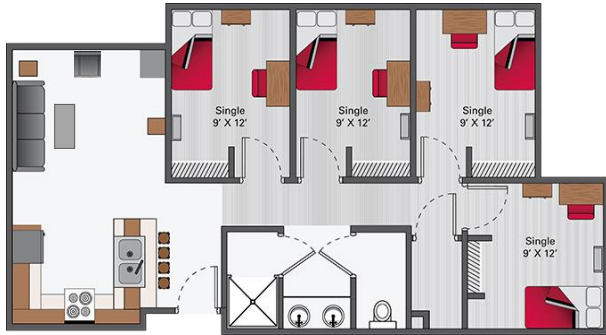


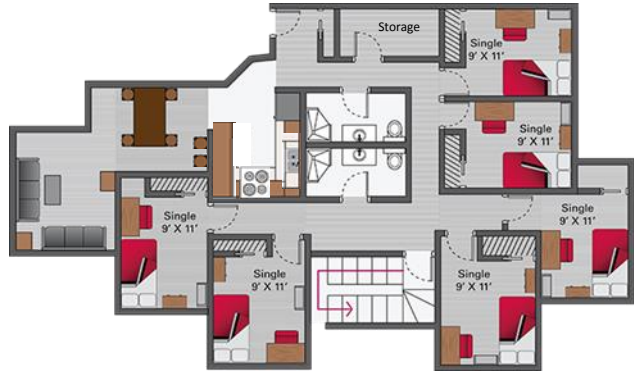
## 2017 Summer Intern Housing Program Information

UNM Residence Life and Student Housing provides single accommodations (private bedrooms) in shared apartment-style housing for Summer Interns in our two on-campus apartment complexes. Floorplans include a 6-bedroom, 2-bath apartment or a 4-bedroom, 1-bath suite apartment, each with a living room, a dining room and/or bar-style eating, a full kitchen, and a storage room. A full complement of furniture is provided. Interns provide their own dishes, linens, etc. The images below show our apartment layouts.

### Redondo Village Apartments



### Student Residence Center Apartments



#### Amenities

- Utilities and furniture provided
- Wi-Fi (campus-wide)
- Cable TV access in bedrooms and living room
- Individual mail box
- Extra-Long twin beds
- 24-hour customer service
- 24-hour security including safety escorts
- 24-hour free laundry facilities
- ½ mile track, basketball, tennis & sand volleyball courts
- BBQ grills

#### Dining

Don't like to cook? There are several on-campus dining options, which accept cash and credit card payments, or for which a meal plan can be purchased. In addition, there are many restaurants located just off campus and a grocery store within 5 blocks of the apartments.

#### LoboCash Cards

Also available for purchase are LoboCash Cards which enable you to purchase items on campus using a self-loaded card. These cards can be purchased at Cash-2-Card Ports near the printers in the UNM Libraries. Balances can be managed online and LoboCash is accepted at over 60 on-and-off-campus entities.

#### Parking Permits

Parking is available for our resident interns within the housing area (R Lots) on campus. Permits purchased in advance will be in your check-in packet when you arrive. Monthly: \$61.00, Weekly: \$24.00, Daily: \$8.00. Some parking is available off campus, but it is a bit of a walk and off-campus areas are not monitored by our security staff.

#### Johnson Gym Memberships

Interns are able to purchase a membership to Johnson Gym. Both monthly and full-summer memberships are available for purchase. Payment for the membership can be made with application or after your arrival. Monthly - \$25.00. Full summer - \$40.00.

#### Scheduled Check-in Dates:

Check-ins are available on these scheduled dates. Saturday, May 20<sup>th</sup>, 27<sup>th</sup>, June 3<sup>rd</sup>, 10<sup>th</sup>, 17<sup>th</sup>, and 24<sup>th</sup>, July 1<sup>st</sup>, and July 8<sup>th</sup>, July 15<sup>th</sup>, 22<sup>nd</sup>, and 29<sup>th</sup>, and August 5<sup>th</sup>. Check-ins before May 20<sup>th</sup> are limited and available under academic year short-term housing on a first-come-first-served basis. Please call ahead to check availability. Check-ins during the summer other than the above scheduled dates are available by including the \$30.00 nightly rates with your purchase.

#### Scheduled Check-out Dates

Check outs are available on the following dates: Saturday June 17<sup>th</sup>, 24<sup>th</sup>, July 1<sup>st</sup>, 8<sup>th</sup>, 15<sup>th</sup>, 22<sup>nd</sup>, and 29<sup>th</sup>, and August 6<sup>th</sup>. Checkouts after August 6<sup>th</sup> are somewhat limited and available on a first-come-first-served basis. Please call ahead to check availability. Checkouts during the summer other than the above scheduled dates are available with the \$30.00 nightly rates.

## Lodging Before and after Program Dates

Limited additional housing through our Short-Term Housing Program is available prior to and directly following the Summer Intern Program dates. Please call or email before sending in your application to check availability. Submit your application early to attain a room in this limited area. Sometimes a room change is required to transition from summer apartments to academic year apartments.

## Rates and Fees

The following payments are required of all individuals who sign a Summer Intern Housing Application and Contract:

- Applications include a \$50 non-refundable application fee.
- Weekly rate: \$160 (\$22.86 a night) available when purchasing entire weeks from Saturday to Friday.
- Additional single nights are available at a rate of \$30.00 a night.

### Please note:

- Our lowest rate is secured by purchasing full weeks.
- Currently, your **full** payment by credit/debit card, check, or money order is due with your application. Alternate payment methods may be available to you. Please call for information.

## Payment Plans

Payment Plans are now available on a case-by-case basis. For more information, please contact the Program Coordinator at [lodging@unm.edu](mailto:lodging@unm.edu) or call 505-277-2660.

## Applications

From our website, download, fill out, and sign the Summer Intern Housing Program Application and Contract. Email the completed form to [lodging@unm.edu](mailto:lodging@unm.edu). Please call 505-277-2660 to confirm the receipt of your application. If you are in need of short-term housing before or after your intern housing dates, please call *before* sending in your Intern Housing Application to check on availability and to have a Short-term Housing Application emailed to you. Once your application has been approved an invoice and payment instructions will be emailed to you. Then, once your payment has been received, your room will be reserved.

## Contract Cancellation and Contract Release

### Cancellation prior to first day of contract: \$50 cancellation fee

Contract Cancellations prior to your contract start date, will require the submission of a Contract Cancellation Letter in writing which can be emailed to [lodging@unm.edu](mailto:lodging@unm.edu). All cancellations must include your full name, and your clear intent to cancel your Summer Intern Housing Contract. Reasoning is helpful, but not mandatory. Emails *must be received* before the first date of your contract.

### Contract Release on or after first day of contract

To release your contract on or after the first day of your contract, email a request to the Conference Manager at [lodging@unm.edu](mailto:lodging@unm.edu). Include your name, room and apartment number, your administrative contact at your host agency, and an explanation for your request. Include any documentation that will support your request. All requests will be reviewed and granted on a case-by-case basis. The \$50.00 housing application fee is non-refundable. Failure to submit the request will result in additional fees.

## Other Fees and Charges

- No Show Fee (failure to claim room within one week of start of contract): \$100.00
- Improper Check-out Fee: \$100
- Improper Room Change: \$100
- Unauthorized occupancy of more than one bedroom: \$100 plus rent for additional room

## Code of Conduct

By choosing to live with us, you agree to abide by all UNM policies and behavioral expectations. Please read through the UNM Housing Summer Intern Contract Terms and Conditions and the UNM RLSH Community Living Guide (available online) prior to your stay with us to familiarize yourself with these expectations. Misconduct will result in a review meeting with the Conference Manager, may be reported to your Internship Program Manager, and may result in a forfeiture of your housing contract. It will impact your eligibility to live with us in subsequent summers.

**We are truly excited to be your host for the summer! If you have any questions, please feel free to email [lodging@unm.edu](mailto:lodging@unm.edu) or call the Program Coordinator at 505-277-2660.**