



Suitemate Requests (will be considered as space is available, both students must request each other)

(1) Full Name \_\_\_\_\_ (2) Full Name \_\_\_\_\_  
Phone #: \_\_\_\_\_ Phone #: \_\_\_\_\_  
CofC ID/SSN: \_\_\_\_\_ CofC ID/SSN: \_\_\_\_\_

Parking:  Yes,\*  No

\*If yes, please complete the parking request form via Cougar Trail. Parking is NOT included in housing fees. Parking is not guaranteed.

Dining Services:  Yes\*  No

\*If yes, please contact Dining Services regarding meal plans and dining dollars @ (843) 953-5539.

### IMPORTANT

- ALL Students are required to pay a **\$50.00** deposit to the Department of Residence Life and Housing with this reservation form. This amount will be applied to your housing charges. **Deposits are non-refundable.**
- ALL Students will have their housing charges placed on their CofC student account unless prior arrangements are made with the Assistant Director for Summer Programs.
- An invoice for any additional damages, amenities and/or other fees will be sent to you within one week of departure. These charges will also be placed on your student account.

### CANCELLATION

This policy will be in effect when the official Conference Housing Contract is signed. The policy states:

*A student may cancel the request for housing with no penalty if done in writing 7 days prior to their arrival date. The Reservation Request and Conference Housing Contract then becomes null and void. **Note: the deposit is non-refundable for any reason.** If a student cancels after 7 days prior to arrival, he or she may make a written request to the Assistant Director for Summer Programs for contract cancellation for a given term for the following six reasons:*

- *Graduation*
- *Withdrawal from the College of Charleston*
- *Academic suspension*
- *Marriage (documentation required)*
- *Course cancellation/Full-time Internship (documentation required)*
- *Transfer to another institution*

*Notification of graduation, withdrawal, transferal, academic exclusion, marriage, or full-time internship to the Admissions Office, Dean's Office, Registrar's Office or Treasurer's Office DOES NOT constitute a withdrawal from the Department of Residence Life and Housing or Dining Services. Written notification to the Department of Residence Life and Housing and Dining Services is required, in addition to notifying these other offices.*

### OTHER

Any additional comments/needs/interests:

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Please return your reservation and deposit by one of the following:

**Mail:** College of Charleston  
Residence Life and Housing  
Attn: Summer Programs  
40 Coming Street  
Charleston, SC 29401

**Fax:** Attn: Summer Programs  
843-953-6590

**E-mail:** ResLifeSummerPrograms@cofc.edu  
Subject: Reservation

\*Confirmations and contracts will not be issued until the deposit is received by the Department of Residence Life and Housing.