



## **MEMORANDUM**

TO: Dr. Kent Kelso

FROM: Ms. Kay-lynn Taylor

DATE: December 1, 2008

RE: **Notifying Residents of Rental Rate Increase**

The following steps are being taken to notify current residents of the proposed rental rate increase for the 2009-2010 academic year.

- 1) Residents will receive Housing Room Sign-up (Preferencing) information outlining the process for signing up for Housing for the 2009-2010 academic year in their campus mail box during the month of January. In addition to information regarding the Preferencing process, the information provides an insert with housing options, the proposed rental rates and contract information for 09-10.
- 2) Informational Meetings will be held during the month of February to discuss Preferencing and to answer questions regarding housing options and the proposed rates. The meetings will be conducted by the Coordinator of Residential Life, and will be held in the residence hall.
- 3) The proposed rental rates will be posted on Housing's website when the 09-10 Housing Contract is available; following the January Campus Board meeting. Contracts will be made available to prospective students.

Attached, please find a copy of the Fall 2009-Spring 2010 Proposed Rate Increase document showing the per semester rate at 10% increase.

### **Auxiliary Services**

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