AN OVERVIEW OF HOUSING

We currently have approximately 480 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 Center are required to purchase a meal plan.

TYPES OF HOUSING

There are four types of suites available:

- Taubman Center 3 students per unit – $2,675 per semester*
- Taubman Center 4 students per unit – $2,410 per semester*
- Art Centre Building 3 students per unit – $2,675 per semester
- Art Centre Building 4 – 6 students per unit – $2,410 per semester

*A meal plan is required for Taubman Center residents.

THE TAUBMAN CENTER

The Taubman Center (TC) offers accommodations for three or four people. CCS furnishes the room with a bed and large clothing storage (wardrobe or dresser) per person. Each room also includes two under-bed storage units. 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 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 MFA students also choose to live here.

THE ART CENTRE BUILDING

The Art Centre Building (ACB) offers suite-style accommodations for students. The four- to six-person option has two or three bedrooms and two bathrooms. The three-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. Also located in the building is coin-operated laundry facilities and a spray/work room that students can use for messy projects.

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 Café, 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 2014 – 2015 ARE:

- 785 dining dollars each semester – $725 per semester
- 1,580 dining dollars each semester – $1,450 per semester

The 1,580 dining dollar plan is approximately 14 meals per week, and the 785 dining dollar plan is approximately seven meals per week. 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 10 during the Fall semester and January 21 during the Winter semester.

HOUSING STAFF

We have a dedicated and energetic staff ready to assist you during your stay in CCS student housing. The staff consists of 10 resident assistants in the Art Centre Building and eight resident assistants in the Taubman Center. The resident assistants are upper-class students who assist residents and plan programs and activities. Professional staff members also live in our campus housing, serve in emergency situations, and oversee the residents, resident assistants and the housing facilities.

SECURITY IN HOUSING

The security of the residents is of utmost importance. Both the Art Centre Building and the Taubman Center have a 24-hour front desk staffed by security personnel to assist students. The ACB is locked from 6 p.m. to 8 a.m. each day and the TC is locked from 11 p.m. to 7 a.m. Residents use their CCS SmART card to access the building, elevators and stairwells.

SHUTTLE SERVICE

Shuttle service is available between the Ford Campus and the Taubman Center 24 hours a day, 7 days a week. Special trips are also made to the Allen Park shopping area; these trips are scheduled via a sign-up sheet.

APPLYING FOR HOUSING

All paperwork must 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. You will be required to provide their Student ID number. You may also advise your preferred suitemate to apply early as you can only “save” a spot for yourself.

LOCAL DETROIT DOCTOR

It is recommended 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 rely on 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 or 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
  888.362.2500
  www.dmc.org

- Henry Ford Health System
  800.653.6568
  www.henryfordhealth.org

- St. John Health Systems
  888.757.5463
  www.stjohn.org

3. Visit Yellowpages.com online. 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 1 for the Fall semester and December 1 for the Winter semester. The deposit will be put toward 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 one week, please contact the Housing Office to verify or you may end up not securing a spot in housing. We can be reached at housing@collegeforcreativestudies.edu or 313.664.7678.

HOUSING PRIORITY AND ASSIGNMENT POLICY
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, and resident acknowledgment)
- $350 first housing payment
- $200 housing application deposit

APPLICATION DEPOSIT
Your housing application deposit is refundable until May 1 for the Fall term and December 1 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 12 or more credit hours per semester. The only exception to this policy is a senior who does not need to take 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 toward 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 (three-person or four or more persons) 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 other’s applications. If these names do not appear on each application, the request for specific suitemates 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

SUITEMATES AND MOVE-IN
Suite assignments are generally mailed out in mid-July.* This will indicate your suite assignment and list the names and emails of your suitemates. We encourage you to contact your suitemates to discuss living arrangements. Please be aware that suite assignments are subject to change prior to move-in.

* This event may vary from year to year.
STUDENT HOUSING

Move-in day for new and transfer students is Sunday, August 24, and move-in day for returning students is Friday, August 29, between 9 a.m. and 4 p.m. for the Fall 2014 term. Please make the necessary arrangements to arrive on your day, between 9 a.m. and 4 p.m. 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 suitemate assignments are made without regard to race, creed, color, affectual/sexual orientation, religion or national origins. *Or late 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 30
Winter semester: January 31

Payment plans can also be set up through TMS. For enrollment or additional information, please call 800.343.0911 or visit www.afford.com/collegeforcreativestudies.

WHEN IS MOVE-IN?
Fall Semester
New students: Sunday, August 24, from 9 a.m. – 4 p.m.
Returning students: Friday, August 29, from 9 a.m. – 4 p.m.

Winter Semester
New students:** Wednesday, January 7, from 9 a.m. – 4 p.m.
Returning students:** Sunday, January 11, from 9 a.m. – 4 p.m.
*First coming to CCS Winter '15
**Includes freshmen who 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 Sunday, December 14, at 5 p.m. Students may return to housing on Sunday, January 11, at 9 a.m. You may keep your belongings in your room over break. You will not have access to them. 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 Affairs 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 9 – 14)?
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 your 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 late December by email. At that time, you will receive your suitemates’ names and emails.

DO YOU HAVE SUMMER STORAGE?
Yes, we have limited summer storage. Applications come out for summer storage after Spring break. Cost is $50 for the summer.

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 11 during the Fall semester and January 22 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 313.664.7879, 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 1, 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.