



International Student and Scholar Services Scholar House Reservation Form

300 College Park, Rike Center #204
Dayton, OH 45469-1701
Ph: (937) 229-2748 • Fax: (937) 229-2766

Faculty sponsors should use this form to request a space in Scholar House (SH) on behalf of a scholar. Submission of this form alone does not guarantee a space. You will be notified by email if a space is available for your scholar.

ABOUT SCHOLAR HOUSE

SH is managed by International Student & Scholar Services (ISSS). SH is comprised of two multi-room occupancy apartment buildings located in close walking distance to the University of Dayton (UD) campus. The physical addresses of the two buildings that comprise SH are 1635 & 1643 Brown St, Dayton, Ohio 45409. This following is a summary of SH's basic services and amenities:

- **Common Areas.** Each guest has his/her own bedroom in the SH. The common areas in the house, such as kitchen, living room, and bath, are shared by all guests.
- **Keys.** Each bedroom key opens the assigned bedroom door and the exterior doors to the house at all times (including upon departure).
- **Parking.** Parking for SH is located behind the houses.
- **Linens.** Bed and bath linens are provided.
- **Laundry.** SH does not have on-site laundry facilities. The nearest University laundry facilities are located in Plumwood Apartments.
- **Telephone.** A telephone is located in your bedroom for your use. There is no charge for local calls.
- **Pets.** Pets are not permitted.

ELIGIBILITY

Only international scholars hosted by UD academic departments are eligible to stay in SH.

MOVE-IN/MOVE-OUT

When determining move-in/move-out dates, please note the following:

Move-in: Up to 30 days prior to start of appointment.

Move-out: No later than 30 days after end of appointment.

Changes: After approval, it may be difficult to change the move-in/move-out dates as other reservations fill up.

ROOM SELECTION, AVAILABILITY, FEES

Please note that demand for SH often exceeds availability. Requests are processed in the order they are received. Males and females are placed in separate houses.

Room rates for SH are \$350/person/month. A month is defined as 30 days. Time above or below will be pro-rated. A couple staying 30 days in one room will be assessed \$700. Bills are sent on a monthly basis, appear on the scholar's Bursar account, and due to the Bursar immediately thereafter. Scholars staying less than one month will be billed at the end of their stay.

WHEN TO REQUEST

Host departments may submit a request to live in SH on behalf of their scholar(s) up to six months in advance of their scheduled arrival. A request does not guarantee space.



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Complete this form electronically and submit to Linda Hickman at lchikman1@udayton.edu. You will be notified by email within 7 days of the status of your request.

TO BE COMPLETED BY HOST DEPARTMENT

Scholar Family Name _____

Scholar First Name _____

Date of Birth (mm/dd/yyyy) _____

Gender Male Female

Email _____

Requested Move-in Date _____

Expected Last Day in SH _____

By signing below, the host department understands that:

- *This form does not guarantee a space in SH. ISSS will approve or deny your request within one week of receiving this form. You will be notified by email.*
- *The host department is responsible for the transportation needs of the scholar.*
- *The host department is responsible for obtaining the room key and showing the scholar to his/her residence.*
- *The host department is responsible for any unpaid rent, bills, and/or damage incurred/caused by the scholar.*

Name of Host _____

Host Department _____

Signature _____

Date _____