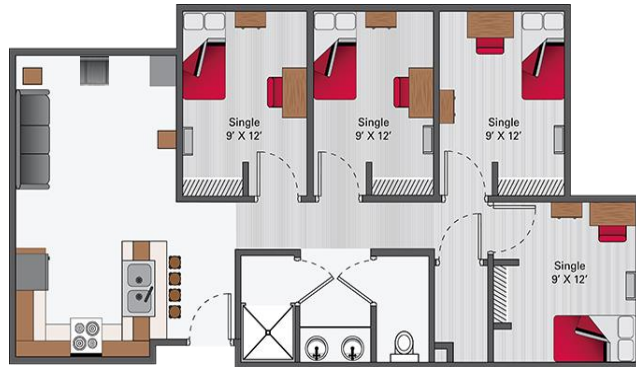


2018 Summer Intern Housing Program Information

UNM Residence Life and Student Housing provides single accommodations (private bedrooms) in shared apartment-style housing for summer interns in two of our on and off-campus apartment buildings. Floorplans include the on-campus Redondo Village Apartments, with a 4-bedroom, 1-bath suite floorplan, or the off-campus Lobo Rainforest, with a 2-bedroom, 2-bath floorplan. All apartments have a community living/dining area and a kitchen. A full complement of furniture is provided. Interns provide their own dishes, bed & bath linens, etc. The images below show our apartment layouts.

Redondo Village Apartments (RVA)



Lobo Rainforest Apartments (LRF)



Amenities

- Utilities and furniture provided
- Wi-Fi
- Individual mail box
- Extra-Long twin beds
- 24-hour customer service
- Student Safety and Security staff
- Free laundry machines in apartment or on-site
- On campus ½ mile track, basketball, tennis & sand volleyball courts

Dining

All apartments have full kitchens. Don't like to cook? There are several on-campus dining options, which accept cash and credit cards, or for which a meal plan can be purchased. In addition, there are numerous restaurants located just off campus and near the Rainforest, and a grocery store within 5 blocks of both locations.

Parking Permits

Parking is available for our resident interns within the housing area (R Lots) on campus and in the Lobo Rainforest parking lot. Permits purchased in advance will be in your check-in packet when you arrive. Permits are also available at UNM Parking and Transportation Services. Monthly: \$61.00, Weekly: \$24.00, Daily: \$8.00

Johnson Gym Memberships

Interns are able to purchase a membership to Johnson Gym, which is located next to the residence halls on campus. Both monthly and full-summer semester 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. We recommend you view the summer schedule before purchasing the gym membership. There is an exercise room with some equipment at the Lobo Rainforest.

Program Dates and Short-term Housing (STH)

The Summer Intern Housing Program begins on May 19th. The RVA end date is August 4th. The LRF end date is July 30th. For those that need to arrive earlier than May 19th, Spring Short-Term Housing is available at the Student Residence Center Apartments (SRCs) and at the LRF. Those assigned to Redondo Village for the summer will move from the SRCs on or before May 19th. In most cases, STH guests with a summer contract at the LRF will not require a move. Fall short-term housing after the Summer Intern Housing Program dates at the on-campus SRCs may be made available. This will depend on the timely completion of a water construction project in the SRCs. If you are interested in Fall STH, please indicate your interest on your application so you can be placed on a waiting list. Fall STH will be assigned based on the date we receive your payment for the Summer Intern Housing Program. All Fall STH will require a move to the on-campus Student Residence Center Apartments. The Summer Intern Housing Application is available online at <http://housing.unm.edu/living-on-campus/housing-options/summer-interns.html>. Please call or email to secure a Spring STH application.

Rates and Fees

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

- Applications require a \$50 *non-refundable* application fee.
- Redondo Village weekly rate: \$160 when purchasing entire weeks from Saturday to Friday.
- Lobo Rainforest weekly rate: \$180 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.
- Full payment by credit/debit card, check, or money order is due upon receipt of invoice. Rooms will not be reserved until your full payment or 1st payment (if utilizing a payment plan) is complete. Payments made for interns by universities other than UNM are also due prior to the 1st date of contract in order to reserve a room.
- Because universities can take a longer time to make payments, we recommend you arrange for your university to reimburse you directly for your housing charges.

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 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. 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. Then submit both applications together. Once applications have been approved, an invoice and payment instructions will be emailed to you. When 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 the contract start date, will require the submission of a Contract Cancellation Letter which can be emailed to 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 contract.

Contract Release on or after first day of contract

For contract release on or after the first day of contract, email a request to the Conference Manager at lodging@unm.edu. Include your name, room and apartment number, your administrative contact at your host agency, and reasoning for your request. Include any documentation that will support your request. All requests will be reviewed and granted on a case-by-case basis. *Interns may leave before their contract has ended, but refunds for early departures are not available.*

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 or area within the communal space: \$100 plus rent for additional room

Code of Conduct

By choosing to live with us, you agree to abide by all UNM RLSH policies and behavioral expectations. Please read the UNM Housing Summer Intern Contract Terms and Conditions *and* all items on the Current Residents Expectations and Conduct web page prior to submitting your application. Misconduct will result in a review meeting with Conference Management, 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. Please note: UNM is a dry and smoke-free campus. Alcohol is prohibited and this policy will be strictly enforced. Possession of alcohol on campus can result in a forfeiture of your contract.

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