



# RESIDENCE HALL APPLICATION AND CONTRACT

Semester Applying For:  ACADEMIC YEAR, FALL 2010 & SPRING 2011  
 SPRING 2011 ONLY

Assignments will not be made until a signed application/contract and deposit are received. Assignments are made based on availability at the time of application.

## Please print and complete all sections:

Name \_\_\_\_\_ IU Southeast I.D.# (if known) \_\_\_\_\_  
(Last) (First) (MI)

Permanent Address \_\_\_\_\_  
(Number and Street) (City) (State) (Zip Code) (Country)

Permanent Phone (\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_ Date of Birth \_\_\_\_\_

E-mail Address \_\_\_\_\_ Gender\*  Male  Female  
(Primary means of communication)

Current Student Status  FR  SO  JR  SR  High School Senior  Graduate Student

Purdue Statewide Technology Student  International Student

Transfer Student Are you eligible to live on campus at your former institution?  Yes  No  N/A  
If "no," please attach an explanation.

\* Please contact the Residence Life and Housing Office if you identify as transgender so we can provide you with the best possible placement.

## Roommate & Apartment Mate Request and Matching Information

The following information will aid the Residence Life and Housing staff in matching you with a roommate / apartment mates. Room and roommate assignments are made on a first-come, first-served basis when the completed application/contract and deposit are received. Please comment freely and honestly about your personal characteristics; the more we know, the better your chances are of agreeable living arrangements. All requests are honored based on space availability at the time the application is processed. Requests are considered but NOT guaranteed.

### For Office Use Only:

Application Rec'd \_\_\_\_\_ Deposit Rec'd \_\_\_\_\_ Assignment \_\_\_\_\_

**Roommate / Apartment Mate Preference\*** Please provide full name & student I.D. number or social security number if known.

I have no roommate preference      Name: \_\_\_\_\_ I.D. # \_\_\_\_\_

Please place me with:      Name: \_\_\_\_\_ I.D. # \_\_\_\_\_

Name: \_\_\_\_\_ I.D. # \_\_\_\_\_

\*Roommate / apartment mate preferences must be MUTUAL and must be indicated in writing on all forms.

**Personal Characteristics**

Academic School/Major: \_\_\_\_\_

**Do you consider yourself (check all that apply):**

quiet     loud     morning person     night person     organized/neat     disorganized/cluttered

smoker\*     prefer a roommate who is a non-smoker    \*IU Southeast residence halls are tobacco-free, smoke-free, and alcohol-free environments.

**Music Preference:**

Alternative/Punk     Adult Contemporary     Contemporary Christian     Country/Western     Hard Rock/Heavy Metal

Pop Rock     Rap/Hip Hop

**I want to live with:**

Fraternity or Sorority affiliation: list \_\_\_\_\_  LGBT Friendly roommate     Athlete: list sport(s) \_\_\_\_\_

**Special Needs**

Do you have any allergies or special needs as a result of a health problem or physical disability that should be taken into consideration for assignment purposes?

Please explain \_\_\_\_\_

*If you have disability-related needs you must register with the Disability Services Coordinator by calling (812) 941-2243 and have a request for accommodations submitted by that office to Residence Life and Housing.*

**Personal History**

Have you ever been convicted of or plead guilty to a felony or any crime against another person(s) or have a pending criminal charge?

No     Yes    If YES, please submit a one-page summary of the details, circumstances, and outcomes surrounding the activity.

**Rank Apartment Type Preference** (1-4) with "1" being your 1<sup>st</sup> choice. **Proposed rates.** Actual rates will be posted at [www.ius.edu/housing](http://www.ius.edu/housing) in late January once approved. *Although no guarantee is made, preferences for apartment type and roommate are considered and honored based on availability.*

\_\_\_ 4 person / 4 bedroom / 2 bath  
\$3065.00 - per person, per semester

\_\_\_ 4 person / 2 bedroom / 2 bath  
\$2843.00 - per person, per semester

\_\_\_ 2 person / 1 bedroom / 1 bath (limited availability)  
\$3358.00 - per person, per semester

\_\_\_ 1 person / 1 bedroom / 1 bath (limited availability)  
\$3611.00 - per person, per semester

**Residence Hall Contract**

- This document when submitted with the \$175 deposit and required signatures is a request to live in University residence halls at Indiana University Southeast.
- I have read and understand the Terms and Conditions of the contract and agree to abide by the agreement.
- I understand that the above preferences will be honored if possible, but cannot be guaranteed.
- I verify that all information provided is true and accurate.
- I understand that I am financially obligated to fulfill the terms of this agreement and I also agree to pay any and all reasonable fees associated with collection of housing fees including, but not limited to, attorney's fees, court filing fees, and collection agency fees associated with my account.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**I AGREE TO THE TERMS AND CONDITIONS CONTAINED IN THE CONTRACT.**

\_\_\_\_\_  
Co-Signature of Parent or Legal Guardian if student is under 18 years of age

\_\_\_\_\_  
Date

This form must be accompanied by a \$175 room deposit. Do NOT send cash. Make check or money order payable to IU Southeast in U.S. currency. Your cancelled check will serve as your receipt. Send the Application & Contract form with the \$175 deposit attached to:

**Office of the Bursar • Indiana University Southeast**  
4201 Grant Line Road • New Albany, IN 47150  
(812) 941-2115 For more information, go to: [www.ius.edu/housing](http://www.ius.edu/housing)

# RESIDENCE HALL HOUSING CONTRACT

## Terms & Conditions

This Residence Hall Contract is by and between The Trustees of Indiana University on behalf of its Southeast campus, Residence Life and Housing (RLH) and the student (Resident).

### A. ELIGIBILITY AND PRIORITY OF ASSIGNMENT

1. The following students are eligible for on-campus housing and applications will be prioritized as follows:

- a. Full-time students enrolled at IU Southeast and in the Purdue Statewide Technology Program.
- b. Part-time IU Southeast and Purdue students with advance written approval from the Director of RLH.
- c. Students admitted to Jefferson Community and Technical College in the Bridges Program or to Ivy Tech Community College in the Partners Program with advance written approval from the Director of RLH.

2. Failure to enroll, or loss of student status based on University suspension or expulsion will result in the loss of eligibility for on-campus housing. Upon notice of loss of eligibility, the Resident agrees to vacate the apartment within 48 hours. The Resident's remaining financial obligations are set forth in Paragraph B.1.

### B. PERIOD OF CONTRACT AND FINANCIAL OBLIGATION

1. This contract becomes effective upon RLH's receipt of this signed contract and the required prepayment deposit identified below. The term of the contract is for the period of time indicated on the Resident's application for housing, which is incorporated into this contract by reference (academic year, spring semester only, or 12 month/August to August).

2. Except as provided in Section F, a Resident who vacates the apartment during the contract period and who remains enrolled as a student remains obligated to pay the balance of the contract amount.

### C. SERVICES PROVIDED

1. The residence halls have several configurations of living quarters. All are apartment-style with shared living, kitchen and bath facilities. Sleeping areas may be single or double occupancy. For purposes of this contract, the term "apartment" shall refer to all common areas and the Resident's sleeping area, irrespective of whether the Resident has a roommate in the sleeping area. "Room assignment," as used in Section D shall refer to double or single sleeping areas.

2. The University will provide the Resident with a furnished apartment and common areas in the building.

3. The Resident may remain in University housing during the recess periods of Thanksgiving, semester break & Spring Break if the Resident has registered with RLH in advance. The Resident may leave personal belongings in the apartment during recess periods.

4. No meal services are provided as part of this contract, and there is no requirement that the Resident purchase a meal plan as a condition of this contract. However, on-campus food service and meal plan options are available when school is in session ([www.ius.edu/diningservices](http://www.ius.edu/diningservices)).

### D. PREPAYMENT DEPOSIT

1. A \$175 housing deposit must be submitted with the application and this contract in order to be processed. The deposit will be applied to the first semester's housing fee.

2. Conditions under which all or part of the deposit will be refunded are set forth in Section G.

### E. ASSIGNMENTS

1. Assignments to apartments and rooms will be based upon, in order: a) priority status, b) date of RLH's receipt of the application, completed and signed by the Resident, along with the \$175 prepayment deposit and c) indicated preferences. Returning Residents who renew their contract prior to the established deadline announced each spring will be given "priority status" and assigned first for the upcoming academic year. Incoming IU Southeast freshmen, transfer students to IU Southeast, and Purdue Statewide Technology Program students will be assigned next. Returning Residents who apply after the priority deadline are not guaranteed a hall/room assignment for the upcoming academic year.

2. Residents who wish to be roommates or apartment-mates are encouraged to submit their contracts together. In the event that contracts are not submitted together, the date of the last contract received will be used in making the assignment.

3. Assignments are made without regard to race, sexual orientation, religion or national origin. Any request for a change of assignment based upon these reasons will be rejected.

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 or apartment, the remaining Resident(s) agree(s) to: seek out another roommate; accept another roommate as assigned; or move to another room if requested by RLH. If there is no waiting list for campus housing, the Resident may elect to keep the room as a private room upon payment of the difference in rate between a double and a private room. The cost for a private is an additional 50% of the double rate.

6. A Resident may not sublease or rent a room assignment or permit another person to share a private room assignment. Any attempt to do so is considered a breach of contract and will result in expulsion from University housing.

7. The University reserves the right to modify room assignments for disciplinary reasons, catastrophe, closing of the facility, or an irresolvable roommate incompatibility.

8. If space is available, request for private rooms will be approved on a first-come, first-served basis. The cost for a private is an additional 50% of the double rate. The Resident of a private room (an otherwise two-person bedroom that is assigned to only one student) agrees to pay the additional charges in full upon the declaration of the private room. If the Resident moves from a double to a private room after the semester begins, the payment must be made before the move is complete.

9. If applications for housing exceed the number of available spaces, the University reserves the right to assign temporary spaces, including triples, pending assignment to a permanent space. Any temporary assignments will be made solely at the discretion of the University.

### F. HOUSING FEE PAYMENTS

1. Housing fees shall be charged by the semester. The \$175 prepayment deposit shall be applied to the first semester in residence (fall semester for an academic year and 12-month contracts and spring semester for spring semester contracts).

2. The Resident agrees to pay each semester's housing fee by the due date established by the Bursar's Office (available in Schedule of Classes and on the Bursar's Office Web site) or to have arranged a payment plan with the Bursar's Office prior to the first day of classes.

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 expulsion from campus housing. In addition, the Resident will not be allowed to register for classes until the amounts due are paid.

4. The Resident agrees to pay a programming and activity fee in the amount of \$12.50 each semester.

## **G. CANCELLATION/REFUNDS**

### **Before the Beginning of the Contract Term**

1. A Resident may cancel this contract prior to the beginning of the academic term. A refund of \$50 of the prepayment deposit will be issued if written notice of cancellation to RLH is received or postmarked before May 1 for a contract beginning fall semester or October 1 for spring semester. No refund of the prepayment deposit will be issued for cancellation notices received after May 1.
2. If a prospective new student who has applied for campus housing is not admitted to the University, the prepayment deposit will be refunded in its entirety.
3. A Resident who does not receive a room assignment, either permanent or temporary, before the beginning of the academic term due to unavailable space will receive a full refund of the deposit.
4. Any student who cancels after August 15th for a fall contract or January 1st for a spring-only contract and before the first day of classes will forfeit the deposit and be assessed a \$500 late cancellation fee.

### **After the Beginning of the Contract Term**

1. A resident who does not check into the assigned room by 5:00 P.M. on the first day of classes will be considered a “no-show” and will be subject to immediate administrative cancellation, at which time RLH may assign the space to another student.
2. The balance of the housing fees due under this contract will be charged to the Bursar account of a Resident who vacates the residence hall at any time during the contract period and continues enrollment at IU Southeast.
3. This contract may be canceled by the University and the Resident expelled from campus housing for disciplinary reasons. The Resident’s move-out date will be identified in the sanction letter. Expulsion from campus housing, however, does not relieve the Resident from the obligation to pay any remaining charges due under this contract.
4. This contract shall terminate automatically if the Resident is expelled from the University, and the Resident shall vacate the apartment immediately. No refund of or relief from housing charges for the semester in which the Resident is expelled will be made, but no spring housing charges will be made if the Resident is expelled from the University during the fall semester and does not return to campus pending an appeal.
5. The Resident will not be charged for spring housing if the Resident provides documentation that he/she will be away from campus for an internship, student teaching, study abroad, or approved similar University experience that is more than 30 miles from campus.
6. In the event that the Resident withdraws voluntarily from the University within the first four weeks of the semester, the Resident will pay housing charges as follows: Second week: 25% of semester fee; Third Week: 50% of semester fee; Fourth Week: 75% of the semester fee; after the Fourth Week: 100% of the housing charge.
7. A Resident who lives on campus during the fall semester, but withdraws from the University for the spring term will be assessed a \$500 cancellation fee. A Resident who lives on campus during the fall semester but moves off-campus and is enrolled for the spring semester will be charged the full semester housing fee.

## **H. POLICIES**

1. The Resident agrees to become aware of and observe all published policies affecting his/her status with the University. Specifically included in this contract by reference are the Guide to Residence Hall Living, the IU Code of Student Rights, Responsibilities and Conduct, and the IU Reasonable Use policy for information technology systems.

## **I. FURNISHINGS, UTILITIES, SANITATION, & INSPECTIONS**

1. Residents shall not move any furnishings out of the apartment or building. Furnishings may not be stored in the building or elsewhere.
2. Residents shall not remove any furniture located in the Great Room, study lounges, the computer lab, or other common spaces in the residence hall (“Common Furnishings”). If Common Furnishings are found in a Resident’s apartment or room, the Resident will be subject to discipline under the Code of Student Rights, Responsibilities and Conduct.
3. 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 contract and the University assumes no responsibility for damages incurred by a Resident during such an interruption, including but not limited to food spoilage. The University will restore the affected service as soon as reasonably possible.
4. The Resident shall take personal trash to the dumpsters.
5. The Resident understands and agrees that routine health and safety inspections of all apartments, bedrooms, and bathrooms will be conducted by RLH staff at least once per semester. The time of day may vary based upon availability of RLH staff. Exact days and times of each inspection will be posted 48 hours in advance of the inspection. Residents will be notified of any conditions discovered which must be corrected and the time frame in which the correction must be completed. Follow-up inspections may be conducted as necessary outside of the designated safety inspection time frame.
6. IU staff reserve the right to enter apartments and living units for purposes of law enforcement, routine and emergency maintenance, safety inspections, and emergency situations.

## **J. CARE OF FACILITIES**

1. The Resident shall be responsible for keeping the apartment and its furnishings clean and free from damage, and to advise RLH staff of any deteriorated conditions or maintenance needs of the room or its furnishings. The Resident is responsible for damage caused by their visitors and guests.
2. The Resident shall not modify, or allow the modification of the assigned room or other parts of the building. Constructing structures such as lofting systems is not allowed.
3. The Resident shall pay charges billed to the Resident’s Bursar account based on damage to the apartment, common areas of the building and any furnishings, and for special housekeeping or maintenance services necessary due to misuse or abuse of the facilities.
4. The Resident agrees to pay charges assessed on a pro-rated basis for damages to the common areas of building that cannot be attributed to a single responsible party.
5. The Resident agrees to use public areas in a way that contributes to the orderliness and cleanliness of all areas used by Residents and guests.
6. The Resident’s student identification card is the key to the residence hall building; a metal key will be issued to open the apartment and bedroom doors. The Resident shall report loss of an ID card or metal key and to pay the charges associated with ID replacement and key and lock replacement.

## **K. LIABILITY FOR RESIDENT’S PERSONAL PROPERTY**

1. The University assumes no responsibility for the loss of money or valuables belonging to the Resident or third parties, or for the loss of or damage to personal property. The University strongly recommends that the Resident obtain renter’s insurance to cover personal effects.
2. Personal property left in the apartment after the Resident has vacated will be discarded. Charges for disposal will be charged to the Resident’s Bursar account.
3. The University does not provide storage of personal belongings.

**THE RESIDENT’S SIGNATURE ON THE APPLICATION FOR CAMPUS HOUSING REPRESENTS THE RESIDENT’S ACCEPTANCE OF THE TERMS AND CONDITIONS OF THIS CONTRACT.**