# Application for Housing in the GSAS Residence Halls LSA Institute 2005

Please complete this application and submit it with your full payment. Submission of this application is an acknowledgement that you have reviewed the information below and agree to the cancellation policy. Housing application forms are processed in the order in which they are received. All reservations and changes must be submitted in writing; telephone or on-line requests are not accepted.

## About the Residence Halls

All rooms are single occupancy only and are furnished with a twin bed, desk, desk chair, bookcase and closet. Doubles are not available, nor are cots or extra beds.

Both Richards Hall and Conant Hall have shared bathroom facilities. Rooms with private baths are not available. Each floor has one shared bathroom, however, bathrooms are designated for single sex use. Thus, guests may be required to use the bathroom on the floor above or below the floor on which they reside.

Rooms in Conant Hall will be air-conditioned. Rooms in Richards Hall are not air-conditioned, however, a fan will be provided. There are kitchens on each floor of each building. Kitchens are equipped with a microwave, stove, oven, and refrigerator for use by participants. In addition, there are lounges on each floor of Richards Hall and a large lounge on the first floor of Conant Hall for informal gathering. Each building has vending machines and coin-operated laundry machines on the lower level.

Please note that neither building is equipped with an elevator.

## **Cancellation Policy**

All cancellations of on-campus housing must be sent in writing (via e-mail) to GSAS Housing Services (gsasconf@fas.harvard.edu). Written cancellations received on or before Friday, May 13, 2005 will receive a full refund less a \$25 processing fee. After May 13, refunds will be made less a \$50 processing fee; provided the cancellation is received no later than 2 weeks prior to the scheduled date of arrival. No refunds (full or partial) will be granted for cancellations received within 2 weeks of the scheduled arrival date or thereafter, nor for any nights the room is not occupied during a reservation period.

Contact Infe	ormation					
First Name:		Midd	lle Initial:	Last Name:		
Street Addres	s 1:					
Street Addres	s 2:					
City:		State:	Postal Code:	Country:		
Phone:			Cell Phone:			
Email:						
Housing Ne	eds					
I would like housing for (please check one):						
	Session	Dates		Price		
	Full Session	Saturday, June 25	<ul> <li>Sunday, August</li> </ul>	st 7 \$1,400		
	Session One	Saturday, June 25 – Saturday, July 16		16 \$700		
	Session Two	Sunday, July 17 – Sunday, August 7		7 \$700		
Special Con	siderations					
Please let us know about any health, medical or other needs we should be aware of as we make room assignments:						

#### **Payment Information**

Payment for accommodations must be made at the time of application; applications submitted without payment will not be processed. All payments must be made in U.S. dollars. Payment may be made by check or credit card. Please do not send cash.

Credit Card Payments: We accept MasterCard or Visa. Please complete the credit card billing section below and mail the complete application to GSAS Housing Services.

**Check Payments** must be in **US dollars** and **drawn on a US bank**. Please make checks payable to "Harvard University". Mail completed application and check to GSAS Housing Services.

#### **Payment Method:**

- □ I have enclosed a check in the amount of \_\_\_\_\_\_ US\$ drawn on a US bank and made payable to "Harvard University".
- □ I authorize GSAS Housing Services Harvard University to charge my credit card for \_\_\_\_\_ US\$.

Card Type: (circle one)	Visa MasterCard	
Card Number:		
Expiration Date:	/ Month Year	
Cardholder's Billing Address		
-	Street and Number	
	City	
	State/Province Zip/Postal Code	
	Country (if not US)	
	Telephone Number	
	Cardholder's Name (please print)	
	Cardholder's Signature (REQUIRED) Date	

Please return the complete application by May 14, 2005 to:

GSAS Housing Services Dudley House B-2 Harvard Yard Cambridge, MA 02138

We will email you a confirmation of accommodations within one-month of receiving your application. We will contact you as soon as possible if we are unable to accommodate your housing request.

Please contact us at gsasconf@fas.harvard.edu with any questions about the application process.