



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

# Undergraduate Housing Contract

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

The Residence Life Office defines incoming resident students as any 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 ballpoint pen and PRINT clearly.** Your housing contract is given priority based on date contract and deposit are received. Please submit your housing deposit to the Admissions Office. **Please submit your Housing Contract to the Residence Life Office.** Housing preferences are not guaranteed and are contingent upon space and availability. 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.

**PLEASE NOTE: CANCELLATIONS ARE SUBJECT TO THE TERMS AND CONDITIONS NOTED ON SECOND PAGE OF HOUSING CONTRACT.**

**STUDENT INFORMATION:**

Name: \_\_\_\_\_  
Last
First
Middle Initial

ID # \_\_\_\_\_ Birth Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Major \_\_\_\_\_ Gender: \_\_\_\_\_  
Month
Day
Year

Classification:  Freshmen  Transfer

**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: *Please note, all students requesting air conditioner units will be assigned with students of similar needs.*

**\*\*Annual Housing & Meal Plan Charges**

*Freshmen & Transfer Student Housing*

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

*\* Dominican Hall typically houses upperclassmen. If space is available, Freshman 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.*

*\*\* Annual Housing & Meal Plan Charges reflect 2009-2010 prices. Prices are subject to change.*

*All students must be on a meal plan for the 2010 school year. There will be different options for meals plans and those living in Dominican Hall in a suite with a full kitchen will be able to purchase the smallest option meal plan.*

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

**Room Selection**

Possible options consist of Mother Joseph Hall—Double, Quad or Single; Dominican Hall—Double, Single without a kitchen, Single with kitchen

1st Preference:

Residence Hall \_\_\_\_\_ Room Type \_\_\_\_\_ Roommate & ID# \_\_\_\_\_

Roommate/Suitemate & ID# \_\_\_\_\_

Roommate/Suitemate & ID# \_\_\_\_\_

2nd Preference:

Residence Hall \_\_\_\_\_ Room Type \_\_\_\_\_ Roommate & ID# \_\_\_\_\_

Roommate/Suitemate & ID# \_\_\_\_\_

Roommate/Suitemate & ID# \_\_\_\_\_

3rd Preference:

Residence Hall \_\_\_\_\_ Room Type \_\_\_\_\_ Roommate & ID# \_\_\_\_\_

Roommate/Suitemate & ID# \_\_\_\_\_

Roommate/Suitemate & 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:** A resident student must be enrolled in a minimum of 12 credit courses as a traditional undergraduate. 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 student 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. Summer Break is excluded from the terms of this contract. Those requesting to reside on campus during the Summer Break will need to submit the Summer 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 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 1<sup>st</sup>. The deadline to request a spring semester cancellation is November 1<sup>st</sup>. Late submissions will incur a \$50 late fee. 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. The reasons for cancellation include the following:

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

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.