

# COLLEGE of CHARLESTON

RESIDENCE LIFE  
AND HOUSING

## Summer 2009 Student Housing Reservation Form May 11, 2009 – August 1, 2009

### STUDENT INFORMATION

Name: \_\_\_\_\_  
**First** **MI** **Last Name** **Gender**

College of Charleston Student: ( ) Yes ( ) No Current School: \_\_\_\_\_

CofC ID or Social Security #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Cell #: (\_\_\_\_\_) \_\_\_\_\_ Home #: (\_\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

*A reservation confirmation will be sent to this e-mail address*

Check ALL that apply:

- ( ) Maymester ( ) May Evening ( ) Summer I Day  
( ) Summer Evening ( ) Summer II Day ( ) Not Taking Classes

Check ALL that apply:

- ( ) New Student ( ) Returning Student ( ) Visiting/Transient Student  
( ) Transfer Student ( ) Summer Mandate

Please check the one that applies: ( ) Non-Smoker ( ) Smoker\* \*All Residence Halls are smoke free.

### PARENT/GUARDIAN INFORMATION

Name of Parent/Guardian: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Work #: (\_\_\_\_\_) \_\_\_\_\_ Cell #: (\_\_\_\_\_) \_\_\_\_\_

### HOUSING SPECIFICATIONS

Only students that are taking CofC courses (Summer II & Evening) will be allowed to stay on campus after August 1, 2009.  
Summer II check-out: **AUGUST 7, 2009 BY NOON**. Summer Evening check-out: **AUGUST 12, 2008 BY NOON**.

Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_

*(Please check in/out at the Customer Service Desk in Berry Residence Hall.)*

Residence Hall Preferences: Residence Hall placement will be made according to available accommodations. (See available housing & rate list)

(1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_

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 **\$100.00** deposit to 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 after an email confirmation is sent.
- Students who submit reservation forms after eBills have been issued must submit **full** payment with their reservation.
- An invoice for any additional damages, amenities and/or other fees will be sent to you within one week of departure.

**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 we may need to know when making your housing assignment.

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By signing below, I understand that this is only a request for housing on the College of Charleston campus. The housing reservation is only guaranteed after the signed contract is received.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mail your reservation and deposit to the address below or drop it off in the Residence Life and Housing office (40 Coming).

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