



**UNIVERSITY of  
SAINT FRANCIS**  
RESIDENTIAL LIFE  
2701 Spring Street  
Fort Wayne, IN 46808  
(260) 434-7411

<b><u>Office Use Only:</u></b> Date Received: _____ Time Received: _____ Deposit Received: _____ <input type="checkbox"/> Check <input type="checkbox"/> Cash <input type="checkbox"/> Money Order By: _____
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## GRADUATE HOUSING AGREEMENT 2008 – 2009

Name: \_\_\_\_\_ Home Mailing Address: \_\_\_\_\_  
Last First M.I.  
 Preferred Name: \_\_\_\_\_ Birth date: \_\_\_\_\_ Street Address \_\_\_\_\_  
 Telephone: (\_\_\_\_\_) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Cell phone: (\_\_\_\_\_) \_\_\_\_\_ Major(s): \_\_\_\_\_  
 Student I.D. Number: \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_  
 Gender:  Male  Female

Do you have any health concerns, such as asthma or allergies?  Yes  No Describe: \_\_\_\_\_  
 Do you have any disabilities or physical handicaps that might necessitate special accommodations?  Yes  No Describe: \_\_\_\_\_

Use the scale provided below (Circle the number that best describes you):

- My studies / academics are very important to me ..... strongly agree = 1 2 3 4 5 = strongly disagree
- My faith is very important to me ..... strongly agree = 1 2 3 4 5 = strongly disagree
- It is important to me to have a neat and clean room ..... strongly agree = 1 2 3 4 5 = strongly disagree
- Sports and fitness activities are very important to me ..... strongly agree = 1 2 3 4 5 = strongly disagree
- I can basically get along with anyone ..... strongly agree = 1 2 3 4 5 = strongly disagree

I consider myself to be a:  Morning person  Late night person  No strong preference  
 When I study, I prefer:  Very quiet  Moderately quiet  No strong preference

Name of specific roommate choice (If applicable): \_\_\_\_\_ Phone: \_\_\_\_\_  
 (Must be mutual—your name must appear on roommate’s application. Hall and roommate choices will be accommodated on a first come first served basis.)

I have read this entire document carefully and accept the accompanying Graduate Housing Terms and Conditions, including rules and regulations pertaining to housing, dining service, accommodation dates, and payment plan. Moving out of the residence hall at any time during the period of the agreement will result in the loss of the damage deposit.

Applicant’s Signature \_\_\_\_\_ Date \_\_\_\_\_



**GRADUATE HOUSING AGREEMENT TERMS AND CONDITIONS 2008-2009**

1. **ELIGIBILITY:** University of Saint Francis full-time students are given first consideration for residence system housing. Students residing on campus must be enrolled by the first day of classes of the respective semester or term to remain living in the halls for the remainder of that semester.
2. **AGREEMENT TERM:** This contract is for the full year of continuous housing and cannot be terminated except under conditions cited in the TERMINATION SECTION of this agreement.
3. **DAMAGES:** Residents are responsible for damage or loss of furniture within the rooms and public areas of the hall. The person responsible for the damages in a room will be charged. If the person responsible is not identified, repair costs will be shared by roommates. Repair costs to a particular hall or to the landscaping adjoining the hall will be shared by all hall residents. Damage repair costs may be charged to the student's account at any time at the discretion of the Director of Residential Life or be deducted from the damage deposit. Any remainder of the damage deposit will be refunded following fulfillment or termination of this contract.
4. **FEES:** Residential fees such as hall council activity fee (\$5.00) and a health fee (\$32.00) are included in the total cost of housing per semester/term.
5. **DEPOSITS:** To reserve a space within the residence halls a \$200.00 deposit for apartments, is required. The date the deposit is paid may influence room assignments. When the student moves into the hall, the deposit becomes the damage deposit. The Housing Agreement is not in effect and no space will be provided or assigned unless The Residential Life Office is in receipt of a completed Housing contract and the required deposit as stated above.
6. **RATES:** Housing cost listed below includes both room and board per semester. Residential students are required to have a board plan.  
**APARTMENT STYLE HALL (PADUA HALL) FEES**

	Summer	Fall	Spring		Summer	Fall	Spring
Single Apartment 10 meal plan	\$1,200.00	\$4,095.00	\$4,095.00	Double Apartment 10 meal plan	\$1,200.00	\$3,486.00	\$3,486.00
Single Apartment 19 meal plan	\$1,200.00	\$4,195.00	\$4,195.00	Double Apartment 19 meal plan	\$1,200.00	\$3,586.00	\$3,586.00

7. **FINANCIAL OBLIGATION:** Failure to satisfy financial obligations of this agreement may result in denial of mail, transcripts, future registration, or eviction.
8. **TERMINATION:** Room and board will be terminated when a student is no longer enrolled at the University. The University may terminate room and board when a resident has demonstrated disruptive behavior within the hall, has violated University policy, or has failed to comply with any portion of this agreement. In the instance that a resident must be suspended or expelled from the residence halls, he/she will be held responsible for room and board payment for the duration of the housing contract.
9. **REFUND POLICY:** For new residents: If notice of cancellation due to withdrawal is received after April 22, 2007, the damage deposit and/or reservation fee is forfeited. If a resident withdraws during a semester, the resident shall be charged for the room and board and other residence related fees used. The resident shall then be assessed \$100.00 for cancellation. The cancellation fee will be waived under the following provisions:
  1. Withdrawal
  2. Withdrawal for documented health reasons
  3. Academic disqualification
  4. Graduation
  5. Exceptional circumstances approved by the Director of Residential Life
10. **AGREEMENT ASSIGNMENT:** The agreement for a space in the residence hall is personal and may not be assigned to another. Premises may not be subleased.
11. **LIABILITY:** The University shall not be liable for any personal property of the resident, which may be lost, stolen, or damaged. A student is advised to provide insurance for all personal possessions. In some instances, homeowners' insurance will provide coverage of residence hall rooms of dependents.
12. **BREAK PERIODS:** Graduate housing is provided for the full year. Therefore, graduate students would be able to reside during all breaks. The board plan does not cover stated break periods or summer session—only fall and spring semesters. If the dining room is open during a vacation period, a student may use the dining service on a pay-as-you-go basis:
 

Christmas Break	December 13, 2008 @ 10:00 am to January 11, 2009 @ 12:00 noon
Spring Break	March 7, 2009 @ 10:00 am to March 15, 2009 @ 12:00 noon
Thanksgiving and Easter Break( no food service)	November 26, 2008 to November 30, 2008 (Thanksgiving) April 10, 2009 @ 4:30pm to April 12, 2009
13. **DINING SERVICE:** Meals for residents are provided under the respective board plan. Meals or portions of meals are not transferable. Requests for dietary needs must have a medical doctor's prescription and be processed through the Office of Residential Life for validation. Requests for sack lunches require twenty-four hours notice to Dining Service, may be no more than one day's food, and are available only for students involved in University-related activities. Dining service may be unavailable during stated break periods.
14. **VACATING:** If a resident loses eligibility (as stated in sections one and seven), the resident must vacate within forty-eight hours. If the resident stays beyond that period, he/she will incur additional charges.
15. **CHECK-IN & CHECK-OUT:** When moving into and out of the residence hall, a resident must check in and out with a Residential Life staff member. A room inventory and condition sheet must be signed at those times. The inventory is used as a basis for any damage or other charges that might be incurred. Students are also strongly encouraged to fill out a change of address form and submit it to the Registrar's office after officially checking out of the residential life system.
16. **ELECTRICAL APPLIANCES:** In the bedrooms, only 4.0 cubic feet 100 Watt refrigerators are permitted. High wattage appliances such as microwaves are **NOT** permitted in individual rooms. George Foreman Grills, popcorn poppers, hot plates, personal coffee makers, pots for heating water and similar appliances are to be used in kitchen areas **ONLY**. Halogen lamps are also not permitted in student rooms.
17. **GUESTS:** Residents are responsible for the conduct of their guests.
- 18.
19. **SAFETY & SECURITY:** Residents are required to comply with safety and security procedures of the University and may not tamper with locked doors, duplicate keys, admit unauthorized people, place false alarms, or interfere with security or fire personnel. Residents disrupting security are subject to prosecution and /or disciplinary actions. Room keys are property of the University and must be surrendered upon request.
20. **ROOM ENTRY:** The University reserves the right to enter rooms if maintenance or inspection of damages is required; if University policy is being violated, or if health or safety of a member of the University Community is in question.
21. **CONDUCT WITHIN THE RESIDENCE HALLS:** Residents are expected to act within the University policies and within local, state, and federal laws. University policies are stated in the Student Handbook. Use of drugs, including alcohol, is prohibited. Opposite gender visitation is permitted at any time, although there should be no cohabitation. Firearms and fireworks are strictly prohibited on campus. Students violating University policies are subject to disciplinary action.
22. **REQUIRED HEALTH, IMMUNIZATION, AND EMERGENCY CONTACT INFORMATION:** Resident agrees to submit required health and immunization forms as well as emergency and insurance contact information prior to moving into the residence hall.
23. **SUPERVISION:** Unlike traditional undergraduate students, graduate students are responsible for their own supervision throughout the year. As with all members of the University of Saint Francis community, security is available 24 hours a day. Residential Life staff is available during the undergraduate Residential Life schedule.
24. **ENTIRE AGREEMENT:** The contract constitutes the complete agreement of the parties (residential student and the University of Saint Francis). No changes may be made to the terms and conditions without prior permission of the Vice President for Student Life.