Greetings!

Below you will find important information regarding on-campus housing here at Duke University. Summer Course of Study program dates are July 2 – July 27, 2017. Check-in for housing begins in the Westbrook Lobby on Sunday, July 2 at 1:00pm and ends at 5:00pm. Check-in for those attending only Session 2 begins on Sunday, July 16 at 1:00pm and ends at 5:00pm. All student checkouts must be before 4:00pm on Friday, July 28. Please plan travel arrangements accordingly. We cannot guarantee a check-in earlier than July 2 since other programs may not have vacated housing before that date.

PAYMENT

DEADLINE is June 15. At the time of application/registration, you will pay a $125 key/damage deposit. You will be able to pay the remaining balance (i.e. the total of your nightly rate) either online with a credit card at https://events.duke.edu/payments or by check once you receive your final amount due notice on June 16. You will log in with the email and password you set up during registration at https://events.duke.edu/scos-housing-2017.

If paying by check prior to your arrival, please make payment as follows:

- Make check payable to:
  - Duke University
  - Conference & Event Services
  - 036 Bryan Center
  - Box 90847
  - Durham, NC 27708
- Send check via: UPS or FedEx (otherwise, it will get delayed in the Duke University Post Office)
- Include a copy of the invoice you receive with your final amount due

You may also pay the final amount due by check or credit card on the day of your check-in. Payment in full must be received on or by the day of your check-in. Duke Conference & Event Services cannot provide summer housing if there is a balance due after 5:00pm on the day of orientation.

CANCELLATION/REFUND POLICY

Cancellations must be received in writing no later than two weeks prior to your scheduled arrival date to receive a full refund. The $125.00 key/damage deposit will be forfeited for cancellations received after your scheduled arrival date.

Any participant planning to vacate campus housing earlier than indicated on the application must give notice in writing to Conference Services at least one week before departure. Rent charges will be recalculated. If the one-week written notice is not given, the participant will be charged for one week of rent from the date of his/her departure. For questions regarding housing, please contact Duke University Conference & Event Services at (919) 660-1760 or ConferenceServices@duke.edu.

ACCOMMODATIONS

This year, we will be housed in a traditional undergraduate-style dormitory, Edens 3A. It is about a 10-15 minute walk from the Divinity School, with handicapped-accessible paths. We will have people available to give walking tours on check-in day. There are lots of green spaces and study areas, including a picnic shelter with a grill, around the dorm. Please see attached photos.

Accommodations include the following:

- Individual OR shared rooms with double/full size beds
- Shared bathrooms with toilet stalls and shower stalls
- Shared common areas with couches, TV
- Shared kitchen with full size refrigerator, microwave, and oven/stove
  - NOT stocked with kitchen tools, so you must bring your own pots/pans/plates/utensils if you wish to cook
- Shared laundry room with newer washer/dryers
  - Machines accept coins or Duke FLEX money (which you can load onto your Dukecard when you arrive on campus)
- Shared printer available to use with Dukecard FLEX money

The dorm is divided into individual “pods” that each contain 8-10 bedrooms, two shared bathrooms, and a common living area. CES will do their best to separate each pod by gender.

You may purchase a linens packet from Conference & Event Services for $60. It includes the following:

- 1 pillow / 1 double/full-size sheet set (flat, fitted, pillow case) / 1 blanket / 4 towels / 4 washcloths

Roommates

- If you want to be placed in a room with a specific person, you must both list each other as a preferred roommate on your housing application.
- If you do not list a name but want a roommate, CES will do their best to randomly assign you to a room with another person.

**PARKING**

Please note that specific parking details will be forthcoming. You may find an interactive, searchable campus map here to help familiarize yourself with Duke University campus.