



HOUSING CONTRACT 2008 – 2009

2701 Spring Street
Fort Wayne, IN 46808
(260) 434-7411

Office Use Only: Date Received:
Time Received:
Deposit Received:
Check Cash Money Order By:

*UNIVERSITY OF SAINT FRANCIS HOUSING POLICY:

All full-time undergraduate students under the age of 21 and unmarried, who are not living with a parent or guardian, are required to live in the University of Saint Francis housing system. A student is free to live off campus in the semester in which he/she reaches his/her 21st birthday. Violation of this policy will result in the charge of room and board to the student's account and a letter of notification to the student.

My living situation for the upcoming academic school year will be to: (Please Initial)
Live off-campus according to university required housing policy as stated above and under Terms and Conditions (Only provide information for top section ending with Home Mailing Address.)
Reside in the Residence Halls (Please complete entire housing contract.)

Name: Last First M.I. Home Mailing Address:
Preferred Name: Birth date: Street Address
Home phone: Cell phone: City State Zip Code
Student I.D. Number: Major(s):
E-Mail Address: Classification for upcoming semester (circle one)
FR SOPH JR SR GRAD
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

Activities: Select three items from the list below which best summarize your activities/interests during the past two years:
Music (instrumental and/or vocal) Sports/Fitness Computer/Internet
Church youth group Drama/Theater Employment (type:)
Volunteer work School yearbook/newspaper/organizations Other

Athletics: Select all intercollegiate athletics that you plan to play while at the University of Saint Francis.
Basketball Football Soccer Golf Softball Baseball
Cross Country Track Volleyball Tennis Cheer/Dance Other

Hall Choice: Bonzel (freshmen only) Trinity Padua (Freshmen will be placed on a waiting list for Padua.) Bosco (Upperclassmen)

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 Residential Life 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 academic school year will result in the loss of the damage deposit and may negatively affect your financial aid package.

Applicant's Signature Date
Signature of Guardian (if student is a minor) Date

HOUSING CONTRACT TERMS AND CONDITIONS

1. **ELIGIBILITY:** Students residing on campus must be enrolled by the first day of classes of the respective semester to remain living in the halls for the remainder of that semester.
 2. **REQUIRED HOUSING POLICY:** All full-time undergraduate students under the age of 21 and unmarried, who are not living with a parent or guardian are required to live within the Residential Life system. A student is free to live off campus in the semester in which he/she reaches his/her 21st birthday. **Violation of this policy will result in the charge of room and board to the student's account and a letter of notification to the student.**
 3. **CONTRACT TERM:** This contract is for the full academic year and cannot be terminated except under conditions cited in the TERMINATION SECTION of this agreement. Appeals to the housing policy are not accepted. **Any student who is in violation of the required housing policy will have a room and board charge placed on the student's account and a letter of notification of this violation will be sent to the student.**
 4. **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.
 5. **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.
 6. **DEPOSITS:** To reserve a space within the residence halls, a \$200.00 deposit 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 Contract 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.
 7. **RATES:** Housing cost listed below includes both room and board per semester. Residential students are required to have a board plan.

TRADITIONAL RESIDENCE HALL FEES (BONZEL, BOSCO, AND TRINITY HALLS)			APARTMENT STYLE HALL FEES		
*Single Room, per semester -- \$3,954.00	Triple Room, per semester -- \$2,858.00		**Single Apartment 10 meal plan -- \$4,095.00		
Double Room, per semester -- \$3,125.00	Quadruple Room, per semester -- \$2,791.00		Single Apartment 19 meal plan -- \$4,195.00		
			**Double Apartment 10 meal plan -- \$3,436.00		
			Double Apartment 19 meal plan -- \$3,536.00		

* Private rooms in the traditional residence halls are assigned only as space is available. (usually only during the spring semester).
**THE 10 MEAL PLAN WILL ONLY BE AVAILABLE FOR UPPERCLASSMEN STUDENTS IN PADUA HALL. ALL FIRST YEAR STUDENTS WILL HAVE A 19 MEAL PLAN.
 8. **FINANCIAL OBLIGATION:** Failure to satisfy financial obligations of this contract may result in denial of mail, transcripts, future registration, or eviction.
 9. **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 contract. 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.
 10. **REFUND POLICY:** For new residents: If notice of cancellation due to withdrawal is received after June 30, 2007 for Semester I or after January 10, 2008 for Semester II, 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 by recommendation of the University Health Service
 3. Academic disqualification
 4. Graduation
 5. Exceptional circumstances approved by the Director of Residential Life
- THERE WILL BE NO REFUND AFTER THE EIGHTH WEEK OF EACH SEMESTER OF THE HOUSING FEE. THE CANCELLATION FEE WILL BE TAKEN FROM DAMAGE DEPOSIT, UNLESS EXPRESSED OTHERWISE BY STUDENT.
11. **CONTRACT ASSIGNMENT:** The contract for a space in the residence hall is personal and may not be assigned to another. Premises may not be subleased.
 12. **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. Residents are encouraged to have their parents review their homeowners' policy before arriving to campus.
 13. **VACATIONS:** Housing accommodations are **NOT** provided during vacations or break periods (see apartment addendum). The residence halls will be closed and unavailable for student use during ALL vacations except for the following circumstances in which case the student may be reassigned to a different hall during the vacation period and will be billed for each day he/she remains on campus. Dining service is not guaranteed during the stated vacation periods. If the dining room is open during a vacation period, a student may use the dining service on a pay-as-you-go basis:
 1. If a residential student must remain on campus because of course related attendance. In this case, extra room and board is charged.
 2. When an athlete is required to be on campus during a stated vacation period due to an athletic event. In this case, arrangements for housing will be coordinated through the athletic department.
- OPENING AND CLOSING DATES**
- | | |
|------------------------|---|
| First-Year Orientation | August 22, 2008 - August 24, 2008 |
| Opening (All Campus) | August 24, 2008 |
| *Christmas Vacation | 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 |
| *Close of the Year | May 2, 2009 @ 12:00 noon |
- *Students must vacate rooms within 24 hours of their last examination.
The residence halls remain open during the Easter holiday. However, dining service will be unavailable.
14. **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 vacation periods.
 15. **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.
 16. **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.
 17. **ELECTRICAL APPLIANCES:** In traditional residence halls, 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.
 18. **GUESTS:** Residents are responsible for the conduct of their guests and must follow stated visitation guidelines as listed in the Student Handbook. Residents are required to register guests at appropriate locations in the residence halls or with Residential Life staff. Residents are responsible for the actions of their guests.
 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 guidelines are listed in the Student Handbook. 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 August 13, 2008, for Semester I or January 11, 2009 for Semester II.
 23. **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.