SUMMER HOUSING REQUIREMENTS

1. Summer Residency is a privilege and must be requested by the Hiring Department.

2. Student must work a minimum of 30 hours per week for the entire summer (May 30 through September 1). These hours can be from multiple departments and/or positions.

3. Student will be charged for the rental of the residence hall/townhouse at $300 per month. Charges will be billed to the student’s account and payments are made directly to the Business Office.

4. Student may begin summer residency in one of the assigned townhouses in June but during August will be asked to move into his/her assigned room for the Fall Semester. The student will continue to be responsible for summer housing payment until school officially opens.

5. No student will be eligible for summer employment or housing until the department has completed the correct hiring procedures (for new hires only). A student working during the academic year may continue through the summer without reopening the position as long as that student is registered for the following Fall Semester.

6. If the housing is deemed to be taxable income to the student, we will need to add this income to their paycheck so that the income can be taxed and properly reported on their wage records.
   
   A. Taxation will be done over the period of time the student is receiving the taxable benefit.
   
   B. It is the responsibility of each employing department to inform his/her student employee of the added tax they will be incurring for the housing cost paid by the College.
   
   C. Students need to understand that they will be paying all necessary taxes (FICA, Medicare, SDI, Federal and State Withholding) on this ‘non cash’ income. Their net paycheck could be smaller than they expected.

7. Those employed directly by SMC will be given preference over those working for contractual services, such as Marriott, and the Bookstore. There are limited spaces available, which will be assigned on a first come, first serve basis.

8. Students who will be graduating in May are **not eligible** for student employment (except those returning to graduate programs at SMC).