

Returning Student Housing Application

Fall____ Spring____ Quarter____ MBA____
Date received _____ Enrolled in Fall 09____

Date _____

Student ID # _____ Age _____ Male _____ Female _____ Birthdate _____

Name _____
Last First Middle

Home Address _____
Street City State Zip Code

Home Phone _____ Cell Phone _____ E-Mail Address _____
(Please print clearly)

Emergency Contact _____ Relationship _____ Phone _____

Class status at time of registration: Fr____ Soph____ Jr____ Sr____ Grad____ Completed Academic Credit hours _____

Do you have special needs (i.e. health conditions or allergies) that should be taken into consideration in receiving a room assignment? Yes____ No____ Any significant health problems that will require special housing arrangements MUST be verified by the treating physician. A doctor's letter must accompany this application or can be faxed to 636-949-4790. Please specify the problem. _____

The request for NEW HOUSING will be made at the same time you are registering for Fall 09 Classes. The housing request will be granted pending verification of enrollment, social and financial status. FAILURE TO ENROLL IN FALL 2009 CLASSES BY APRIL 17TH, 2009 WILL RESULT IN THE LOSS OF YOUR HOUSING ASSIGNMENT.

Requests for a CHANGE will not be accepted before your class registration date.

I am requesting a New housing assignment for next year.

New Residence Hall Name _____ Room # _____ P.O.Box # _____

Roommate Request(s) _____

Please give my contact information to my roommate(s). Yes _____ No _____

____ I will require Married Housing. A copy of your certified marriage certificate **must** be submitted **BEFORE** moving in..
Spouse's name _____ LU Student ____ Non student ____ Do you have children? ____ What age? ____
____ I will require Single Parent Housing. Child's age _____ Child's sex _____

The assignment of rooms will be made at the university's discretion. Efforts will be made to accommodate each student's request of resident hall or roommate preference. Requests for room/hall or roommate preference will be honored on a space-available basis. Housing is assigned by the date the application is received in the Housing Office. Roommate applicants **MUST request each other. All residence halls are non-smoking. For additional information call the Housing Office at (636) 949-4848 or (636) 949-4312, or e-mail www.housing@lindenwood.edu.**

This contract is binding for all terms the student is enrolled in classes as a full time student. The signer is financially obligated for the total amount due to Lindenwood University. The undersigned student agrees to accept the terms of this contract as described on the reverse side of this form, and to abide by all of the rules and regulations and procedures as stated in the Lindenwood University Student Handbook and Catalog. The student acknowledges and agrees that the existing rules may change or be repealed at any time; such changes shall be posted, and shall be in force and in effect from the date such changes are posted by Lindenwood University.

The undersigned student has read and understands the Student Occupancy Contract (on reverse side) and acknowledges that this contract is the personal obligation of the student and shall become legally binding upon the signing date.

Student Signature _____ Date _____

Lindenwood University
Student Occupancy Contract
Deposit/Refund

The university has the right to withhold some or all of the \$300.00 deposit as a result of an improper check out from the university. No refund for room charges will be made for a term after a student has signed a housing contract. Board charges will be pro-rated if a full withdrawal from the university is made.

General Housing

- Each resident is expected to complete the check in process at the beginning of each term.
- Each resident is also expected to complete the check out process at the term's end and return the key to Resident Director. Failure to do so will result in charges to the student's account.
- **The assignment of a room for a new student will not be made unless the student has signed his/her Enrollment Financial Aid agreement/award and has paid the \$300.00 housing deposit.**
- This signed application must be received in the Housing Office before a housing assignment will be made.
- To remain in university housing, all residential students must maintain full time status, must register for classes at the designated times, and must be in good academic and financial standing.
- The assignment of rooms will be made at the discretion of the university. No room change may be made without the approval of the Housing Office. The student agrees that the university may reassign or adjust the occupancy of rooms and may permit other uses of rooms during official recesses. The university will make every attempt to notify the student prior to the use of the room.
- **The university may reassign the room 48 hours after the first day of classes, if the student has not officially checked in or has not made arrangements for a late arrival with the Housing Office.**
- Each student is liable for any damages to his or her room.
- All university residence furniture must remain in the residence at all times. Removal or damage to university furniture will result in charges made to the student's account. Any additional furniture brought in to residence halls must be approved in advance by the Housing Office, and MUST be removed at the end of the spring semester.
- The residence may not be altered in any way (painting, wallpaper, carpet addition or removal, etc.) without the permission of the Director of Maintenance.
- Food and facilities to be furnished under this contract are for the use of the person to whom this contract is issued. Transfer to any other person is not permitted.
- If a residence key is lost, there will be a \$35.00 charge to replace the key. If it is necessary to replace the lock, there will be a \$100.00 charge.
- **Any student changing his/her housing assignment without prior approval of the Housing Office will be assessed a \$250.00 fine.**

Holiday Closings

For security reasons, the residences are closed and locked at 4:30 p.m. on the last day of classes before each holiday or break. They will reopen at noon on the day before classes resume. Food service stops after lunch on the last day of classes and resumes at breakfast on the first day of classes after the holiday break is over. All residences are closed for Thanksgiving, Christmas break, and Spring/Easter break. These dates are available in the Academic Services office. Failure to leave by the designated time, or returning before the halls reopen may result in charges to the student's account. Special circumstances must be addressed in writing to the Resident Life office at least two weeks prior to the date in question. Students approved to remain on campus during these breaks may be required to relocate to other residences. There will be a \$200.00/week room fee charge made to the student's account. The Work and Learn Office will offer opportunities for work to defray room fee charges during these breaks upon request.

Limit of Liability

The university does not assume responsibility for any losses, damages, or personal injury of any sort occurring to persons or private property. Property loss or damage would need to be covered by personal homeowners or rental insurance or other protective policies available to students.

Prompt Payment Required

The student promises to pay promptly at the scheduled time(s). Failure to make prompt payment can result in dismissal from university housing. Students with delinquent accounts will be in jeopardy of losing their housing assignment. Charges will be as stated in the current catalog.

Dismissal from University Housing

Dismissal from university housing for disciplinary reasons does not release the student from his or her financial obligations.