

The following information and requirements relating to on-campus residency apply to those who need on-campus summer accommodations from Friday, May 13, 2011 through Friday, August 5, 2011. ***Please review Sections A-E and complete the attached application along with your sponsor.***

Section A – Overview of Summer Guidelines, Accommodations and Moving Processes

Summer Guidelines and Corresponding Dates:

- During the summer months, students may have to move more than once depending on the dates they arrive/depart. There are many conferences, events, and construction projects that need to be completed during the summer months.
- **Students will be notified of their room assignment upon check-in.**
- Priority for summer housing assignments will be ranked as follows: **1) Summer School 2) Research 3) University Employment.** Assignments will be established based upon a random draw of applications from each category. Students will be housed within their groups and departure dates. (Summer School with Summer School, Research with Research, etc). Mod residents will each have roommates (up to four per Mod). Single rooms are not guaranteed.
- Students conducting research are to arrive as determined by their sponsor and move into either temporary housing or their summer assignments. Students requesting to arrive before these dates must obtain prior approval through Housing Services. Registration and key pick-up will be in ELC 207 from 9:00am-Noon and 1:00-3:30pm, Monday through Friday.
- Students working a minimum of twenty (20) hours per week and sponsored by a University office/department are to arrive as determined by their sponsor. Registration and key pick-up will be in ELC 207 from 9:00am-Noon and 1:00-3:30pm, Monday through Friday.
- Students who do not perform a minimum of twenty (20) hours per week of research/employment will be charged the full daily rate of the room for each week that the minimum requirements were not met.
- Summer residents are required to supply their own bed and bath linens, study lamp, cooking utensils and telephone.
- Failure to move from residence as required at the conclusion of the spring semester or throughout the summer will result in a fine of \$100.00 per day and all costs associated for the removal of items.
- Do NOT leave belongings unattended when you are moving to prevent theft of your belongings.
- Failure to return all room keys properly upon departure will result in a \$75 lock replacement charge per key per room.
- **Air conditioners will not be permitted for any reason in any summer location.**

Accommodations – University Research or Employment

Friday, May 13, 2011 through Thursday, May 26, 2011 - Temporary Summer Housing

- Spring 2011 residents of a University residence hall or house move to **Harris Hall & Kress Hall** by Noon on Sunday, May 15, 2011 and return their Spring assignment key by 3pm on Monday, May 16, 2011 to avoid a \$75 lock change fee. No student may remain in their current spring assignment, with the exception of graduating seniors or those previously approved by Housing Services. Harris/Kress/Trax key pick-up will be in 207 ELC on Friday, May 13, 2011, from 2:00pm to 5:00pm.

Thursday, May 26, 2011 through Friday, August 5, 2011 – Summer Housing

- Students moving to **Hunt Hall, Kress Hall or Bucknell West (Mods)** will begin to move to their summer assignment on Thursday, May 26, 2011. Key pick-up will be in ELC 207 on Thursday, May 26, 2011 and Friday, May 27, 2011 from 9:00am-Noon and 1:00-3:30pm. All moves must be completed by Noon Sunday, May, 29, 2011 and temporary assignment keys returned by 3pm on Tuesday, May 31, 2011 to avoid a \$75 lock change fee. If students complete research and/or employment before August 5, 2011, they are expected to return their key to Housing Services or Public Safety (if the office is closed) and vacate the campus immediately.
- Those moving to a **Gateway** Apartment and can pick up their key on Thursday, June 9, 2011 between 9:00am-Noon and 1:00-3:30pm. All moves must be completed and temporary assignment keys returned by 3:00pm on Monday, June 13, 2011 to avoid a \$75 lock change fee. If students complete research and/or employment before August 5, 2011 they are expected to return their key to Housing Services or Public Safety (if the office is closed) and vacate the campus immediately.

Friday, August 5, 2011 through Saturday, August 20, 2011 – Fall 2011 Housing

- Those summer residents with fall campus housing retrieve their room key on Friday, August 5, 2011 from Housing Services from 9:00am-Noon and 1:00pm-3:30pm. Only students staying till Friday, August 5, 2011 will be provided a key to their fall assignment. All others are to be moved out by the date noted on the Summer Housing Application.
- Students must move to their fall assignment and return their key to their summer assignment by 3:00pm on Monday, August 8, 2011. This requirement will ensure all residence hall rooms are properly cleaned and maintained before permanent residents move in for fall semester occupancy.

- Summer research/employment residents who do not have a Fall 2011 housing assignment **must** vacate their summer room and return their summer key no later than Noon on Sunday, August 7, 2011. **Temporary assignments are not available.**

Accommodations – Summer School Students

Sunday, June 12, 2011 through Saturday, July 23, 2011

- Students arriving for summer school will move into their summer assignment in a Gateway apartment or Bucknell West unit beginning on Sunday, June 12, 2011 and will remain there until July 23, 2011 (**Early arrivals will not be permitted**). Registration and key pick-up will be in ELC 207 Sunday, June 12, 2011 from 10:00am-4:00pm. Students completing summer school are expected to return their key to Housing Services or Public Safety (if the office is closed) and vacate the campus immediately upon completion of summer school, no later than 10:00am on Saturday, July 23, 2011.

Section B – Time Line

May 6, 2011	Summer Housing Applications Due
May 12, 2011	Finals End
May 13-15, 2011	Summer Workers/Research – Relocate to temporary housing
May 16, 2011	Return spring assignment key to Housing Services by 3:00pm
May 22, 2011	Commencement: All approved non-graduating students must vacate by 8:00pm.
May 23, 2011	Spring BUTV ends
May 23, 2011	Commencement Housing: All graduating seniors must vacate by 10:00 am.
May 24, 2011	Summer BUTV begins
May 26, 2011	Students assigned to Hunt/Bucknell West (Mods)/Kress relocate/arrive
May 29, 2011	REU arrives / key pick up with Sponsor
May 31, 2011	Return temporary summer housing key to Housing Services by 3:00pm
June 12, 2011	Summer School students arrive / key pick up 10:00am – 4:00pm in ELC 207; ILTM arrive / key pick up with Sponsor
July 22-23, 2011	Summer School Residents depart, return housing key to Housing or Public Safety by 10:00 a.m., Saturday, July 24
August 4, 2011	Summer BUTV ends
August 5, 2011	Pre-approved summer students pick up fall room key, ELC 207, 9:00am – Noon and 1:00pm – 4:00pm
August 5, 2011	Fall BUTV begins
August 8, 2011	Students must have completed their move to fall assignment by Noon (or vacated their summer room if no fall assignment) and all Summer keys are returned to the Housing Services by 3:00 pm
August 19, 2011	Class of 2015 check-in by Noon; Orientation begins
August 20, 2011	Upper Class Students arrive beginning at 10:00am

Section C – Tax Implications

Some scholarship or fellowship grants may not qualify as tax-free. Students should be aware that reporting the value of a taxable scholarship is their responsibility on their tax returns and should see IRS Publication 970 Tax Benefits for Education for additional information. The specifics for tax reporting for nonresident aliens (NRA) students are handled according to the Bucknell University document, Payment to Non-U.S. Citizens Policy. For those individuals who are not enrolled in courses for credit, the value of the housing is considered non-cash compensation and will be reported and/or taxed appropriately for the amount of the housing. If a student is not paid, they will be billed the taxes appropriate to the value of the housing.

If you have any questions on the tax implication, please contact the Finance Office at 570.577.1138.

Section D – Telephone Information

A telephone line with free local service and voice mail is complimentary. You must provide your own phone. More details can be found in the banner web channel of *myBucknell*.

(Please Print)

Last Name _____ First Name _____

Dates Required for Housing: From: _____ To: _____
(must correspond to dates submitted by sponsor)

Spring 2011 Residence (Bldg. & Room #/Lewisburg Address/Other): _____

Fall 2011 Residence (Bldg. & Room #/Lewisburg Address/Other): _____

Sex: _____ Email: _____@bucknell.edu BU ID #: _____ Cell Phone #: _____

Campus Box #: _____ Reason for Summer Housing: _____

Research & Summer Employment

Summer School Students

Rank your Preferred Housing Location(s):

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- _____ Hunt – May 26, 2011 to August 5, 2011
- _____ Kress – May 26, 2011 to August 5, 2011
- _____ BU West (Mods) – May 26, 2011 to August 5, 2011

- _____ Summer School Gateway** – June 12, 2011 to July 23, 2011
- _____ Summer School Mod** – June 12, 2011 to July 23, 2011
- **All summer school students will be assigned to a Gateway apartment or Mod for the summer session.**

Prospective Roommate(s) – Hunt, Bucknell West, Gateways, etc.:

- | | |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |

NOTE: NO AIR CONDITIONERS OF ANY KIND WILL BE PERMITTED FOR ANY REASON IN ANY SUMMER LOCATION.

Acknowledgement of Responsibilities (Please Initial)

_____ If I need to move into temporary housing prior to summer housing (Thursday, May 26, 2011), I understand and agree to move all of my belongings from my spring assignment by Noon on Sunday, May 15, 2011. I will return my spring room key(s) by 3:00pm on Monday, May 16, 2011 to Housing Services or Public Safety. Failure to return my key properly will result in a \$75 lock change at my expense on Tuesday, May 17, 2011.

_____ I agree to move all of my belongings from my temporary room to my summer residence on the day specified. (See Section A - Overview of Summer Guidelines, Accommodations and Moving Processes, or when Housing Services instructs me.)

_____ I agree to obey all rules and regulations (posted in kitchens) in regards to the use of the kitchen facilities in all buildings that I occupy or visit. I also understand that there are limited kitchen facilities.

_____ I understand that all policies stated in the *Student Handbook* and these forms apply, including hosting a guest(s), and the presence of animals.

_____ I have read and acknowledge the Federal Tax implications of my summer residency, and my associated responsibilities for said tax payment.

_____ I understand that if I do not perform a minimum of twenty (20) hours per week of research/employment, I will be charged for the full daily rate of the room for each week that the minimum requirements were not met.

_____ I understand that my summer accommodations, including temporary housing, may be in a double or a triple room with a roommate(s).

(Please complete the reverse side of this application. Return to Housing Services by Friday, May 6, 2011)

