



Office of Summer Programs – Letter of Agreement

If you wish to stay in Oyaron House this summer, please fill out the form below and return it to the Office of Residential Life by Monday, May 2, 2011.

Name: _____

Gender: _____

Hartwick College e-mail address: _____

Cell: _____

Reason for needing summer housing:

Preferred room type: ___ Single room - \$300 per month
(Please rank) ___ Double room - \$250 per month
 ___ Triple room - \$225 per month
 ___ Enhanced single room - \$350 per month

**Please note that some housing options have limited availability*

Preferred roommate name:

Dates needed: check-in date: _____ check-out date:

Special requests:

Rent will be paid by: ___ by student
 ___ by payroll deduction (must be Hartwick payroll)
 ___ department

If paid by a department, which department will be covering your rent?

In accordance with our agreement to allow you to reside in a Hartwick College Residence hall for the summer of 2011, you agree to comply with the following:

1. Comply with all College and Residence hall policies as established in the Hartwick College Student Handbook.
2. Be responsible for the cleanliness of the individual room, the bathrooms, and the lounges. Any additional cleaning expenses will be charged on a pro-rated basis to the entire building.
3. Room assignments are subject to change based on institutional need. This can and may include movement to alternate housing to accommodate returning students.
4. Both room assignment and roommate information will be e-mailed to you in mid-May.
5. **All rent payments are due by 5:00 p.m. in the Office of Residential Life, 418 Dewar Union, on the last day of the month or your last day of residence in that month (pro-rated amount).** All check payments are to be made out to "Hartwick College" with summer housing in the memo line.

Failure to comply with these expectations could result in immediate removal from the Residence Hall.

Your signature below denotes your understanding of this agreement.

Student Signature

Date

For office use only:

Housing Assignment: _____