

SUMMER HOUSING APPLICATION GUIDE

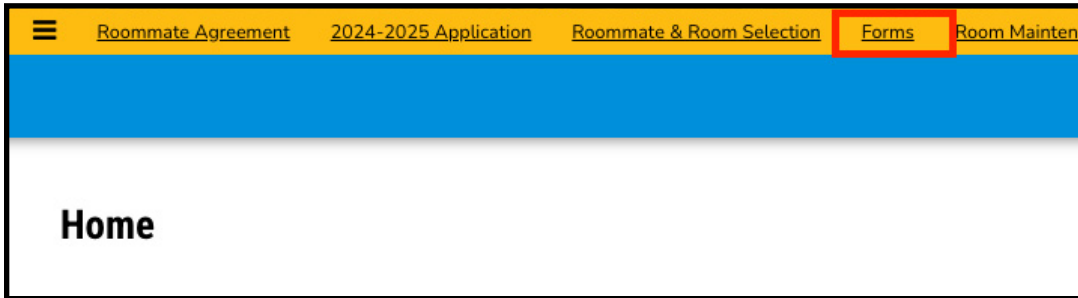


STEP 1:

Log in to the [Housing Portal](#).

STEP 2:

Click on "Forms" within the top menu bar.



STEP 3:

Once inside Forms, click "Continue" on the Term Selector page.

A screenshot of the 'Summer Housing Form' page. The page has a white background with a light blue header bar containing the text 'Summer Housing Form'. Below the header is a light blue box with the text 'Academic Year 2023/2024' and 'Please "continue" to reach the Summer Housing Form.' To the right of this box is a black button with the text 'CONTINUE' in white.

STEP 4:

On the Form Selector page, select "Summer Housing" in the dropdown menu.

A screenshot of the 'Form Selector' page. The page has a white background with a light blue header bar containing the text 'Form Selector'. Below the header is a light blue box with the text 'Form Selector' and 'Select Form:'. Below this is a dropdown menu with 'Summer Housing' selected. To the right of the dropdown is a yellow circle with a black checkmark. At the bottom of the page is a black button with the text 'SAVE & CONTINUE' in white.

STEP 5:

Read the Welcome Page and click "Save & Continue" at the bottom.

A screenshot of the 'Welcome - Summer Applicant' page. The page has a white background with a light blue header bar containing the text 'Welcome - Summer Applicant'. Below the header is a light blue box with the text 'Welcome to the Kennesaw State University Housing Portal. We are excited to open our Housing Application process for Summer 2022. To make this process as easy as possible, please read the text on every page of the application.' Below this is a list of requirements: 'Your KSUID number' and 'A proxy to sign the License Agreement on your behalf if you are under the age of 18'. Below the list is a paragraph of text: 'Please remember all correspondence about the Housing Application is sent to your @students.kennesaw.edu email account, so be sure to check this daily. If you have questions or concerns, please contact us at ksuhousing@kennesaw.edu or call the Talon One Service Center at (470) 578-8663 (T-ONE). Please click "Save & Continue" below to begin the application process.' At the bottom of the page is a black button with the text 'SAVE & CONTINUE' in white.

STEP 6:

On the next page, please select which campus you would like to live in for the summer.

Form Selector

Which Campus?

Summer housing will be located in the following communities on each campus. Please tell us your preference for your summer assignment by using the dropdown menu below:

Kennesaw - University Village

Marietta - Hornet Village

Campus Desired

SAVE & CONTINUE

STEP 7:

Read and sign the Summer License Agreement.

Form Selector

Summer University Housing Agreement

Kennesaw State University Housing License Agreement 2021-2022

Summary of Terms

1. Commencement Date Defined: "Commencement Date" shall be Resident's Assigned Move-In Date
2. Resident Defined: "Resident" shall be: Owl, Scrappy
3. Execution Date: "Execution Date" shall be the date and time this agreement was executed: 3/4/2022 08:16:42
4. Room Space Defined: "Room Space" shall be the Room Space selected, assigned or otherwise given to Resident after Execution of this agreement
5. Agreement Period Defined: "Agreement Period" will be determined by the Room Space selected, assigned or otherwise given to Resident. Resident will be bound by either an Academic Year or Academic Year and Summer Agreement Period
6. Housing Fees Defined: "Housing Fees" due for Room Space are outlined in Exhibit A, and Cancellation Fees are outlined in Exhibit B

This Housing License Agreement ("Agreement") should be read carefully and signed by Licensee (hereinafter "Resident") (and the Parent or Legal Guardian as a guarantor of Resident's obligations under Agreement if Resident is under age 18). Licensor (hereinafter "Provider") is the operator and the administrator of this Agreement. Provider is both the Board of Regents of the University System of Georgia, by and behalf of Kennesaw State University ("University") and KSUF Housing Management, LLC, on behalf of its affiliated entities. For this Agreement, "University Housing" shall be defined as the Kennesaw State University campus residential facilities known as Austin Residence Complex I, Austin Residence Complex II, KSU Place I, KSU Place II, Hornet Village Suites (100 & 200).

STEP 8:

On the Confirmation page, please click "Save & Complete" to finish the Summer Housing Form

Form Selector

Confirmation Page

Hello Scrappy,

You are almost done with the summer housing application! In order to officially complete your application you need to be sure you click Save and Complete down below.

In your application you selected your campus preference as the Marietta Campus. If this is incorrect, you will be able to update this on the next page.

Have a great day!

SAVE & COMPLETE

STEP 9:

Once you reach the "Next Steps" page you have completed the Summer Housing Form.

Form Selector

Next Steps

At this point, all of our communication and room offers will be conveyed through email, so it is important that you are checking your KSU email daily.

To confirm again, you selected your campus preference as the Marietta Campus. If this campus preference is not correct, please update it below:

Campus Desired

Marietta

RETURN HOME

Receive Housing and Campus Services Updates including important dates for the Housing Application straight to your phone! Opt in to receive text messages through the [Housing Portal](#).

If you have any questions about the Housing Application, contact the Talon One Service Center at 470-578-8663 (T-ONE) or talonone@kennesaw.edu

TALONONE
SERVICE CENTER

For more information about Housing and Residence Life, please visit our website, kennesaw.edu/housing