HARTFORD SEMINARY ON-CAMPUS HOUSING
Information and Instructions 2016-2017

Hartford Seminary offers a limited number of furnished apartments on campus for students to rent. You will be assigned a private bedroom, and will share common living areas (kitchen, living room, and bath). Most units are designed for individuals only. A few units can accommodate students with their families, based on availability. International students are required to live on-campus during their first year of study provided space is available**.** Other applications are considered on a first-come, first-served basis. Leases are generally for nine months from September – May.

Our single units come with basic furnishings and kitchen supplies. Residents are expected to supply their own towels, linens, blankets and pillows. A supply of gently-used bedding may be available upon request for a nominal $10 laundering fee. Please note that Hartford Seminary apartments are not handicapped accessible. Units are not air conditioned. Box fans are provided for each room during summer school. All housing is smoke-free.

Housing is available for occupancy by the last week of August for the fall semester and by January 15 for the spring semester. For winter intersession and summer classes, occupancy is available on the night before the class begins. *Note*: Full-time residential students may have their summer rents waived only if they fully vacate their rooms for full months (June, July and/or August).

Rates for July 1, 2016 through June 30, 2017 are:

- **Single room in shared house: $575 per month**

In most cases, heat, electricity, hot water, cable tv and wireless internet access, are included.

- **Student with family: between $1,110 and $1,500 for an entire apartment**

The rates vary depending on the particular apartment assignment. Renters pay their own heat and electricity.

- **Short-term stays: $55 per night**; minimum of two consecutive nights may be requested; subject to availability.

Housing Reservation and Security Deposits

To be considered for a space on campus, the Housing Application must be completed and returned with a **Housing Reservation Deposit of $100.** This deposit is applied to your first month's rent. The Seminary requires payment of the first month's rent **and a Security Deposit** in the amount of one month's rent prior to occupancy. The Security Deposit covers damages done to the premises and is held until you vacate the apartment. The Security Deposit less a year-end cleaning fee of $50 is refunded after a facility inspection, provided the facility is in the same condition as when originally occupied. **A monthly cleaning fee of $20 per resident is charged to each account** to supplement their own weekly cleaning of shared spaces. The monthly cleaning schedule will be around the first of each month.

Total funds required for reserving an on-campus **single room**: **$1,150** (includes $100 deposit applied to first month's rent, $470 remainder of first month's rent, and $570 security deposit). For a **family apartment**, please contact Rose Lezak for specific deposit and security rates.

Payment of the $100 Housing Reservation Deposit may be made by certified bank check or money order (payable to Hartford Seminary) or with one of the following credit cards: VISA, Mastercard or Discover. *For international applicants who are unable to provide a deposit in any of the ways listed, please contact Rose Lezak to discuss other arrangements.*

The Housing Application and $100 Reservation Deposit should be received as follows:

- **Fall Semester Occupancy** (beginning September 1) June 1
- **Spring Semester Occupancy** (beginning January 15) November 1
- **Summer occupancy** (June, July, August) May 1

A room assignment will be made and confirmed by Hartford Seminary ***ONLY*** after you are enrolled full-time and when the completed Housing Application, Reservation Deposit and proof of immunizations have been received.

Refunds: The Housing Reservation Deposit will be refunded if, **30 days prior to the start of classes**, you are unable to enroll or there is no housing available. The Security Deposit will be refunded provided the Seminary receives **at least 30 days' notice** from you. Otherwise, the Security Deposit will be forfeited.

Questions? Contact Rose Lezak, Director of Administration and Facilities, rlezak@hartsem.edu or 860.509.9501