UNM Residence Life and Student Housing offers affordable and convenient housing to students with summer internships in the Albuquerque area. Apartments are furnished with a full complement of furniture. Interns provide their own dishes, bed/bath linens and other personal items.

**Program Dates**
The 2023 Summer Intern Lodging Program begins on Saturday, May 20, 2023 and ends on Sunday, July 30, 2023. Interns must check out on or before Sunday, July 30, 2023 and must stay a minimum of 6 weeks (42 nights) unless otherwise approved by UNM RLSH Conference Services.

**Convenient Apartment Living**
We provide single accommodations (private bedrooms) in our 4-bedroom apartments at Redondo Village Apartments (RVA), located on the Southeast corner of UNM’s central campus. Single occupancy bedrooms include a twin XL bed, desk, chair, dresser, and closet area. Community areas within the apartment include a bath suite, living room, kitchen with oven, stove, microwave, and full-sized refrigerator, and bar-style dining. The image below shows one of the apartment layouts.

**Amenities and Pricing**
- $30 Nightly Rate (42-night minimum)
- 5% discount for 49 or more nights
- $15 Mailbox/Mail Service
- $35 payment plans for interns that qualify
- All utilities included
- Free in-building laundry facility
- Furniture and basic appliances provided
- 24/7 Customer service desk
- 24/7 On-campus safety escorts: UNMPD (campus-wide) and RLSH Student Safety Staff (housing areas)
- 24/7 On-duty Conference Guest Assistant
- 24/7 emergency facilities services
- 24/7 fob-secured building access
- LoboGuest WiFi (unsecured); Secured Netid on request
- Roommate requests
- Campus Dining options/Meal Plans available
- Close to Johnson Field, Johnson Rec Center (memberships available)
- Half-mile track, volleyball and basketball courts

**Parking Permits**
Parking permits are required for to park on UNM campus and must be purchased through UNM Parking and Transportation Services. UNM RLSH is not responsible for charges incurred by individuals in possession, or not in possession of UNM parking permits or for vehicle damage, theft or loss. UNM Parking and Transportation Services: 505-277-1938 or pats.unm.edu.
Johnson Recreational Center Memberships
Interns are eligible to purchase a gym membership at the Johnson Recreational Center (JRC). Gym memberships are purchased directly from the Johnson Recreational Center at the JRC main front desk. Alert the desk staff to check the Summer Intern List when you arrive. Please review the JRC website before purchasing a gym membership. http://recservices.unm.edu/facility-info/index.html.

Dining Options
Most interns opt to cook for themselves, which is made easy with the full kitchens provided in each apartment. Additionally, several campus dining options are available to interns that stay with us. La Posada Dining Hall, accepting walk-ins and meal plans, will be open (limited hours) for breakfast, lunch and dinner service. The Market at the SRC will be open (limited hours) as well as The Mercado and some food court restaurants at the Student Union Building. A selection of summer meal plans is available. Visit UNM Food for more information about summer availability of on-campus eateries and how to request a summer meal plan. Finally, there are a multitude of off-campus dining options ranging from fast food to fine dining, located within a short walk of RVA.

Rates and Charges
- Nightly rate: $30 (42-night minimum stay)
- 5% discount: Interns purchasing 49 or more nights of lodging will receive 5% off their lodging charges.
- Applications require a $50 non-refundable application fee paid at 1st payment.
- Payment Plans require a non-refundable $35.00 administrative charge paid upon invoice.
- Summer Mail Services/ Mailbox: $15.00 (required)
- Improper Check-out: $100 / Improper Room Change: $100
- Unauthorized occupancy of more than one bedroom or area within the communal space: $100 plus rent for additional room.
- Additional cleaning or damage/repair charges will apply to interns that maintain/leave their apartment in a condition other than when they arrived.
- Interns will be charged for lost keys, access fobs or excessive lockouts.

Application Process
Applications open at 12:00pm on Monday, February 20, 2023, and will include a waitlist when all rooms have been reserved. From our webpage, http://housing.unm.edu/conferences-and-lodging/summer-interns.html, follow the link to our online application. Read all information, then submit the Summer Intern Lodging Program Application and Agreement, including your verification of current COVID-19 vaccination and booster for review and approval. Payment Plans are requested with your application. Once your application has been reviewed and approved, an invoice and payment instructions will be emailed to you, and we will hold a room for 5 business days. When your payment is received, your room will be reserved. If your payment is not received within 5 days of transmission of invoice, your room hold will expire and you will be moved to a waitlist. You will need to contact us to have the hold reinstated. Interns must submit their own applications. Applications from 3rd parties (i.e. parents, faculty, sponsors, etc.) are not accepted.

Proof of Vaccination
UNM requires all who reside in residence halls to be fully vaccinated and boosted. Proof of vaccination must be submitted with your application. Applications for interns who fail to provide proof of current vaccination/booster as per UNM regulations will not be approved. There are no accepted exemptions to the requirement.

Payment Plans
Payment plans are available to interns who qualify. The 2023 non-refundable payment plan administrative charge is $35.00. The plan allows for 2 payments. The 1st payment is due upon transmission of invoice and is required to reserve a room. The 2nd payment is due on or before Friday, June 09, 2023. See the 2023 Payment Plan Information Sheet (linked on our Webpage) for details and qualifications.

Cancellation and Release of Agreement
Cancellations will require the submission of a 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 Lodging Application and Agreement. Cancellation letters must be received at least 21 days prior to the check-in date. Cancellation charges include $50 cancellation charge, 20% of room charges, and all non-refundable fees/charges.

Release of agreement after the cancellation period or refunds due to early departure are not available. Exceptions to this policy may be granted by the UNM RLSH Office in its sole and absolute discretion. All requests must be submitted in writing and will be reviewed on a case-by-case basis. If granted, charges will closely mirror the UNM RLSH 8-week Summer Agreement Release schedule published online at housing.unm.edu. This policy applies to interns that fail to claim their 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 RLSH Summer Intern Lodging Program 2023 Application and Agreement Terms and Conditions (1st page of application), the 2023 Intern Policies and Guidelines (see web page), and all items on the current UNM RLSH Residents Expectations and Conduct web page prior to submitting your application. Alcohol and all illegal drugs, including marijuana, are prohibited at UNM. Smoking, vaping and other tobacco use are prohibited within the on campus RLSH residence halls and surrounding areas, except where posted. This policy will be strictly enforced. Misconduct or policy violations will result in a review meeting with RLSH Management, may be reported to your Internship Program Manager, and may result in immediate forfeiture of your Agreement without refund and immediate dislodgement. It will impact your eligibility to live with us in subsequent summers.

**COVID 19 Expectations**

All guests must adhere to UNM COVID-19 regulations as set forth in UNM’s "Bring Back the Pack" website, bringbackthepack.unm.edu, and Residence Life & Student Housing COVID-19 Expectations. Any intern exhibiting COVID-19 symptoms agrees to seek out COVID-19 testing without unreasonable delay and to immediately report any known exposure to COVID-19 to UNM RLSH management. In the instance of a positive COVID test, intern must immediately notify Residence Life and Student Housing management. Failure to notify RLSH management of Covid Positivity will result in a forfeiture of agreement without refund and immediate dislodgement from accommodations. On-campus isolation lodging may be offered, at the discretion of UNM RLSH, or intern may be directed to isolate off campus at their own expense. Intern will be responsible for all COVID-19 associated sanitizing charges that result from COVID-19 positivity. Return to campus, post-isolation requires submission to RLSH of doctor’s release/approval to return to normal activity and receipt of RLSH approval to return to campus. There will be no lodging refund or charge adjustment for changes in stays due to COVID-19 positivity. RLSH is not responsible for the costs or personal impact to interns, including but not limited to testing, treatment, isolation or transportation.

**Additional Information**

- Payments made for interns by universities other than UNM are payable via credit/debit/p-card and are 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.
- Interns must abide by all visitor policies as specified in the Intern Policies and Guidelines.
- All mail and packages must be addressed to your assigned SRC mailbox. No mail or packages received through a mail service can be delivered to the RVA building.

*We are truly excited to be your host for the summer! Please feel free to email lodging@unm.edu or call RLSH Conference Services at 505-277-2660 with any questions you might have.*