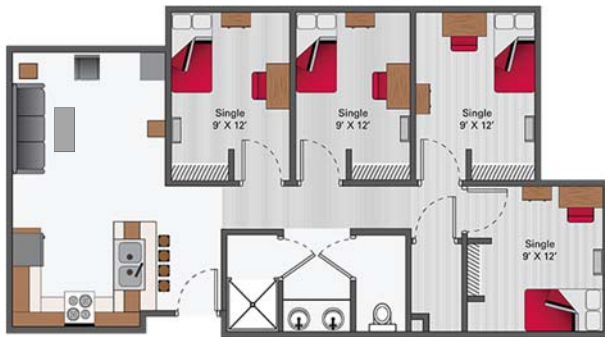


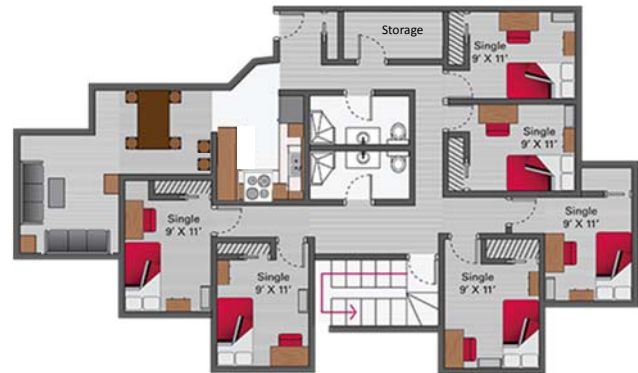
2019 Summer Intern Housing Program Information Sheet

UNM Residence Life and Student Housing provides single accommodations (private bedrooms) in shared apartment-style housing for summer interns in two of our on-campus apartment buildings. Floorplans include the on-campus Redondo Village Apartments, with a 4-bedroom/1-bath suite floorplan, or the Student Residence Center Apartments with a 6-bedroom/2-bath floorplan. All apartments have a community living/dining area, a kitchen, and a large storage area for larger items, like bicycles. 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)



Student Residence Center Apartments (SRC)



Amenities

- Utilities and furniture provided
- Wi-Fi : Lobo Guest (unsecured)
- Mail boxes available
- Extra-Long twin beds
- 24-hour customer service
- Student Safety Staff
- Free laundry machines
- On campus ½ mile track, basketball, tennis & sand volleyball courts

Dining

All apartments have full kitchens equipped with full-sized fridge, microwave, oven and stove. Dishes and cookware are not provided. Don't like to cook? There are several on-campus dining options, including a dining hall nearby which accepts cash and credit cards. In addition, there are numerous restaurants located just off campus, and a grocery store within 5 blocks of central campus.

Parking Permits

Parking is available for our resident interns within the housing area (R Lots) on campus and requires a parking permit. Permits purchased in advance by indication on your application will be in your check-in packet when you arrive. Permits not indicated on your application can be purchased in person at UNM Parking and Transportation Services open M-F, 7:30am to 5:00pm. Monthly: \$61.00, Weekly: \$24.00, Daily: \$8.00

Johnson Gym Memberships

Interns are eligible to purchase a gym membership at the Johnson Recreational Center (JRC). The Johnson Rec Center offers two memberships for interns; a month for \$25.00, or a full summer, May 13th to August 1st, for \$40.00. Summer hours: M-F 8am to 8pm, Saturday 11am to 4:45pm, Sunday closed. There will be reduced hours during summer intersessions. Gym memberships are purchased directly from the Johnson Recreational Center at the JRC main front desk. Please review the JRC website before purchasing a gym membership. <http://recservices.unm.edu/facility-info/index.html>

Program Dates and Short-term Housing (STH)

The Summer Intern Housing Program begins on May 18th. The end date is August 3rd. For interns that need to arrive earlier than May 18th, or stay later than August 3rd, STH is available at a rate of \$26.00/night. If you indicate an arrival date or departure date before 5/18 or after 8/3, you may be asked to move. We will try to assign you to one apartment for the entirety of your stay. The Summer Intern Housing Application is available online at <http://housing.unm.edu/conferences-and-lodging/summer-interns.html>

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.
- Payment Plans require a processing fee-see below.
- Weekly rate: \$165 when purchasing entire weeks from Saturday to Friday.
- Additional single nights within the program dates are available at a rate of \$30.00 a night.
- STH rate: \$26.00/night (before 5/18 or after 8/2)
- Summer Mailbox rental: \$10.00

Please note:

- Our lowest rate is secured by purchasing full weeks.
- Full payment by credit/debit card or check is due upon receipt of invoice. Your contract is not confirmed until your payment (or 1st payment if utilizing a payment plan) is complete. Payments made for interns by universities other than UNM are also due upon receipt of invoice 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 so you can make a timely payment and reserve your room.

Payment Plans

Payment Plans are available on a case-by-case basis. Requests for a payment plan need to meet a set of criteria. Plan fees range from \$30.00 to \$40.00. More information is available on the SIHP webpage. To request a payment plan, please contact the Program Coordinator at lodging@unm.edu or call the SIHP office at 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. Once applications are reviewed and approved, an invoice and payment instructions will be emailed to you. When your payment is received, your room will be reserved.

Contract Cancellation and Contract Release

Cancellation prior to first day of contract: \$50 cancellation fee, plus payment plan fee if applicable.

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. Emails *must be received* before the first date of your 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 Program Coordinator at lodging@unm.edu. Include your name, and reasoning for your request. Include any documentation that will support your request. All requests will be reviewed on a case-by-case basis and if granted, will mirror the UNM RLSH Summer Contract Release schedule published online at housing.unm.edu. *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): \$200.00
- 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, the SIHP Policies and Guidelines, *and* all items on the Current Residents Expectations and Conduct web page prior to submitting your application. Misconduct or policy violations 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 may impact your eligibility to live with us in subsequent summers. Please note: Alcohol and smoking are prohibited within the RLSH residence halls and surrounding areas. This policy will be strictly enforced.

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 SIHP office at 505-277-2660.