



Adult Undergraduate & Graduate Student Housing Contract

OFFICE USE:	
Rec'd: _____	Credits: _____
GPA: _____	Dorm: _____
Rm: _____	Type: _____

It is the intention of Caldwell College to confer this contract on incoming adult resident students to reside in the residence halls of Caldwell College during the academic year.

The Residence Life Office defines incoming adult undergraduate & graduate resident students, as any non-traditional student who has not lived on campus in the previous semester. Timely completion of the following information will assist in the room assignment process. **Please use a ball-point pen and PRINT clearly.** Your housing contract is given priority based on date contract is received. Please submit your \$300 housing fee to the Bursar's Office. **After payment has been made, please submit the housing contract and payment receipt to the Residence Life Office.** The terms of this housing contract shall be for the entire academic year. A student's inability to meet the eligibility requirements may be grounds for forfeiture of this contract, but does not act as a waiver of any sums due under this contract. Adult Resident Students will be housed in Rosary Hall for the 2009-2010 academic year.

PLEASE NOTE: ONCE SIGNED, THIS BECOMES A LEGALLY BINDING CONTRACT AND YOU ARE REQUIRED TO LIVE ON CAMPUS FOR THE ENTIRE ACADEMIC YEAR

STUDENT INFORMATION:

Name: _____
Last First Middle Initial

ID # _____ Birth Date ____/____/____ Major _____ Gender: _____
Month Day Year

Permanent Address:

Street _____

City, State and Zip Code _____

Home Phone: _____
(Area code & Phone number)

Cell Phone: _____
(Area Code & Phone number)

Email Address: _____

Personal Information: (please check which applies to you)

I am a: smoker _____ non-smoker _____ occasional smoker _____

*All College housing is smoke free. Smoking will only be permitted in designated areas outside.

I prefer my roommate to be a: smoker _____ non-smoker _____ doesn't matter _____

When I study, I prefer:
absolute quiet _____ low background noise _____ ok with distractions _____

I prefer to go to bed at: 10-11pm _____ 11-1am _____ after 1am _____

I am an early riser even when I don't have class: Yes _____ No _____

I plan to study: in my room _____ in the library _____ in the lounge _____

I will go home: most weekends _____ occasionally _____ seldom _____

I prefer my room to be: neat _____ casual _____ messy _____

Please indicate any disabilities that would require special housing needs:

Annual Housing & Meal Plan Charges

Rosary Hall	*Dominican Hall
Double \$8,990	\$10,945
Quad \$9,390	N/A
Single \$9,590	\$11,545

** Dominican Hall typically houses traditional undergraduate students.. If space is available, Adult Undergraduate and Graduate students may be housed in Dominican Hall.*

If a medical condition requires the use of an air conditioner, and has been approved by the Caldwell College medical staff, a one time fee of \$200 will be assessed.

(Note: Supplemental information describing disability based needs must be submitted with this contract)

Room Selection:

Possible options consist of Rosary Hall— Double, Single;

1st Preference: _____
Room Type Roommate & ID#

2nd Preference: _____
Room Type Roommate & ID#

PLEASE NOTE: Your housing contract is given priority based on your deposit date and date the contract is submitted to the Residence Life Office. If a preferred roommate is listed, we will place roommates together based upon availability.

I authorize investigation of all statements in this contract and I understand that any misrepresentation of false statements may result in the rejection of my contract.

Signature: _____ Date: _____

Eligibility: An adult undergraduate resident student must be enrolled in a minimum of 12 credit courses and 9 credits as a graduate student. Exceptions to this policy may only be authorized by the Director of Residence Life, or by the Vice President and Dean for Student Life.

Term: The term of this contract shall be for the entire academic year. A resident students is held financially liable for the entire term of the contract unless Caldwell College has released the resident of such liability in writing. The terms of this contract begins at the onset of occupancy. Occupancy, as defined by the Caldwell College Residence Life Department, is upon issuance of the room/suite key. Winter Break and Summer Break are excluded from the terms of this contract. **Students are not permitted to reside in the College residence halls during vacation periods.** These scheduled vacation periods include: Thanksgiving, Christmas and Spring Break. The only sanctioned exceptions are International Students, Student Athletes whose sport is in season and Student Teachers. Those requesting to reside on campus during the Summer Break or Winter Break will need to submit the Summer Break or Winter Break Housing Contract.

Consolidation: Caldwell College Residence Life Department reserves the right to consolidate vacancies by requiring any student to move to a different but comparable space.

Contract Cancellation: Residents of the fall semester that are enrolled in classes for the following spring semester are required to remain in residence. Occupancy commences upon issuance of the room key to the student. If after submitting the Housing Contract and non-refundable \$300 deposit, if a resident student requests to cancel their housing contract they are to submit a Cancellation Request form and all necessary documentation in writing to the Residence Life Office. Moving out and returning keys without proper approval, does not relieve the resident student from sums due under the terms of the contract. The date that the Residence Life Office receives the complete cancellation request determines compliance with the cancellation and refund schedule. The deadline to request a fall semester cancellation is July 1st. The deadline to request a spring semester cancellation is November 1st. The deadline to request a summer semester cancellation is April 1st. Last submissions will incur a \$50 late fee. The reasons for cancellation include the following:

- Financial Constraint
- Academic Internship/Co-Op
- Medical Exemption
- Withdrawal from the College
- Other

The Residence Life Office will assess a \$150 cancellation fee for all those who are approved to cancel their housing contract with the exception of graduating seniors. If a cancellation form is approved, prepaid funds shall be refunded to the student according to the Caldwell College Refund Schedule.

Within the first week of occupancy.....	80%
Within the second week of occupancy.....	60%
Within the third week of occupancy.....	40%
Within the fourth week of occupancy.....	25%
After four weeks of occupancy.....	No refund

Termination: Caldwell College may terminate this contract at its sole discretion, if the student: (1) fails to pay for any charges when due; (2) fails to be enrolled in Caldwell College; (3) fails to obey the terms of this contract, (4) fails to obey Caldwell College policies, or the Residence Life policies.