



HOUSING CONTRACT 2011 – 2012

2701 Spring Street
Fort Wayne, IN 46808
(260) 399-8101

Date Received: _____
Time Processed: _____
Deposit Received: _____
<input type="checkbox"/> Check <input type="checkbox"/> Cash <input type="checkbox"/> Money Order
Entered 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 legal guardian, are required to live in campus housing at the University of Saint Francis. A student may 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 intended living situation for the 2011-2012 academic school year is: (Please Initial)

_____ Reside in the Residence Halls (Please complete entire housing contract.)

_____ Live off-campus according to university required housing policy as stated above and under Terms and Conditions (Please complete second page of housing contract)

Name: _____ Preferred Name: _____ Birth Date: _____
Last First M.I.

Home Street address: _____ City: _____ State: _____ Zip: _____

Home phone: (_____) _____ Cell phone: (_____) _____ Email Address: _____

Student I.D. Number: _____ Intended Major(s): _____ Classification (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 If yes, describe _____

To help us match you with an appropriate roommate, please use the scale provided below to describe yourself.

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

Below, please rank the qualities you prefer your roommate to possess, in order of importance.

1 = most important, 6 = least important.

- _____ Studious/Academic
- _____ Clean and neat/hygienic
- _____ Noise preferences similar to mine
- _____ Sleep preferences similar to mine
- _____ Faithful
- _____ Athletic or an athlete

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 or 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 Preferences (rank in order 1,2,3): Bonzel Hall Clare Hall Padua Hall (Freshmen will be placed on a waiting list.)

Meal Plan: 19 meals w/15 meal points 10 meals w/105 points (upperclassmen only)

Name of specific roommate choice (if applicable): _____ Phone: _____

(Student must be accepted to USF. 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 Residential Life Terms and Conditions (page 3), 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 _____



OFF CAMPUS HOUSING AGREEMENT 2011 – 2012

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*UNIVERSITY OF SAINT FRANCIS HOUSING POLICY:

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Name: Last First M.I. Preferred Name: Birth Date: Gender:

Home phone: Cell phone: Email Address:

Student I.D. Number: Intended Major(s): Class (circle one): FR SOPH JR SR GRAD

Permanent Home Street address: City: State: Zip:

Local Street address for 2011-2012: City: State: Zip:

Please list the names of who you are living with:

Table with 4 columns: Name, Relationship, Email, Phone. Contains three empty rows for listing living partners.

I have read this entire document carefully and accept the Residential Life Terms and Conditions (page 3), including rules and regulations pertaining to housing, dining service, accommodation dates, and payment plan. I verify that I am living off campus within the current housing policy and understand that violation of this policy would subject me to a charge of room and board on my student account.

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 legal guardian, are required to live in campus housing. A student may 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 housing deposit.
5. **FEES:** Residential fees such as hall council activity fee (\$5.00) and a health fee (\$35.00) are included in the total cost of housing per semester.
6. **DEPOSITS:** To reserve a space within the residence halls, a \$200.00 housing 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:** The rates listed below include both room and board per semester. Residential students are required to have a board plan.

Clare Hall (Suite Style)

Single Room* 19 meal plan w/15 points -- \$5,043.00
Single Room* 10 meal plan w/105 points -- \$4,943.00**
Double Room 19 meal plan w/15 points -- \$4,273.00
Double Room 10 meal plan w/105 points -- \$4,173.00**
Triple Room 19 meal plan w/15 points -- \$3,658.00
Triple Room 10 meal plan w/105 points -- \$3,558.00**

Padua Hall (Apartment Style)

Single Apartment 19 meal plan w/15 points -- \$4,493.00
Single Apartment 10 meal plan w/105 points -- \$4,393.00**
Double Apartment 19 meal plan w/15 points -- \$3,883.00
Double Apartment 10 meal plan w/100 points -- \$3,783.00**

Bonzel Hall (Traditional Style)

Single Room* 19 meal plan w/15 points -- \$4,408.00
Single Room* 10 meal plan w/105 points -- \$4,308.00**
Double Room 19 meal plan w/15 points -- \$3,833.00
Double Room 10 meal plan w/105 points -- \$3,733.00**

* Single rooms in Clare Bonzel and Trinity 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. 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, 2011 for fall semester or after January 6, 2012 for spring semester, the housing deposit 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 based on the refund schedule below. The resident shall then be assessed \$100.00 for cancellation.

Refund Schedule:

- Prior to first week of class, refund will be 100% of room and board minus cancellation fee
- During the first week of class, refund will be 90% of room and board minus cancellation fee
- During the second week of class, refund will be 80% of room and board minus cancellation fee
- During the third week of class, refund will be 70% of room and board minus cancellation fee
- During the fourth week of class, refund will be 60% of room and board minus cancellation fee

There will be no room and board refund after the fourth week of each semester! The cancellation fee will be taken from the housing deposit, unless expressed otherwise by the 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 injury of the resident that may occur while living in the residence halls. 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. 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 26, 2011 - August 28, 2011
Opening (All Campus)	August 28, 2011 @ 12:00 noon
Thanksgiving Break	November 23, 2011 @ 5:00 pm to November 27, 2011 @ 12:00 noon
*Christmas Vacation	December 17, 2011 @ 10:00 am to January 15, 2012 @ 12:00 noon
Spring Break	March 10, 2012 @ 10:00 am to March 18, 2012 @ 12:00 noon
Easter Break	April 5, 2012 @ 5:00pm to April 8, 2012 @ 12:00 noon
*Close of the Year	May 5, 2012 @ 12:00 noon

*Students must vacate rooms within 24 hours of their last examination.

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 campus housing.
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 and 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 14, 2011 for fall semester or January 6, 2012 for spring semester.
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.