

CSC Student Summer Housing 2025 Information

We plan to utilize Abbey Hall and Shepard Hall this summer as needed.

Best Hall will serve non-CSC student intern housing requirements throughout the summer.

Housing is available for full summer, monthly, or weekly rental from Sunday, May 11th, to Sunday, August 10th, at a rate of \$25 per night.

If necessary, current resident students can request temporary housing between the end of finals and the beginning of summer housing. Please email residentail@colby-sawyer.edu for additional information.

Eligibility

- Current students enrolled as CSC students for the 25-26 academic year; Graduates of the Class of '25
- Summer Housing requests, including any changes to start or end dates, must be made within three business days before occupancy.
- The cost is \$25 per night. The first/full payment, if applicable, must be made before occupancy. There are no partial refunds if the summer resident leaves before the end of the agreed rental period.

Registration, Cost, and Payment

- To register for Summer Housing, please complete and submit the "Summer Housing Application" on Residence.
- In this form, you will be asked to provide the following information:
 - o Primary Reason/Program
 - Select OTHER if you are NOT eligible for the waiver (only taking a class, working locally).
 - If you are taking a class, please indicate the course number in the text box provided.
 - o Name of Program Advisor/Employer**
 - o Housing start and end dates
 - o Any specific requests to consider, including any disability-related housing accommodations.

***If you have selected an option eligible for a waiver of the housing fee, your request will first be reviewed by that department (Human Resources, Harrington Center for Career Development, or the School of Nursing and Health Sciences), where the waiver will be approved or denied.*

Students choosing to remain on campus beyond the parameters of their internship, approved program, or summer employment position will have the option to pay for additional summer housing at the established rate of \$25/night.

The housing cost will be waived for CSC students who are:

- *Participating in an approved internship (on campus or within a 30-mile radius of campus)*
- *Work at least 20 hours a week in an approved summer employment position on campus*
- *CSC Nursing students participating in an approved externship or program*
- ***Approval will be determined by the respective offices through the application process*
- ***Eligibility for the waiver must be approved prior to occupancy*
- ***The waiver of the cost is only applicable during the approved timeframe*

Taking a class does NOT make one eligible for the waiver, unless the student is participating in another activity that does make them eligible (see above)

- *Students taking a class may make arrangements to only be on campus for the duration of their class*
- *The cost for this arrangement would be set in advance based on the start date, end date, and any scheduled days off during the term, as determined by the syllabus for the course. If a student chooses not to be on campus for a certain week, there would be no refund. However, if the student would like to stay any additional evenings, they would also incur the additional cost of \$25/night.*
- *Students would “check in” and “check out” weekly but would be assigned to the same space for the summer, allowing them to keep bedding and other essentials in the room.*

This contract is for housing only. Meals are not included with summer housing.

- Upon review and approval of the request by the Office of Residential Education, you will receive an email notice that will include the following information:
 - o A dollar amount due, based on the selected start and end date, and will include instructions for submitting your payment on the Colby-Sawyer Storefront
 - o *If approved for a waiver of the summer housing fee, the amount due will be removed from this notice*
 - o Your summer housing assignment and roommate (if applicable)
 - o Details regarding check-in and parking
- Given that summer plans can change, summer residents may request that the selected time be expanded or decreased as needed. Any changes to the dates covered by the waiver must be approved by the appropriate office, and arrangements for any date changes must be made in advance with the Office of Residential Education.
- Summer residents are responsible for timely payments and are expected to pay before their stay. Students behind in payments may jeopardize their summer housing and limit their eligibility for Early Arrival Housing in the fall.

Occupancy

- Preference will be given to students who:
 - o Are registered for Colby-Sawyer summer credits
 - o Are employed by the college or a college-related employer for the summer
 - o Hold an approved summer internship or externship through the college (within a 30-mile radius)
- Housing will be available to eligible students who are working locally for the summer on a space-available basis.
- Students will be placed in single or double occupancy assignments for the summer. If you would like to be placed with a specific roommate, please indicate their name in the space provided on the summer housing request form.
- Placement for summer housing will be based on the following criteria:
 - o Housing start date(s) and housing end date(s)
 - o Registration and verification of payment dates or verification of eligibility for the waiver of cost
 - o Availability of space
 - o Spring 25 and/or Fall 25 disability-related housing accommodation
 - o Gender identity
 - o Summer program (student, employee, intern)
 - o When necessary, seniority, as determined during the spring Room Draw process

- Summer residents assigned to live in a room that is designated as a double, triple or quad during the academic year must leave complete sets of furniture open and readily available for a roommate to move in at any time
- The college reserves the right to change assignments if necessary
- Student requests will be considered but must coincide with the criteria listed above. Specific requests or information to consider in placement should be sent to Assistant Director of Residential Education Anna Masters at anna.masters@colby-sawyer.edu
- To check in, students should go directly to Campus Safety.
- Check-out is by 5:00 pm. Keys/Access Cards may be left at Campus Safety upon departure.

When completing your Summer Housing request, you are also signing your summer housing contract, which includes the following:

Summer Resident Responsibilities

The College reserves the right to remove from campus housing any summer resident who does not comply with the terms of the Summer 2025 Housing Contract, with no partial refund.

Residents who are here for summer housing must vacate their summer assignment by their specified date; students needing to stay past Sunday, Aug. 10th, must meet the requirements and apply for Early Arrival Fall 2025 Temporary Housing.

Summer residents are responsible for knowing and adhering to the Residential Services and Policies, the Code of Community Responsibility, and other college policies here: [Colby-Sawyer College website](#). In the event of a violation of any college policy, the college reserves the option to proceed with a hearing in the summer or to hold the hearing in the fall when the academic year begins. Discretion is left to the Dean of Students or designee. For both CSC and non-CSC summer residents: The college reserves the right to request police intervention.

Summer residents are responsible for knowing and adhering to the following department policies:

- [Residential Education Services and Policies](#)
- [The Code of Community Responsibility](#)
- [Campus Safety's Policies](#)

Housekeeping and Facilities

- Summer residents are expected to keep the bathroom, kitchen, and living room areas tidy and free from excessive mess and/or clutter. The Residential Education staff will inspect common areas regularly
- Housekeeping will clean common areas regularly throughout the summer
- Summer residents are expected to report any Facilities or Housekeeping needs to the Residential Education Staff or Campus Safety in case of an immediate concern or emergency
- Summer residents are responsible for immediately reporting any damage to their rooms so that it may be repaired at the student's expense in an expeditious fashion
- Furniture cannot be removed from the rooms/buildings
- Air conditioners are permitted ONLY as an approved medical accommodation.

Hall Kitchens:

- Shepard Hall has one common area kitchen equipped with a refrigerator, stove, sink, microwave, and storage area for food and dishes. Abbey Hall has two common area kitchens, equipped similarly.
- Summer residents are responsible for:
 - o Proper labeling and storage of food, the disposal of outdated or spoiled foods from refrigerator, freezer, or storage area; Cleaning dishes; Wiping down surfaces (stove, counters, table, etc.)
 - o Any items (food or food prep) found to be improperly stored or a hazard will be discarded.

Guests:

- Permitted during the summer housing period (May 11 – August 10)
- A guest is considered anyone who is NOT an active summer resident. Colby-Sawyer students who are not summer residents are considered guests.
- Summer residents must register guests with Campus Safety upon arrival on campus. Details of the Guest Policy can be found here: [CSC Guest Policy](#).

Summer spaces may not be sub-let. Only summer residents who are assigned to the room may live there.

Summer residents will be issued a key to the assigned room. Keys may not be transferred or loaned to any other person. Summer residents will be billed for lost keys at replacement cost for a new core and keys.

- All keys must be returned at the end of the rental period
- **The cost to replace lost or unreturned keys is:** Single capacity rooms \$35; double capacity rooms \$45; triple capacity rooms \$55; quad capacity rooms \$65
- If lost, the cost to replace an ID (temporary or student) is \$10.

Summer residents are restricted from interacting with other summer programs, events, or guests unless it is a direct function of their summer employment or internship.

At check-out, rooms are expected to be free of debris and personal belongings and in good condition.

- Individuals will be held responsible for any damage found in the room and will also be billed if additional cleaning is required upon check-out
- Summer residents assigned to the hall will share the cost of any unidentified damage found in the common areas and the cost of additional cleaning in the common areas (if required)

The College reserves the right to remove from campus housing any summer resident who does not comply with the stated regulations.

Additional information

Summer Housing status begins on Saturday, May 11th, to Sunday, August 10th.

- Beginning Monday, Aug. 11th, any CSC student extending their stay will be considered an “Early Arrival” for the Fall semester and will be expected to abide by the Temporary Housing Contract and conditions until returning CSC students arrive on September 7th.
- The cost for housing during the Early Arrival period is \$25/night unless approved for a college-related reason.
- **Parkhurst dining will not be available over the summer.**

