AN OVERVIEW OF HOUSING
We currently have approximately 400 students living in CCS student housing. The housing consists of suites in the Art Centre Building and the Taubman Center. Dining services are available in the Taubman Center and at the Ford Campus. Students living in the Taubman are required to purchase a meal plan.

TYPES OF HOUSING
There are four types of suites available.
- Taubman Center 3 students per unit - $2575 per semester*
- Taubman Center 4 students per unit - $2310 per semester*
- Art Center Building 2-3 students per unit - $2575 per semester
- Art Center Building 4-6 students per unit - $2310 per semester

* A meal plan is required for Taubman Center residents.

DINING AND MEAL PLANS
On campus, there are four different dining facilities for our students to enjoy. The Ford Campus is home to the Arts & Crafts Cafe which features a coffee bar, grab and go items and a grill. Over at the Taubman Center there is the Argonaut Grill, a Tim Horton’s, and a full service dining facility.

By purchasing a meal plan, students will receive that amount of dining dollars each semester. In addition, any dining dollars that are not utilized in the fall semester will roll over to the Winter semester. After the winter semester, any dining dollars not used will be forfeited.

The meal plan options for 2012-2013 are:
- 785 dining dollars each semester - $725 per semester
- 1580 dining dollars each semester - $1450 per semester

The 1580 dining dollar plan is approximately 14 meals a week, and the 785 dining dollar plan is approximately 110 meals per semester. Please keep in mind that this is an approximation and depends on how much the student actually eats. If you were to run out of dining dollars, you may also put money on your CCS SmART card. Money added outside of the meal plan is refunded at the end of the year.

All students are locked into a meal plan for the academic year starting on move-in day. After move-in day, the size of the meal plan can be switched until September 12th in the fall semester and January 23rd during the winter semester.

THE TAUBMAN CENTER
The Taubman Center offers accommodations for three or four people. CCS furnishes the room with a bed, wardrobes or closet, under bed storage unit or dresser, and a bedside table per person. In addition, residents have a couch and a coffee table. Each housing unit is approximately 500 square feet. It also has its own private bath and an elevated storage area. The Taubman Center has basic cable provided with upgraded cable available and has both ethernet and wireless internet in the rooms.

Just outside the students’ living quarters are work spaces and lounge areas for students to interact. The Taubman Center housing also has in it a fitness center, game room, meeting space, and multi-purpose room. Each floor houses a laundry room and recycling center. A full-service dining area is just a few floors below. Due to the close proximity to the graduate program, many of the MFA students also choose to live here.

THE ART CENTRE BUILDING
The Art Centre Building (ACB) offers suite style accommodations for students. The 4-6 person option has two or three bedrooms and two bathrooms. The 2-3 person option has one bedroom and one bathroom. ACB suites include a living room, dining room, and kitchen.

Each student is provided a bed, dresser, and dining chair. The living room is furnished with two couches, two end tables, and a coffee table. The kitchen comes with a refrigerator and a stove. In addition, each bedroom has one bedside table and there is a dining room table located in the dining room.

Ethernet cable connections are provided in every suite. Cable television service is also available, but not provided.
All portions need to be filled out completely to be considered for housing. This section will walk you through the application with greater detail.

THE ONLINE APPLICATION
The first part of the housing application includes a profile and preferences—general information about yourself and the type of housing you are seeking. Please remember that we cannot guarantee you will receive your housing preference. If you have requested a suitemate, please make sure that person also requests you. Both requests are required to be placed in the same room. You may also advise your preferred suitemate to apply early as you can only “save” a spot for yourself.

Local Detroit Doctor: It is required that you have a doctor in the Detroit area for regular check-ups and for when you become ill. We want students to be able to visit a doctor when they become ill so that they do not have to end up in the emergency room for treatment. Here are some suggestions for finding a doctor in the Detroit area:
1. Contact your health insurance company for a list of Detroit Area doctors.
2. Call a physician referral service, which will match you with a doctor by specialty, location, insurance coverage and your personal needs. Some referral services such as St. John Health System will give you background information on the doctor.

   The following are some Detroit area physician referral services:
   • The Detroit Medical Center: 1-888-362-2500 www.dmc.org
   • Henry Ford Health System: 1-800-653-6568 www.henryfordhealth.org

3. Look on the internet at Yellowpages.com. Choose a doctor. Call to make sure the physician is accepting new patients and accepts your type of health insurance.
4. If you cannot find a doctor in the Detroit area that will accept your insurance, the health insurance plan offered through CCS is accepted in the Detroit area.

   Please Note: CCS cannot recommend doctors. These are just guidelines to help you find a doctor.

Proof of Insurance: HEALTH INSURANCE IS REQUIRED. If you do not have health insurance, you can purchase the CCS Health Insurance Plan listed on the housing website.

Resident Acknowledgment: The Resident Acknowledgment is the lease with CCS. This is a one year academic lease. It would be wise for you to print a copy out for yourself.

WHEN ALL SECTIONS ARE COMPLETE, CLICK SUBMIT. NOTE: YOUR HOUSING APPLICATION WILL NOT BE CONSIDERED UNTIL YOU COMPLETE THE NEXT STEP:

Payments: Please submit payment to CCS. You can also do this via credit card by calling the cashier at 313-664-7435.

- $350 first housing payment is due at the time of application. This amount will be deducted from the semester charges for housing (required of all students seeking housing).
- The housing deposit is $200. This is non refundable after May 1st for Fall Semester and December 1st for Winter Semester. The deposit will be put towards damage or fees assessed at move-out. It will be refunded after the student is no longer living in housing, provided they are in good standing with the college.

Confirmation: If you do not receive confirmation that we have received your housing application and payments within a week, please contact housing to verify or you may end up not getting a spot in housing. We can be reached at housing@collegeforcreativestudies.edu or 313.664.7678
The College for Creative Studies offers student housing on a first-come, first-served basis.

**REQUIREMENTS FOR HOUSING**

To be assigned a space in housing, a student must have a complete Housing File in the Housing Office.

A complete file consists of the following completed forms and payments:
- Completed Online Housing Application (including health insurance, local Detroit doctor, and resident acknowledgment)
- $350 First Housing Payment
- $200 Housing Application Deposit

**APPLICATION DEPOSIT**

Your Housing Application Deposit is refundable until May 1st for the Fall term and December 1st for those only applying for the Winter term. After these dates, if you choose to withdraw your Housing Application, your $200 Housing Application Deposit will be forfeited. Notification of withdrawal from housing must be sent in writing to the Housing Office.

Please Note: All residents in student housing are required to be full time students. Full time is defined as twelve (12) or more credit hours a semester. The only exception to this policy is a senior who does not need to take twelve (12) credits during his/her final semester in order to graduate.

**FIRST HOUSING PAYMENT**

If you choose to withdraw your housing application and you have an outstanding balance at that time with the College, your first housing payment will be applied towards your outstanding balance. If you do not have an outstanding balance, your first housing payment will be refunded. Please note that withdrawals from housing must be submitted in writing to the Housing Office.

**SUITE ASSIGNMENTS**

Suite assignments are made on the following criteria:
- Complete Housing File
- Gender
- Physical Limitations
- Seniority Date
- Preferences

Your seniority date is the date your first Housing Application Deposit was recorded with the CCS Business Office.

Please be aware that your indicated suite preference (2–3 person or 4 or more person) is just that, your preference. CCS may not be able to honor your specific preference.

To request a specific suitemate, the request must be mutual. The name or names of the individuals who desire to live together must appear on each application. If these names do not appear on each application, the request for specific suite mates will not be considered.

**UNABLE TO PROVIDE HOUSING**

In the event that housing fills prior to your Housing File being completed, you will be notified and asked if you would like to be placed on the housing wait list. If CCS is unable to provide housing, the Housing Application Deposit and the first Housing Payment will be refunded to you.

After housing is full, the wait list will give priority to first year students and out of state students. It is important to complete the housing application process before it fills up.

**THE PROCESS**

- Acceptance to CCS
- Send in Commitment Form and Fee to the Office of Admissions ($100)
- Complete Online Housing Application.
- Pay housing application deposit ($200) and first housing payment ($350) to the Business Office (Cashier’s Window).
- Housing Assignments will be made on a first-come, first-served basis for students with a complete housing file.

**SUITE MATES AND MOVE-IN**

Suite assignments are generally mailed out in mid July.* This will indicate your suite assignment and list the names, addresses and phone numbers of your suite mates. We encourage you to contact your suite mates to discuss living arrangements. Please be aware that suite assignments are subject to change prior to move in.

Move-in day for new & transfer students is Sunday, August 26th and move-in day for returning students is Friday, August 31st between 9 am and 4 pm for the Fall 2012 term. Please make the necessary arrangements to arrive on this day, between 9 am and 4 pm. The day and times of move-in are not negotiable. There are numerous students moving in and this requires a large amount of coordination.

Suite and suite mate assignments are made without regard to race, creed, color, affectual/sexual orientation, religion or national origins.

* Or mid-December for winter move in.
FREQUENTLY ASKED QUESTIONS

WHEN SHOULD I COMPLETE THE APPLICATION PROCESS?
A space in housing is reserved for students on a first-come, first-served basis. Housing fills up fairly quickly, so make sure to complete the application process as soon as possible.

AFTER I PAY MY $350 FIRST PAYMENT, WHEN IS THE BALANCE DUE?
Fall Semester: September 30th
Winter Semester: January 31st

Payment plans can also be set up through TMS. For enrollment or additional information please call 1-800-343-0911 or visit www.afford.com/collegeforcreativestudies.

WHEN IS MOVE-IN?
Fall Semester
New Students: Sunday, August 26th from 9-4
Returning Students: Friday, August 31st from 9-4

Winter Semester
New Students* Wednesday, January 9th from 9-4
Returning Students** January 13th starting at 9

*first coming to CCS Winter 13
**includes freshman that entered CCS in the fall

DO I HAVE TO LEAVE FOR WINTER BREAK?
Yes, you need to leave during winter break. All students need to be out of housing by Saturday, December 15th at 5pm. Students may return to housing on Sunday, January 13th at 9am. You may keep your belongings in your room over break. You will not have access to them though. Students who have special circumstances and need to stay in student housing should contact the Housing Office prior to vacation. There is a daily charge for housing over winter break. That charge is doubled if students are not approved ahead of time.

HOW LONG IS MY “LEASE”? 
Your “lease” is from beginning of classes in September until move-out in May. If for some reason you need to break your “lease”, you should contact Student Life immediately to learn of any possible financial losses before making a decision in regards to your housing situation.

WHAT ABOUT THANKSGIVING OR SPRING BREAK (March 11-16)?
The building remains open during these times and students are not required to leave.

WHEN DO I HAVE TO MOVE OUT IN MAY?
You need to leave 24 hours after you last commitment to CCS. For most students this is your portfolio review or graduation.

WHEN WILL I FIND OUT WHO MY ROOMMATES ARE?
Housing packets will be sent out in mid-July or mid-December by email. At that time, you will receive your suitemates’ names, addresses, email addresses, and phone numbers.

DO YOU HAVE SUMMER STORAGE?
Yes, we have limited summer storage. Applications come out for summer storage after spring break. Cost for storage is $100. $50 will be refunded if the storage area is cleared out by September 15th.

ARE MEAL PLANS REQUIRED?
A meal plan is required for students living in the Taubman Center. There is no requirement for the ACB, but students may sign up for a meal plan.

CAN I CHANGE MY MEAL PLAN?
You can change your meal plan up until September 12th during the fall semester and January 23rd during the winter semester. You are locked into having a meal plan after your move-in day for the academic year.

WHERE CAN I FIND OUT MORE INFORMATION ABOUT THE CAFETERIA?
You can go to www.ccsdiningservices.com for more information about the dining services at CCS.

AM I GUARANTEED THE SAME HOUSING SPOT NEXT YEAR?
No, you must reapply every year for housing.

CAN I PAY BY CREDIT CARD?
Yes, call Business Services at 313.664.7435.

WHAT IS YOUR FAX NUMBER?
Our fax number is 313.664.7686.

WHAT IF I HAVE MORE QUESTIONS?
Feel free to call Housing at 313.664.7678 or email them at housing@collegeforcreativestudies.edu.

HOW DO I APPLY FOR HOUSING?
Please go to www.collegeforcreativestudies.edu/housing to begin the online application.

AFTER I APPLY, WHAT DO I DO?
Please make your first housing payment and housing deposit. If you are paying after July 1st, we recommend that you pay by credit card over the phone to expedite the housing process. After that is done you should receive confirmation within a week. If you do not, please contact the Housing office.