



UNIVERSITY OF RICHMOND

Policy Manual

Policy #:	STU-5003	Policy Title:	Summer Housing Policy
Effective:	01/01/2024	Responsible Office:	Residence Life & Housing
Date Approved:	12/11/2023	Approval:	Vice President for Student Development
Replaces Policy Dated:	12/17/2021	Responsible University Officials:	Director, Residence Life & Housing Executive Director of Campus Business Services

SCOPE:

This policy applies to the University of Richmond and all of its Affiliates. As used in this policy, the term “Affiliates” means organizations or entities in which the University owns a controlling interest or has the right to elect the majority of the entity’s governing board.

INDEX:

STU-5003.1.....Definitions
STU-5003.2.....Policy Statement

POLICY STATEMENT:

STU-5003.1 – Definitions

Summer Housing Period: The period during which summer housing and meal plans are made available to eligible students. This period is determined annually and typically will run from the day after Commencement to the last day of instruction for the final summer school term.

Summer Housing Term: The length of time for which a student contracts to live on campus, ranging from a minimum of five to a maximum of eleven consecutive weeks.

Senior Week Housing Period: The period from the undergraduate housing move-out date prior to Commencement and Commencement. Students who are not graduating must seek permission to remain in campus housing during senior week.

STU-5003– Summer Housing Policy

Transition Housing Period: The first week of the summer housing period, during which summer housing assignments may not be available and dining options on campus will be limited.

Extended Stay Period: The period from the universal move-out date for summer housing to the move-in date for fall housing. Only students with significant housing needs that have a housing assignment for the upcoming fall term will be allowed to apply to remain in campus housing during the extended stay period.

Eligible Student: A current Richmond undergraduate degree-seeking student or recent May graduate who is engaged in an official University-sponsored activity, typically summer school, faculty-mentored research, University-sponsored internships, approved student employment, or student-athletes who are participating in team-sponsored activities.

STU-5003.2 – Policy Statement

On-campus housing and meal plan options are available during the summer housing period for eligible students, as described in this policy. The availability of facilities and campus amenities, such as specific food venues and housing options, during a given summer housing period may vary due to planned renovation and maintenance activities or similar work undertaken during the summer months in preparation for the upcoming academic year. Although summer housing is available, students are discouraged from beginning their summer housing term during the transition period (typically the week after Commencement). During that week, summer housing assignments may not be available and dining options will be limited. Rates for housing and meal plan options will be set and posted prior to the start of each summer housing period.

Summer Housing & Meal Plans — Overview

Summer Housing

The University's summer housing program will be administered in full-week increments for continuous terms of 5, 6, 7, 8, 9, 10 or 11 weeks. The Office of Residence Life and Housing will publish a schedule of available dates in the spring, typically in January. Move-in must take place on the day designated by the Office of Residence Life and Housing, typically a Sunday, and move-out must occur no later than the final day of the selected housing term, typically a Saturday. There will typically be only one permissible move-in date for the apartments.

The last day of the summer housing period is the universal move-out date, and all students housed in campus housing must move out by that date.

Students will be charged for the entire term for which they contracted. Students wishing to cancel their summer housing contract must do so at least three (3) business days prior to the start of their contracted housing term in order to receive a refund. No refunds will be issued for students arriving late or leaving prior to the end of their contracted term, or leaving for some period of time during the term (e.g., the student goes home for a week in the middle of the term).

Eligible students may choose a summer housing term that extends beyond their summer school, research or internship period, provided that the selected term concludes no later than the last day of the summer housing period. Students electing to do so must pay for all weeks they are in residence.

STU-5003– Summer Housing Policy

Every effort will be made to place students in their chosen housing option for the entire summer housing term. However, students who select a summer housing term that begins during the Transition Housing Period may be temporarily placed in an alternate housing assignment while buildings are prepared for summer occupancy. During that period, dining options will also be limited.

Roommate requests will be accommodated to the extent possible. For the request to be considered, all roommates must be eligible for the requested assignment (see Student Housing — Available Housing Options, below); all roommates must contract for the same housing term; and all must meet the required application deadlines.

Meal Plans

Students residing in residence hall housing on campus during the summer must enroll in a minimum meal plan. Summer term meal plans begin the day of check-in for their selected term and end following dinner on the final day of the term for which the student has contracted. Students contracting for a meal plan with a dining dollars component will have their dining dollars available starting on their move-in date until the end of their contracted housing summer term.

Students living in the apartments may opt out of the Summer Unlimited Meal Plan by completing the [Meal Plan Change](#) Form by no later than 5p.m. EST the Tuesday before their contracted term starts. Students may not opt out of a meal plan past this deadline.

During the transition week, students may be allocated their full meal plan in dining dollars, as the Heilman Dining Center is typically closed. Students are unable to opt out of the meal plans during this week regardless of their residential location.

Summer Housing — Available Housing Options

Generally, housing options and assignments will be determined based on the following hierarchy:

Category	Housing Options
UR Student Researchers & UR Summer Fellowship Students	Will have first priority in the apartments or residence halls
Camps & Conferences Student Managers	Eligible for apartments or residence halls
Students with University-Sponsored Internships	May select apartments, if available after student researcher assignments, or residence halls
Student Employees (campus workers)	Eligible for residence halls only
Summer School Students	Eligible for residence halls only
All Other Students	Eligible for residence halls only

If a student falls into more than one category, they may select housing options based on the highest priority category for which they are eligible. For example, if a student is doing research and summer school, the prioritization for student researchers applies; if a student is doing an internship and summer school, the prioritization for internships applies.

STU-5003– Summer Housing Policy

Housing assignments for student-athletes who are on campus during the summer as part of a team experience will be arranged directly with the Department of Athletics by the Office of Residence Life and Housing.

Summer Housing — Summer Research Short Research Periods

Faculty whose research requires that students be on campus for periods less than the standard minimum summer housing term of five weeks must notify the Office of Residence Life and Housing no later than March 15. Arrangements will be made to provide housing and meal plans for these students that reflect the abbreviated time frame. In these rare instances, the time period to which the student commits will be considered the term for purposes of billing. All other aspects of the housing policy described in the summer housing overview section above will apply. In this situation, student researchers will be housed only in a residence hall, and roommate requests may not be able to be accommodated.

Housing Outside the Summer Housing Period

Senior Week

Eligible students may request extended stay accommodations for Senior Week (typically the week prior to Commencement). Unless the University deems that relocation is necessary, students with approved requests may continue to live in their spring term residences, at no additional expense, through the date of Spring Commencement. Students who did not receive approval and do not vacate their rooms by the spring term deadline will be charged for the additional stay.

Undergraduate students who receive permission to remain on campus for Senior Week will have their meal plans extended at no additional charge. Retail dining options and hours are limited this week, reflecting that fewer students are on campus. Students with meal plans may continue to access the Heilman Center when open, or may use dining dollars at operating retail locations.

Extended Stay

Students who are living on campus during the summer housing period and who have significant housing needs may request permission for Extended Stay to remain in campus housing between the conclusion of the summer housing period and the start of the fall semester. If approved, students will be billed separately for the extended stay term. The Extended Stay charge will be a flat rate, regardless of length of stay. Students wishing to cancel their Extended Stay contract must do so at least three (3) business days prior to the start of the extended stay term in order to receive a refund. No refunds will be issued for students arriving late or leaving prior to the end of their contracted term, or leaving for some period of time during the term. Additionally, students may be required to move to transitional housing at the end of the summer term in order to prepare rooms for the upcoming academic year; if so, students will be required to move again from transitional housing to their assigned fall semester housing prior to the beginning of the fall term.

The weekly meal plan for undergraduate students housed during the extended stay term is the Summer Unlimited plan, which provides unlimited meal swipes at the Heilman Dining Center and dining dollars to use at the dining retail operations. Students should expect limited dining options and an abbreviated dining schedule during this period. Students are unable to opt out of the meal plans during this period regardless of their residential location.

STU-5003– Summer Housing Policy

Summer Housing — Non-UR Students

In order to reside in on-campus housing during the summer, individuals must be an eligible degree-seeking undergraduate student at the University of Richmond pursuing one of the permissible University-supported summer activities.

Faculty who are mentoring students from another institution in the summer may request on-campus housing for those non-UR students if all of the following conditions are met:

- Non-UR students will be in campus housing only during the period in which the research will take place, and students will have regular supervision in that research from the sponsoring Richmond faculty member
- Non-UR students seeking to be housed on campus in the summer must be at least eighteen years old, degree-seeking students enrolled at another college or university, in good academic standing and in good conduct standing at their home institution
- Non-UR students will be housed in residence halls, unless they are specifically requested as roommates by other Richmond students eligible for apartment housing in the summer
- Non-UR students will not be randomly paired with UR students for roommates; unless a roommate is mutually selected, the non-UR student may be assigned a single in the residence hall and subject to the single room rate based on availability
- All non-UR students must agree to abide by Richmond's residential conduct rules and sign a Summer Housing Contract. Non-UR students who violate the student code of conduct are subject to sanctions determined by the Office of Residence Life and Housing including eviction from campus, and their home campus will be notified of the conduct violation
- Non-UR students will pay the standard room and board rate applicable to UR students occupying that summer housing
- All other rules and procedures related to summer housing must be met, including summer housing deadlines

Requests must be made as early as possible and no later than March 15.

Faculty who sponsor non-UR students for on-campus housing in the summer are strongly encouraged to find a way for their non-UR students to live with UR students whom they are also mentoring and/or to establish a peer mentoring relationship between the non-UR student and a UR student who is working (and preferably living) on-campus in the summer. There is no summer orientation to the University's facilities and resources, and non-UR students will not have an assigned dean to address issues in the summer; sponsoring faculty will be expected to support their sponsored non-UR students in acclimating to campus life.

POLICY BACKGROUND:

The policy dated 05/05/2014 was revised and reviewed by the deans of the five schools and President's Cabinet before approval on 11/18/2019

Revisions to the policy dated 11/18/2019 were made to reflect the historic flexibility granted to faculty whose conflicts require the summer research period to extend beyond standard summer terms. That revision was reviewed by the deans of the five schools and President's Cabinet prior to approval on 03/02/2020.

Policy was revised in December 2021 after review by the deans of the five schools and President's Cabinet.

Policy was revised in December 2023 after review by the deans of the five schools and President's Cabinet.

STU-5003– Summer Housing Policy

POLICY CONTACTS:

Director, Residence Life & Housing
Executive Director of Campus Business Services