

## **Study Abroad Students**

The following information is intended only for PREVIOUS Courtyards residents interested in returning after participation in a University sponsored Study Abroad Program.

Please refer to the [Study Abroad Information](#) link. That will take you to a site with information that will be essential in preparing for the 2010-2011 leasing process.

If you have not lived in South Campus Commons or The Courtyards previously, you are required to meet all of the requirements of all first-time residents as outlined in "[Applying to The Courtyards](#)"

### **If I go abroad do I lose my priority to live in The Courtyards again next year?**

No, as long as you meet all requirements you will be able to lease with The Courtyards for the following year. To be considered eligible for return, the University must verify your participation in a University-approved program for the Spring 2010 semester and that your University account is in proper standing. Additionally, your rental account with us may not have any outstanding dues. If you have a balance with us, it must be paid prior to your lease signing.

Please be advised that even though you are permitted to return as a 2010-2011 lease holder, only the person occupying a space DURING the Spring 2010 semester is granted "current resident" or "same bedroom renewal" rights. While you are not permitted to lease as a "same bedroom renewal," you can lease as either a **pull-in of a Spring 2010 resident or as a transfer resident.**

### **What is required of me to lease with The Courtyards while I am abroad?**

**Please review the following requirements carefully, as failure to complete each of the steps will jeopardize your 2010-2011 housing with us. As a study abroad student, you should be prepared to have the following items submitted to us on your behalf.**

- [Proxy Form](#): The Courtyards allows students to have their lease signed by proxy with the use of this document. The proxy you assign will be able to make all necessary housing decisions and sign all required documentation on your behalf, so please make sure you discuss all information necessary for their completion of your housing selection. You must sign and complete this document then provide your proxy with the form so they can present it at your leasing appointment. Please do not send proxy forms directly to our offices. They will be returned to sender.
- [The Courtyards Renewal Intent Form](#): This form is available for online submission and must be completed by **11:59PM on Wednesday, February 10, 2010**. It is required of all current Courtyards lease holders and all residents intending to return from Study Abroad. If you want to pull-in prospective roommates for next lease year, you must provide us with the requested information on the form (their name, UID, email address and current residence). Your proxy and all prospective pull-ins should discuss and then schedule a lease signing appointment appropriate for your group. SEE [RENEWAL FAQ](#)
- [Online Application](#): Your completion of the leasing application allows a current resident to list you as a PULL-IN and allows the Department of Resident Life to assess your current eligibility status. As long as you are on a University-approved program or a

sanctioned absence, you should be approved by Resident Life. The application is also necessary for us to obtain information for your file that your proxy will not easily be able to provide. The application is mandatory even if you have submitted one to us previously. All residents returning from a study abroad program must complete this application by **11:59pm on Wednesday, February 17, 2010.**

- **Guaranty of Lease**: When returning to The Courtyards, you are required to submit a new notarized Guaranty of Lease form. Because of the large number of students who want to return from Study Abroad programs, we are not able to research our file archives for previously submitted paperwork. Please do not send Guaranty of Lease forms directly to our office. They will be returned to sender.
- **Lease Reservation Fee**: Lease Reservation Fees are collected at the time of your lease signing and applied towards your first rental installment. Any deposit amount that is not applied towards your rent or possible damage charges will be refunded by our corporate offices. Your proxy is required to submit your \$300 Lease Reservation Fee at the time of your lease signing. All payments are to be made by check or money order.

### **What happens if I sign a full lease and then go abroad for all or part of the year?**

The Courtyards allows students to release their space to an approved University of Maryland student. It is the responsibility of the current lessor to find an eligible student to take over the lease. If you are unable to find an eligible student you will be obligated to the lease you signed.

### **Should I sign a full lease if I will be studying abroad for a semester or graduating in December 2010?**

We do not recommend that you renew your lease in this case, as you could find yourself obligated to twelve rental installments and yet not be able to live in your apartment for a significant portion of the term of your lease. Instead it would be best to release from someone else.

If you need further information on returning to The Courtyards, please contact The Courtyards Leasing Office at [office@umdcourtyards.com](mailto:office@umdcourtyards.com) or by calling (301) 314-2466.