



Adrian College  
Adrian, MI 49221  
(517) 265-5161 extension 4303

## Residence Hall Room and Board Agreement

(to be completed and signed by student)

ID. No. \_\_\_\_\_ Name \_\_\_\_\_  
(Please print) (Last) (First) (Middle)

E-mail Address \_\_\_\_\_ Cell Phone \_\_\_\_\_

Parent/Guardian(s) \_\_\_\_\_ Home Phone \_\_\_\_\_

Home Address \_\_\_\_\_  
(Number & Street) (City, State, Zip)

Date of Birth \_\_\_\_\_ Sex: F \_\_\_ M \_\_\_ Class: FR \_\_\_ SO \_\_\_ JR \_\_\_ SR \_\_\_

### Please mark appropriate box for each category:

I am a:  smoker\*  nonsmoker

I am a:  night owl  early riser

I am:  neat and clean  less tidy

I am:  more quiet  more noisy

Roommate preference (must be mutual): \_\_\_\_\_

### I am interested in the following hall/floor options (check):

substance-free (Cargo, Davis)  mostly upper-class hall

open during semester breaks

I object to a roommate who smokes\*:  yes  no

\*All residence halls are co-ed and tobacco-free.

I prefer a single room and am willing to pay the additional charge:  yes  no (Singles are available on a very limited basis)

Hall preference: 1. \_\_\_\_\_

Major: \_\_\_\_\_

2. \_\_\_\_\_

Special Interests/Activities: \_\_\_\_\_

3. \_\_\_\_\_

### Board Plan Options:

(Changes in board plan can be made during the first two weeks of the semester in the Residence Life Office)

10 meals \_\_\_\_\_

15 meals \_\_\_\_\_

19 meals \_\_\_\_\_

### In Case of Emergency

Contact Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Medical Considerations: \_\_\_\_\_

List medications: \_\_\_\_\_

1. Have you ever been convicted of a criminal offense other than a minor traffic violation, or found to be delinquent by a juvenile court?  yes  no

2. Have you ever been suspended, dismissed or separated from any secondary school or college you have attended?  yes  no

If your answer to either question above is yes, please send a separate letter of explanation with your housing agreement. Your positive response will not automatically result in a rejection of your housing agreement. Your signature on this agreement indicates the information is accurate and complete, authorizes the College to inquire about any matters referenced above, and authorizes those contacted to release information. The information you and others provide will be reviewed to determine if and where you will be assigned to College housing. **If your answers to these questions change to "yes" following submission of the agreement, you must notify the College immediately in writing to the Residence Life Office.**

I hereby agree to the terms and conditions of the *Adrian College Room and Board Agreement*. **I further understand that this agreement cannot be considered unless the enrollment deposit and \$50 advance housing payment have been received.** I acknowledge receipt of this agreement, which I have read, and which is by this reference made a part of this agreement. I have also read the terms on the reverse side of this agreement. I understand that if I cancel my housing, I must notify the Residence Life Office in writing by July 1 to receive a refund of my advance housing payment.

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

Date \_\_\_\_\_

Original copy to Residence Life Office

Carbon copy to student

For Office Use Only:

Hall \_\_\_\_\_

Room \_\_\_\_\_

The information you have supplied on this form will be used to assign you a room that best meets your preference based on availability of space and the date that the completed agreement including advanced housing payment is received. This does not constitute a contractual obligation. No guarantees can be made.

## AGREEMENT FOR ROOM AND BOARD

Adrian College agrees to provide room and board to the applicant for the academic year (fall and spring semester). The Thanksgiving, semester and spring break periods are not included in the room charges. Limited housing is available during these breaks and may involve a fee. By signing this agreement, the student understands that his/her assignment is not transferable to other students and may not be sublet or used by non-residents for any purpose. Room assignments may be changed due to unanticipated events (i.e., enrollment fluctuations, physical facility problems, staff changes, etc). It is further understood that the privilege to live in a residence hall/house may be cancelled should the student fail to abide by residence hall rules as outlined by, but not limited to, this agreement, residence hall living policies, the Adrian College Policy on Discrimination and Discriminatory Harassment and the Adrian College Student Handbook.

### Terms of Housing – Payments and Cancellations

- A. The student agrees to pay for room and board on a semester basis.
  - B. This contract may be cancelled without penalty if the Residence Life Office is notified in writing before the following deadlines:
    - Fall Semester ..... July 1
    - Spring Semester.... The final day of fall semester
- Please Note:** Students not returning to campus housing after fall semester must remove all possessions from their rooms, officially check out and return keys before semester break to avoid paying spring semester housing charges.
- C. Refunds for students who withdraw from Adrian College during a semester will be based on the Adrian College Financial Aid Refund Policy. Students who move off campus after the 1<sup>st</sup> week of classes will not receive a refund of their room or board payment.
  - D. Administrative room reassignments may be made when necessary for the benefit of an individual or group or for more efficient operation or maintenance of College housing. Written notice of reassignment(s) will be delivered to the student(s) at least 72 hours prior to the effective date of reassignment. In case of administrative reassignment, the resident's account will be adjusted to reflect the difference in charge, if any.
  - E. Students are encouraged to secure insurance for personal belongings, as this is not provided by the College. The College accepts no responsibility for theft or damage to the personal property of the student.

### General Regulations

- A. All on-campus students must be enrolled as full-time degree-seeking students who have paid for residential accommodations; residents who withdraw from the College must vacate their halls/houses within 24 hours after the withdrawal action.
- B. Occupancy may not begin until the official openings of the residence hall/house for each semester. Residents agree to vacate the residence halls/houses by specified date and time as notified by the College.
- C. All acts contrary to federal, state or local laws also constitute violations of the Student Code of Conduct.
- D. Students are responsible for the contents of their assigned rooms, the behavior occurring in their rooms and the behavior of any guest they may have in the hall.
- E. All students are required to live in campus housing unless they: (1) commute 45 miles or closer to Adrian College from the home of a parent or adult relative (parent or legal guardian must verify this by letter to the Residence Life

Office): (2) are 21 years old on or before the first class day of the first semester; (3) are married; (4) are registered for less than 12 hours before and after add/drop week; (5) are a senior.

- F. The College reserves the right to enter a student's room in the following instances: (1) in an emergency situation such as fire or when there is a reason to believe that an occupant may be endangered; (2) when there is reason to believe that a College policy is being violated; (3) for occupant-requested maintenance; (4) for emergency maintenance such as heating, plumbing or door lock repair; (5) when other community members' rights are being violated and entry cannot be gained by normal means; or (6) when the halls/houses close for breaks. The Residence Life staff may enter a room any time it is deemed essential to the operation of the residence hall/Greek house or to the safety of the residents. The College may assume possession of a student's room at any time for violations of College regulations or for health, safety or financial reasons.
- G. Prohibited items in residential rooms include: halogen lamps, corrosive or flammable liquids, explosive material, firearms, ammunition and other weapons. The College reserves the right to remove prohibited items without additional prior notice. Prohibited activities in College residence facilities include: use of tobacco products, possession or use of illegal drugs and substances, possession or use of alcoholic beverages by persons under Michigan's legal age, public display of offensive materials, relocation of College furniture or equipment from common areas, and keeping of pets. Due to fire safety, residents are not permitted to burn candles, incense or create any "open flame" situation at any time.
- H. **Single Rooms** – There will be an additional cost for a small single, which is designed to house only one person, and for a large single, which can house two people. If a student's roommate moves out he/she may pay the additional cost to keep the room as a single (space permitting), or find another roommate. The Residence Life Office must approve all singles.
- I. **Damages** – The student is liable for damages to College property resulting from negligence or misuse. Common area damages (which include all areas in the hall outside student rooms) will be charged to the residents of the respective residence hall/house unless the person(s) responsible for the damage is (are) identified. Damage charges must be appealed in writing within thirty days of the billing date.
- J. **Storage** – Residence halls have limited space for storage of bed frames, mattresses and personal luggage. Dressers, desks and chairs must remain in the room.

### Board

- A. All resident students are required to be on the board plan. If a student withdraws, the refund of board charges will be based on the Adrian College Financial Aid Refund Policy. Students who move off campus after the 1<sup>st</sup> week of classes will not receive a refund of their room or board payment.
- B. Students are permitted to select one of three board options (10 meals a week, 15 meals a week or 19 meals a week). Selection of board plan is made during housing sign-up. Changes in board plan are only permitted during the first and second week of the semester.
- C. If a student does not select a board plan, the 15-meal plan will be put into effect.