

Room Selection: IF REQUESTING ROOMMATES, ALL ROOMMATES MUST HAVE IDENTICAL ROOM REQUESTS

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

Would you like to be assigned to the 24 hour quiet wing? Yes in MJRH _____ Yes in Dominican Hall _____ No _____

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#

I authorize investigation of all statements in this contract and I understand that any misrepresentation or 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 or adult undergraduate 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 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. 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 Returning Student Housing Contract and non-refundable \$200 deposit, a resident student requests to cancel the housing contract he/she is 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 completed 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. 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. The reasons for cancellation include the following:

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

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 classes; (3) fails to obey the terms of this contract, (4) fails to obey Caldwell College policies, or the Residence Life policies.