

## SUMMER 2017

Summer housing is provided for students enrolled in West Virginia University Potomac State College classes. **Students are permitted to remain in the residence hall AS LONG AS THEY ARE REGISTERED AND THE CLASS HAS NOT ENDED.** Student status will be verified. Space is limited and is assigned on a first-come first-served basis.

Please *print legibly* using blue or black ink:

Name: Last \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_ Gender: M \_\_\_\_\_ F \_\_\_\_\_

Student ID #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Permanent mailing address: \_\_\_\_\_

Phone: (cell) \_\_\_\_\_ (home) \_\_\_\_\_

I am requesting housing for the following dates: (dates classes are in session only)

\_\_\_\_\_ First Day of Class \_\_\_\_\_ Last Day of Class

\_\_\_\_\_ First Day of Class \_\_\_\_\_ Last Day of Class

\_\_\_\_\_ 80 Block Meal Plan (**optional**) (allows access to any 80 meals; one time per meal period). Meal Plan begins on the first day of classes.

Please indicate any special needs or physical/medical conditions of which we should be aware for housing purposes:

\_\_\_\_\_  
\_\_\_\_\_

Emergency contact name: \_\_\_\_\_ Relationship: \_\_\_\_\_

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

I understand that I will be notified of summer housing availability after submitting this application and that this is a legally binding agreement. Preferred housing options are considered but cannot be guaranteed by the College, as it is not possible to satisfy the preferences of all housing applicants. Inability of the College to satisfy an applicant's preferences or requests will not be grounds for exemptions or cancellation of the Housing and Dining Contract. Students may be required to change housing at the College's discretion. I agree to abide by all Housing & Residence Life and West Virginia University Potomac State College policies. I understand that I may be removed from College housing if I do not abide by these rules. Summer residents are expected to vacate assigned space promptly on or before the last day of their class (as determined by application/contract agreement). *The last date to cancel the housing contract: the last weekday **BEFORE** your summer session is scheduled to begin.*

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

Please mail or fax the completed application to:

West Virginia University Potomac State College  
Office of Housing & Residence Life  
101 Fort Ave.  
Keyser, WV 26726  
Phone: (304)788-7407 Fax: (304)788-7057

## Summer Housing 2017

### Availability and Eligibility

Welcome to summer housing at West Virginia University Potomac State College! The Office of Housing & Residence Life makes available a residence hall (University Place) for summer housing. Summer housing is provided for students affiliated within West Virginia University Potomac State College. **Students are permitted to reside in the Residence Hall while classes are in session.**

### Summer Housing Dates

Sunday, May 14 – Check-in for sessions beginning May 15  
Sunday, June 25 – Check in for session beginning June 26  
Monday, May 29 – Memorial Day recess (no services available)  
Tuesday, July 4 - Independence Day recess (no services available)  
Friday, August 4 – **vacate residence hall by 4 p.m.**, last day of the summer sessions

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### Rates

Cost per each session is based on the current daily rate. (The cost per session is approximately \$798 per 6 week session) **Note:** This rate is for the **room only**. (Rate is subject to change without notice.) If your class is not held for a full session, you will be charged a pro-rated amount based on the number of days you are registered for classes. There are no refunds for partial weeks. Refunds will only be made in the event of withdrawal from West Virginia University Potomac State College. Participation in meal plan services is optional during summer sessions. Only one plan is offered that includes any 80 meals at a cost of \$556 (Rate is subject to change without notice.) If you register for more than one session, you may purchase an additional meal plan. Refunds are not issued for meal plans. For questions regarding the meal plan, please contact Dining Services at (304) 788-6919.

### Check-in and Check-out

Students arriving for summer should report to the Office of Housing & Residence Life in University Place between noon and 4 pm on the appropriate check in date, as shown above. The meal plan begins on the first day of classes.

The last day of your summer school class is also the last day of the summer school housing. Please make note of this and make arrangements to remove your belongings by 4 p.m.

### Cancellation of the Housing Contract

The last date to cancel the housing contract is the last weekday **BEFORE** your summer session is scheduled to begin.

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### Accommodations and Meals

University Place offers suite style living arrangements (two rooms that share a toilet and a shower). In addition, they are air-conditioned and have a vanity sink in each room. High-speed internet and cable TV service is provided in the rooms. Students must supply their own sheets (XL Twin), pillows, blankets, towels, toilet tissue, cleaning supplies, TV, and computer.

Students are responsible for the care and cleaning of the rooms. Housekeeping staff will clean toilet and shower areas every two weeks. **Rooms must be returned to their original condition when vacated.** Any damages beyond normal wear and tear (as determined by the Office of Housing and Residence Life) will be charged to the student.

A dining plan is available through Dining Services. Participation is not mandatory and service is provided as a convenience only. For more details call (304) 788-6919. **Meals are not available on weekends or during holiday recesses.** There are dine-in and fast food restaurants and convenience stores located within a short driving or walking distance of campus.

### **Supervision**

Housing & Residence Life staff will be available to assist students. Students are responsible for conducting themselves within the guidelines of West Virginia University Potomac State College policies (found in the Housing and Residence Life Handbook online at [http://potomacstatecollege.edu/campus\\_life/residence\\_life\\_housing/2016-2017-Housing-Residence-Life-Handbook.pdf](http://potomacstatecollege.edu/campus_life/residence_life_housing/2016-2017-Housing-Residence-Life-Handbook.pdf), as well as, all West Virginia State and Federal laws and regulations. The use of alcohol, drugs, and tobacco products is strictly prohibited in all West Virginia University Potomac State College residence halls, including the front step/porch areas. Smoking is not permitted within 15 ft. of any entrance.

### **Parking**

Parking is available for students attending summer school classes. Students who bring vehicles to campus should park their vehicles in the lot adjacent to Church-McKee Arts Center as there is no overnight parking on the streets adjacent to the College or around the quad.

### **Mailing Address**

U.S. Mail is delivered Monday through Friday. Mail may be picked up in the Office of Housing & Residence Life.

Student mailing address will be as follows:

Student name  
WVU Potomac State College  
105 Fort Ave  
Keyser, WV 26726

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Please refer to the Housing & Residence Life link [http://potomacstatecollege.edu/campus\\_life/residence\\_life\\_housing/](http://potomacstatecollege.edu/campus_life/residence_life_housing/) for information about campus living and about rules and regulations for living in the residence halls. You will also find a list of items to bring and not to bring.

Other information may be found on the West Virginia University Potomac State College main website at [www.potomacstatecollege.edu](http://www.potomacstatecollege.edu)

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For additional housing information, contact (304) 788-7407

