



WESTERN KENTUCKY UNIVERSITY RESIDENCE HALL HOUSING AGREEMENT

PLEASE PRINT

 LAST NAME FIRST NAME (FULL LEGAL) MIDDLE NAME NAME YOU GO BY

 SOCIAL SECURITY NUMBER OR WKU ID DATE OF BIRTH HOME PHONE NUMBER E-MAIL ADDRESS

PERMANENT ADDRESS _____
 STREET CITY STATE ZIP CODE

AGREEMENT BEGINNING (check one) <input type="checkbox"/> Fall Semester Year <input type="checkbox"/> Spring Semester Year	CLASSIFICATION <input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Graduate	RESIDENT STATUS <input type="checkbox"/> New <input type="checkbox"/> Returning <input type="checkbox"/> Transfer CURRENT ASSIGNMENT Hall / Room	ACADEMIC COLLEGE OR MAJOR <input type="checkbox"/> Arts & Humanities <input type="checkbox"/> Business <input type="checkbox"/> Science & Engineering <input type="checkbox"/> Undecided <input type="checkbox"/> Education <input type="checkbox"/> Health & Human Services I prefer to go to bed: <input type="checkbox"/> Early (before 11pm) <input type="checkbox"/> Late (after 11pm)
GENDER <input type="checkbox"/> Male <input type="checkbox"/> Female			

HOBBIES/INTERESTS (Select all that apply.)

Anime/Animation Outdoor Activities Shopping
 Bible Study Performing Arts Sports
 Computers Physical Fitness The Environment
 Cooking Reading Travel
 Cultural Exploration Role Playing Video Games
 Musical Instruments Science Fiction Volunteerism

MOST IMPORTANT PREFERENCE (Check Only One)

Single Gender
 Residence Hall _____
 Specific Room _____
 Roommate
 Private (space permitting)
 Themed Living Option _____
 Living/Learning Community _____

MUSIC PREFERENCES (Check all that apply)

Pop Rock Hard Rock
 Alternative Other:
 Rap
 Country
 Contemporary Christian

SPECIAL NEEDS

Physical
 Medical

*For special accommodations, contact Student Disability Services @ (270) 745-5004

SMOKING PREFERENCE

Are you a smoker? Yes No
 Would you object to a roommate who smokes? Yes No

Have you received a Meningitis vaccination? Yes No Do Not Know

Roommate PREFERENCE: _____
 LAST NAME FIRST MIDDLE SOCIAL SECURITY NUMBER

- This document, when submitted with appropriate signature(s) and a \$150.00 deposit, is a request to rent Western Kentucky University residence hall space.
- I have read and accept the Terms and Conditions outlined in this agreement. I understand that these preferences will be honored if possible, but cannot be guaranteed. I verify that the information is true and accurate.

Signature (Resident's) _____ Date _____ Age _____

Signature _____ Date _____
 Parent or Guardian if resident is under 18 years of age

OFFICE USE ONLY
 ASSIGNMENT: RRS RRD AD

DATE RECEIVED: _____
 TIME: _____

RECEIPT NO: _____

CLERK: _____

MAIL RENEWAL
 WINDOW NEW AP

HMF CREATED/UPDATED: _____

SPECIAL NOTES:

HOURS: _____ GPA: _____

RESIDENCE HALL HOUSING AGREEMENT

Terms & Conditions

I. REQUIRED HOUSING POLICY

1. Freshmen and sophomores (less than 60 hours) are required to live on campus, space permitting. Exemptions include students who are: veterans of military service (181 days or more), married, have dependent children, 21 years of age or older, members of fraternities or sororities living in chapter houses (sophomores only), or commuting from their parent's permanent address and primary residence. Requests for exemption based upon special circumstances (defined as unique and unusual) will also be considered. Students who live on campus will not be granted an exemption to commute once the contract period begins. A fee of \$1000 is assessed to students who are in non-compliance with this policy.

II. ELIGIBILITY

1. All full-time WKU, Bowling Green Community College and exempted part-time students may live on campus.
2. If a resident fails to enroll or pay fees and is therefore not an enrolled student, the resident agrees to vacate the premises within 48 hours.

III. PERIOD OF AGREEMENT

1. Upon execution of this Agreement by both parties and payment of the deposit, this contract becomes effective and constitutes a **binding Agreement for the full academic year (Fall and Spring Semesters)** or the remaining portion thereof.
2. **Any student who remains enrolled full-time, but withdraws from University Housing during the contract period without being released from the Agreement, will: forfeit the deposit, be assessed a room charge through the official date of withdrawal, and be assessed a \$750 contract termination fee.**

IV. SERVICES PERIOD

1. Provided residence hall space is available, the University agrees to furnish a space and use of public areas in the residence halls.
2. The University provides housing for the recess periods of Thanksgiving, semester break & Spring Break in Pearce Ford Tower. Residents interested in staying on campus during these periods should apply to Pearce Ford Tower. All other halls will close for these periods, but residents may leave personal belongings in their room.

V. HOUSING DEPOSIT

1. A \$150 housing deposit is required to file this Agreement, and serves as a combination room reservation, damage, cancellation and room checkout deposit.
2. This deposit may be carried over to the following academic year upon fully meeting the terms of the Agreement for the current academic year.
3. This deposit does not apply toward the semester housing fee or other University obligations unless the resident fails to meet the payment schedule and therefore accumulates a past due obligation with the University.
4. Forfeiture of all or part of this deposit may result from cancellation of this Agreement, failure to check-in by the first day of classes, failure to check out properly, or having room damages and/or missing equipment.

VI. ROOM ASSIGNMENTS

1. The University agrees to determine room assignments based upon date of receipt,

indicated preferences, and priority status. Returning Residents who renew their Agreement prior to the established deadline are given "priority status" and reassigned first. Incoming freshmen and transfer students are assigned next. Returning students who apply after the deadline are not guaranteed a hall/room assignment for the upcoming academic year.

2. Roommate assignments are based upon the dates of receipt, priority status and mutual request for one another. Residents are encouraged to submit their Agreements together.

3. The University makes all assignments without regard to race, sexual orientation, religion or national origin and rejects all requests for changes of assignments based upon these reasons.

4. The Resident agrees to observe the room change procedures established by the university and to have prior written approval before making a room change.

5. If a vacancy occurs in the assigned room, the remaining Resident agrees to: seek out another roommate; accept another roommate as assigned; move to another room if requested; or pay additional charges based upon lower occupancy of the room.

6. A resident may not sublease or rent a room assignment or permit another person to share a private room assignment.

7. The University reserves the right to modify room assignments for disciplinary reasons, catastrophe, closing of the facility or irresolvable roommate incompatibility. This Agreement may also be canceled by the University for disciplinary reasons. **Students removed from University Housing for disciplinary reasons will remain obligated to the terms of this Agreement and any applicable fees.**

8. If housing demand exceeds capacity, the University reserves the right to use temporary room assignments on campus.

9. If space is available, request for private rooms will be approved on a first-come, first-serve basis. The Resident of a private room agrees to pay the additional charges either before the semester begins or before the move is complete.

VII. HOUSING FEE PAYMENTS

1. A Resident agrees to pay the full semester housing fee by the due date.

2. The Resident agrees that any deviation from the established schedule of payment or any problem with payment, must be approved by the office of Billings & Receivables before payment is due.

3. The Resident agrees that failure to make payment as prescribed does not relieve the Resident of accumulated housing fees while in residence. The Resident understands that nonpayment will result in denial of residence hall accommodations and services, as well as University registration, until the amounts due are paid.

4. Should a requested room change to another residence hall, which has a lower semester housing fee be approved, the Resident agrees that no housing fee refund will be made.

VIII. CANCELLATION BEFORE THE BEGINNING OF THE ACADEMIC YEAR

1. A Resident who cancels this Agreement will receive a partial refund based on the following dates:

1. Cancellation received or postmarked by July 1 for an Agreement beginning Fall Semester or November 15 for Spring Semester, will receive a \$100 refund.

2. Cancellation received or postmarked between July 2 and August 1 for an Agreement beginning Fall Semester or November 16 and December 15 for Spring Semester, will receive \$50.
3. Cancellation received after August 1 for Fall or December 15 for Spring Semester received NO REFUND of deposit.
2. Written notice of cancellation must be made to the Department of Housing and Residence Life in order to receive a deposit refund.
3. A Resident who is denied admission will receive a full refund of the deposit when they cancel.
4. A Resident who does not receive a room assignment either permanent or temporary, before the beginning of the academic year, due to unavailable space, will receive a full refund of the deposit.

IX. CANCELLATION AFTER THE BEGINNING OF THE ACADEMIC YEAR

1. A Resident who does not check into the assigned room by midnight of the first day of classes will be considered a "no show", and be canceled immediately. The housing deposit will not be refunded to no-show Residents.
2. Residents must go through the official withdrawal process to cancel this Agreement. Official withdrawal procedures are outlined in the University publication *Hilltopics for Residence Hall Living*. The housing deposit will not be refunded to students who unofficially withdrawal.
3. **A Cancellation Charge of \$150, any applicable housing fees, and a \$750 contract termination fee will be assessed to a Resident who officially withdraws from the residence hall at any time during the Academic Year and subsequently continues full-time enrollment.** Exceptions to the Contract Termination Fee will be made for marriage, graduation, ineligibility to continue enrollment due to failure to meet academic requirements, or other circumstances which are determined by the University to be beyond the control of the student. Requests for Exception from the Contract Termination Fee along with appropriate documentation must be submitted to the Department of Housing and Residence Life.
4. A Resident's date of official withdrawal from the assigned residence hall room will determine the room charge and, if applicable, the amount of housing fee refund.
5. A Resident's housing fee charge will be \$150 through the first week of the semester and thereafter be determined by the following schedule: Second Week: 50% of semester fee; Third Week: 25% of semester fee. After the third week, there is no refund of the semester fee. The refund amount will be the difference between the established housing fee charge and amount paid.
6. An assigned Resident who does not go through the official withdrawal process to cancel this Agreement on or before the last day of finals week of the Fall Semester will be considered an assigned Spring Semester Resident and will be charged a Spring Housing fee accordingly.

X. POLICIES

1. The Resident agrees to become aware and observe all published policies affecting his/her status with the University. Specifically included in this Agreement by reference are the University publications *Hilltopics for Residence Hall Living* and the Student Handbook.

XI. FURNISHINGS, UTILITIES, and SANITATION

1. The University agrees to provide each resident with a bed, chest of drawers, closet space, desk, and a desk chair. An active phone jack, cable outlet, and data hookup are also provided in each room.
2. The University agrees to provide reasonable amounts of heat, water, electricity, and air-conditioning. Interruptions on a temporary basis for reasons of maintenance, repair or catastrophe will not be considered a breach of this Agreement and the University assumes no responsibility for damages such as food spoilage. If an interruption occurs, the University agrees to restore the affected service within a reasonable time.
3. The University agrees to provide trash removal from designated areas and to clean common hallways, baths, lounges, and general public areas on a regular basis.

XII. CARE OF FACILITIES

1. The Resident agrees to be directly and financially responsible for keeping the room and its furnishings clean and free from damage, and to advise the hall director of any deteriorated conditions of the room or its furnishings.
2. The Resident agrees not to modify, or allow the modification of the assigned room or other parts of the building. The Resident agrees to obtain advance written permission from the Hall Director for painting, moving of additional furniture or constructing large extraneous structures.
3. The Resident agrees to pay charges for room damages, special housekeeping or maintenance services necessary due to misuse or abuse of facilities.
4. The Resident agrees to use public areas in a way that contributes to the orderliness and cleanliness of all areas used by Resident and guest.
5. The Resident agrees to report loss of the room key and to pay the charges for key and lock replacement.
6. The Resident agrees to check the smoke detector in the room once per month.
7. The Resident agrees to dispose of room trash in the designated areas.

XIII. LIABILITY

1. The University does not assume responsibility for the Resident's or other persons' loss of money or valuables, or for the loss of or damage to personal property and recommends that the Resident contact an insurance carrier concerning the availability of protection against such losses.