check at the Bursar window (16 Milbank, 10-4pm M-F) and get a Bursar stamp below **OR** pay online with a credit card at <http://afford.com/barnard> and then attach a printout of the confirmation email.

Stamp _____ **Date & Initials** _____

Residential Life & Housing Use Only

Date Received _____