ELIGIBILITY
Luther offers on-campus housing for the following students:

- Students enrolled in Summer Session I, II, or both sessions
- International students who are registered for fall 2016 classes at Luther
- Students working on campus a minimum of 20 hours per week. Working in Decorah does not qualify a student to live in campus housing.

SUMMER HOUSING DATES
Summer housing begins:  Monday, May 23, 2016 at 4:00 p.m. (Students who plan to move into summer housing on May 23 may remain in their spring residence halls rooms until that time)

Summer housing ends:  Tuesday, August 9, 2016

ROOM OPTIONS
Students may choose between two housing options:

**Miller double room with a roommate**
Students may apply with a roommate or as an individual. If you do not have a roommate, we will assign one for you. A minimum stay of four weeks is required. Research students should be expected to live in a double room based on housing costs approved by the faculty member or department proposal.

**Miller double room with no roommate**
Students may apply for a double room with no roommate, excluding corner rooms. A minimum stay of four weeks is required. Only the applicant may live in the room; students who violate this policy will be asked to leave.

Applications will be date stamped in the Residence Life office and rooms will be filled in the order received. Students will be notified via email of their summer housing assignment no later than May 15, 2016.

Meal Plans
Changes to summer housing this year are being made to decrease the number of meals being cooked in the residence halls during the summer due to safety concerns, yet still provide the opportunity for students to cook some of their own meals. Students residing in the Luther College residence halls during the summer will be required to have a minimum meal plan of $250 dining dollars. This is for students that will be staying on campus for more than four weeks. Students residing on campus for only summer session one or summer session two will be required to have a minimum meal plan of $125 dining dollars. Students can use their dining dollars in Resident Dining or Oneota Market. Summer residents are also welcome to select a weekly meal plan (Saturday-Friday) for the cost of $98.00 a week.

This summer automatic stove turn-off devices will be added to the towers kitchens to increase cooking safety. All summer residents will also be required to attend an educational cooking session put on by the Sodexo staff on safe food preparation and cooking. Students that do not attend one of the sessions will be charged $50 to their student account.
FEES

**Miller double room with a roommate:** students will be billed $8.00 per night (billing begins once keys are issued; a room is considered occupied if you OR your possessions are in the room). A minimum stay of four weeks is required.

**Miller double room with no roommate:** students will be billed $11.00 per night (billing begins once keys are issued; a room is considered occupied if you OR your possessions are in the room). A minimum stay of four weeks is required.

Students employed on campus will have housing and dining fees deducted from each paycheck. Dining Dollar meal plans will be deducted by pay period verses all at once for those students working on campus. Students that are enrolled in class, but are not working on campus will be billed for housing and dining fees.

CHECK IN

Students may check into their summer housing rooms from 4:00-7:00 p.m. on Monday, May 23, 2016. If you plan to arrive after this time, you must notify the Residence Life Office at 563-387-1330. At check-in, Resident Assistants will complete Room Condition Reports (RCRs), key cards, and issue room keys. Student IDs will be activated for access to Miller based on the arrival date on the housing application. If arrival or departure dates vary from those originally submitted on your housing application, please inform the Residence Life office (x1330) of those changes as soon as you know them.

CHECK OUT

To check out of your room, make arrangements with one of the summer RAs at least 48 hours ahead of your departure time. RCRs and key cards must be completed and room keys turned in to the RA before departure. **Room charges will continue until keys have been returned to the RA.** Improper checkout will result in a $100.00 fee that will be added to your bill. A fine of $30.00 will be charged for each key lost or not returned at the time of checkout. Damages to your room will be assessed by the summer RAs and charges will be added to your student bill.

Students enrolled for summer classes but are not working on campus should plan to check out of their rooms no later than 7:00 p.m. on the last day of their summer classes.

POLICIES

Policies and guidelines listed in the *Luther College Student Handbook* apply to all student residents during the summer. Student handbooks are available online: [http://www.luther.edu/student-life/dean/student-handbook/index.html](http://www.luther.edu/student-life/dean/student-handbook/index.html)

SPECIAL NEEDS

If you have special needs that should be considered when the housing form is submitted please let the Residence Life office know so we can assist you.

ADDITIONAL INFORMATION

Yearly maintenance in the heating plant will result in a campus-wide shutoff of hot water for 4-6 days during the summer. Students will be notified in advance of the dates. Limited hot water will be available during the early morning hours.
2016 SUMMER HOUSING APPLICATION
RESEARCH STUDENT

Student Name ________________________  ID Number ____________________
Male ____  Female ____  Email ________________________
Current Hall __________  Current Room __________

HOUSING REQUEST
_____ I would like a double room in Miller Hall with a roommate of my choice.
   Roommate’s name: ________________________________

_____ I would like a double room in Miller Hall and would like to be assigned a roommate.

Date I plan to move in __________________ Date I plan to move out __________________
   (Housing begins on May 23 and ends on August 9)

Meal Plan Option
_____ I am signing up for the Dining Dollar Meal plan option. ($125 for four weeks/ $250 for more than four weeks)

_____ I am signing up for the weekly meal plan at $98.00 per week beginning on June 6, 2016.

Note: If you are working on campus during the summer, charges for your room/board will be deducted from your paycheck. If your room/board is paid by a research grant, you will be responsible for all room charges before and after your research dates.

I authorize Office for Financial Services (Payroll) to deduct my room charges from my summer paycheck. If my paycheck is not sufficient to pay my housing fees I understand it is my responsibility to make payments to Financial Services for summer housing and meal plan. I understand that I am responsible for all housing/dining fees not paid by a grant. Reminder: Luther sponsored room and board is a taxable benefit and the student and grant will share this expense.

__________________________________________________________  __________________________
(Student signature required)  DATE

Faculty member name: __________________________________________
   (please print)

Grant General Ledger number: ________________________________

Is this grant paying for student housing? _____ Yes  _____ No
Is this grant paying for student meal plan? _____ Yes  _____ No

   If yes, please complete the information below:
   Grant-paid housing will begin __________  Grant-paid housing will end __________
   DATE  DATE

All housing costs before and after these dates are the student’s responsibility and will be added to the student’s account.

__________________________________________________________  __________________________
(Faculty signature required)  DATE

For Residence Life use only:
Date received: ________________  Room Assignment: ____________________
Roommate confirmation: ________________________________