



CAMPUS LIFE HOUSING APPLICATION

ALL INCOMING AND RETURNING STUDENTS MUST COMPLETE THIS FORM

PLEASE RETURN THIS FORM TO THE CAMPUS LIFE OFFICE AT THE ADDRESS LISTED ABOVE

Name: _____

Address _____ City _____ State _____ Zip _____

Student Cell Phone: _____ Date of Birth: ____/____/____

Student E-Mail Address: _____

Parent/Guardian Name: _____ Home Phone: _____

LIVING ON CAMPUS RESIDENCY REQUIREMENTS: All students must live on campus unless: (a) they are over 21 years old; (b) are senior status; (c) are married; (d) live with parents or guardians within 40 driving miles of campus (determined by Google Maps); (e) have a valid medial reason one file with Disability Services. Residential students are required to maintain full time student status (over 12 credit hours per semester).

[] YES. I wish to request housing on campus for the academic year. If yes, complete the entire Application Form and Housing Agreement.

[] NO. I do not plan to reside on campus. If no, explain your reason briefly and complete this page only.

MEAL PLAN OPTIONS Residential Students are required to have a meal plan. The 19 meal plan allows students to enjoy every meal our dining hall offers; a 15 meal plan offers lunch and dinner each day, plus one breakfast each week. Brunch is served on Saturday and Sunday mornings. No meals will be served during vacation periods.

[] 19 meals per week (REQUIRED for first year residential students) [] 15 meals per week

[] Commuter Meal Plan (Commuter students only; 45 meals per semester)

All meal plans come with \$100 Flex Dollars per semester which can be used at the White Family Grill.

Do you wish to add \$25 Flex Dollars to your Meal Plan (per semester)? [] Yes [] No

INSURANCE REQUIREMENT All full time traditional students are required to have health insurance coverage.

Please indicate your insurance status:

[] I have private health insurance (must provide proof of insurance to Student Health Services)

[] I do not have health insurance and will be purchasing health insurance from the university.

MISSING STUDENT NOTIFICATION INFORMATION

In accordance with Urbana University's Missing Student Policy and the United States Federal Government, in the event of a missing student Urbana University is required to contact a person that you designate as your missing student contact. Please list that person's contact information below:

Name: _____

Relationship to you: _____

Telephone Number: _____

Name: _____ Gender: _____
Last First Middle Initial Preferred Name

- Freshman Sophomore Junior Senior
 New Resident Current Resident Former Commuter Transfer Student

Students, please answer the following questions. Your answers will be used to find you the best possible roommate

I PREFER MY ROOM TO BE: *Choose one*

- A studious environment A place to relax (TV, music)
 A social hangout A place to sleep

MY PREFERRED STUDY HABITS ARE: *Choose one*

- In my room without noise or distractions
 In my room with minimal noise and distractions (quiet music or TV in the background)
 I go elsewhere to study (such as the library)

I WANT TO LIVE IN AN AREA THAT IS: *Choose one*

- Quiet and Studious Slightly noisy/sociable

THE FOLLOWING BEST DESCRIBES ME: *Choose one*

- Very neat and would like similar people
 Fairly neat but can live with people who are not
 Neatness is not important to me

I CLASSIFY MYSELF AS: *Choose one*

- Night Owl* - I go to bed after 2am most nights
 Average - I go to bed between midnight and 2am most nights
 Early to Bed - I go to bed before midnight most nights

ON MOST WEEKENDS, I MAY LIKELY: *Choose one*

- Have friends over to hang out Spend time at the library or a coffee shop
 Catch up on sleep Participate in activities on campus
 Study in my room Travel off campus

MY METHOD OF DEALING WITH DISAGREEMENTS IS:

Choose one

- I tend to confront issues right away with the person
 I tend to let things slide
 I tend to talk it out with friends or family
 I tend to take the disagreement to an authority figure

WHICH TYPES OF MUSIC DO YOU LIKE?

DO YOU SMOKE? *Urbana University prohibits smoking and tobacco products in **all** buildings, including residence halls.*

- Yes Sometimes No

DO YOU MIND HAVING A ROOMMATE WHO SMOKES?

- Yes No Preference No

WOULD YOU BE INTERESTED IN HAVING AN INTERNATIONAL ROOMMATE

- Yes No Preference No

I PLAN TO PARTICIPATE IN THE FOLLOWING ACTIVITIES *(athletics, performing arts, organizations)*

I WILL HAVE A CAR ON CAMPUS: *Choose one*

- Yes Unsure No

I WILL HAVE BEEN CONVICTED OF A MISDEMEANOR OR FELONY: *Choose one*

- Neither Misdemeanor Felony

Explain if either misdemeanor or felony:

ROOMMATE REQUEST: *If you wish to room with a friend, you both must request each other. Both students must apply and be accepted to the University, complete all housing and Health Services documents and pay the \$125 room reservation fee before a room will be assigned.*

Requested Roommate:

E-Mail:

Be sure to read each section, sign, and return with Housing Application

ROOM AND BOARD REQUIREMENTS

All students must live on campus unless: (a) they are over 21 years old; (b) are senior status; (c) are married; (d) live with parents or guardians within 40 driving miles of campus (determined by Google Maps); (e) have a valid medical reason one file with Disability Services. Residential students are required to maintain full time student status (over 12 credit hours per semester). Residential Students are required to have a meal plan. No meals will be served during vacation periods.

LENGTH OF AGREEMENT

The terms of this agreement apply to a **full academic year** or if entered into after the start of the year, for the balance of the academic year. Students contracting for housing at any time after the first day of classes each semester will be charged on a pro-rated basis. Students may not occupy their rooms during vacation periods unless otherwise approved by the Office of Campus Life.

ASSIGNMENT OF ROOMS

The University agrees to assign accommodations and provide board only after the eligible student has (1) been accepted to the University, (2) returned and signed a copy of the Residence Hall Contract and Agreement and (3) completed the appropriate procedures for validation. All residents must pay a \$125 room reservation fee. The eligible student should note that residence hall space is reserved on a first-come, first-served basis. The date on which the application and agreement are received will establish a priority. Subject to the availability of space, the University will assign accommodations according to the student preference, but the University does not guarantee assignment to particular types of accommodations or with a specific roommate. Roommate requests are granted when space is available and the request is mutual. The University reserves the right to assign or reassign space for the benefit of an individual student, university, or residence hall area. The University reserves the right to refuse housing to any student who is delinquent in the payment of university bills, who has demonstrated an unwillingness to abide by housing rules and regulations or who exhibits behavior that is not conducive to a favorable living-learning environment.

USE OF FURNISHINGS

Student rooms and the furnishings provided therein are to be used in the manner for which they were designed. No university property, including room and lounge area furnishings, may be moved within the building or taken from the residence hall without the written permission of the Associate Dean of Students for Campus Life or the Dean of Students. Students are responsible for returning their room and its furnishings to its original configuration upon leaving at the conclusion of their residency period.

RESPONSIBILITY FOR DAMAGE

The University expects depreciation through normal usage. However, each student will be charged for any damage caused or loss incurred to the building, furniture or equipment that is the result of his/her negligence, misuse or abuse. Damage within student rooms is the joint responsibility of the students assigned to that room or area. The assigned students will be liable for damage above normal wear and tear to public area in their particular floor or section under the following conditions: a) that the damage cannot be assigned as the responsibility of an identified person; b) that there is a reason to believe that

responsibility for the damage lies among the residents of that particular floor or section.

UNIVERSITY LIABILITY

The University shall assume no responsibility for the theft, damage, destruction or loss of money, valuables, or other personal property belonging to or in the custody of the student for case whatsoever, whether such losses occur in the student's room, public areas, elsewhere in the hall or in the baggage handling related to shipment or storage. Students are encouraged to carry their own personal property insurance. Campus Safety personnel are employed as a measure of theft protection.

STUDENT CONDUCT/STUDENT HANDBOOK

Residential students are subject to all rules and regulations as specified in the Student Handbook. The responsibility rests with each student to become familiar with these guidelines. The University reserves the right to change or amend the University Catalog and the Student Handbook when deemed necessary for the safety and comfort of all students. Said changes, when made, are hereby made a part of this agreement.

KEY POLICY

Each student is issued keys to his/her room and building. Loss of these keys during residency or failure to return a key at check-out will result in charges being assessed for a replacement key and lock.

RIGHT TO PRIVACY

Students have a legitimate right to privacy. However, Campus Life and Student Affairs administrators may make reasonable warrantless searches in emergencies, for necessary maintenance, inventory, health and safety inspections, or to enforce appropriate regulations which further the educational mission of the University. Searches may be conducted with the authorization of the Dean of Students for evidence of suspected illegal activity.

TERMINATION BY THE STUDENT

After occupancy, students are bound to this agreement for the full academic year. If it becomes necessary for a student to withdraw from the University during the term of this agreement, the room and board charges will be in accordance with the Refund Policy as stated in the University Catalog. Students moving from the residence hall prior to the end of the contract will be charged the full fee for room and board charges. Returning students who participate in room draw and then withdraw from housing for any reason other than withdrawing from the university or academic suspension still be responsible for all terms of this housing contract, including the full cost of room and board. Submitting an application for a contract release does not imply automatic termination of contract.

TERMINATION BY THE UNIVERSITY

Upon reasonable notice and for good cause, the University reserves the right to terminate the agreement for the failure of the student to abide thereby. Examples of good causes are suspension from the University, disciplinary action and failure to comply with the Student Handbook and the University Catalog which are hereby made a part of the agreement. Reasonable notice of termination will normally be twenty-four (24) hours.

ACCEPTANCE OF CONTRACT

Urbana University and the Office of Campus Life do not discriminate on the basis of race, religion, gender, national origin, sexual orientation, or physical disability. **DISCRIMINATORY BEHAVIOR IS PROHIBITED CONDUCT AND WILL NOT BE TOLERATED AT URBANA UNIVERSITY.**

Failure to provide accurate information on the Campus Life Information form may result in disciplinary action. Students who provide false information about their residency status and/or students who would be required to live on campus but do not contract for housing will be charged for room and board.

I have read all pages of this agreement and understand that by signing this agreement, I hereby agree to comply with all rules and regulations of Urbana University as set forth in the University Catalog, the Student Handbook and to any additional updates of terms or conditions mandated by the University throughout the course of the year. Urbana University prohibits using, possessing, distributing, or being under the influence of illegal drugs, or using controlled substances (except as permitted by law). Students may be subject to drug screenings to ensure compliance with this policy. I understand that this agreement is valid and binding for the full academic year.

Student's Signature: _____

Date: _____

Parent's Signature (if student is under 18 years of age): _____