



# PAYNE THEOLOGICAL SEMINARY

Temporary housing is available for out-of-town students who travel to Payne Seminary campus to take Intensive courses. The Seminary does not provide transportation. Students must make arrangements for transportation before arrival.

Students attending intensives at offsite locations are responsible for all lodging and travel charges. The Academic Services office can provide information on hotel and transportation options for your convenience.

As a reminder, we are housing Wilberforce University students on Payne's campus; therefore, we have contracted with the Ramada Inn, in Xenia, for student lodging during our Intensive classes. Students who have not received a confirmation for a room through Payne before the class begins, will be responsible for their own accommodation arrangements and will not be included in the Payne rooming list.

## Hotel Details

- You will be staying at the Ramada Inn Xenia (located on Main St./ Business 35) at 300 Xenia Towne Square, Xenia, OH 45385. The hotel number is **937-372-9921**. The hotel is 3.35 miles from Payne's campus. A hotel room will be reserved in your name, and you will be able to check in on the day before the start of class after 3:00 p.m. If you need to check in earlier, please contact the hotel directly. When you check in, please identify yourself as a Payne student. You will be asked to provide a credit or debit card to be placed on file for incidentals.
- There will be a free continental breakfast provided starting at 6:30 a.m. Your room will be reserved from the day before your class begins to the day after, and checkout will be by noon. If you are leaving on Friday please check out at the front desk so that your account can be closed.
- Students attending two or more consecutive classes may stay in their rooms over the weekend between classes

Requests are accepted by email to the Business Office only. Reservations are confirmed by Business Office email to the student by the next business day.

## To reserve a room for a class at Payne Seminary

1. Email the Business Office at [businessoffice@payne.edu](mailto:businessoffice@payne.edu) and include the following information
  - a. In your subject line – Housing Request for (indicate class or classes)
  - b. Include your name, contact information, cell phone number, your dates of arrival and expected time in, and the name of the class or classes you will be attending.
2. Each student must make their own reservation. Requests for other students will not be honored.
3. You will be sent travel directions and contact information the week prior to arriving.

## Charges and Fees

Intensive Housing	\$200.00/per class
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We hope this helps to facilitate a positive and enriching learning experience for everyone. Please contact us if you have any questions.

Thank you,  
Business Office  
Payne Theological Seminary  
937-376-2946 x205  
[businessoffice@payne.edu](mailto:businessoffice@payne.edu)