

**FONTBONNE UNIVERSITY HOUSING APPLICATION**

**SOUTHWEST HALL APARTMENTS**

**Residential Life**

**Fontbonne University**

6800 Wydown Blvd.  
St. Louis, MO 63105-3098  
[chickman@fontbonne.edu](mailto:chickman@fontbonne.edu)

Phone: (314) 889-1416  
Fax: (314) 889-4565

**Office Use Only**

Date Received \_\_\_\_\_  
Amt. Receive \_\_\_\_\_  
Student ID # \_\_\_\_\_  
Hall Standing # \_\_\_\_\_  
Fall  Spring  Year \_\_\_\_\_

**Please Print**

Name \_\_\_\_\_  
Last First M. I.

Address \_\_\_\_\_  
Street City State Zip

CELL Number (\_\_\_\_\_) \_\_\_\_\_ Home Number (\_\_\_\_\_) \_\_\_\_\_ Male  Female

Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_ Age \_\_\_\_\_

Class Status: Sophomore  Junior  Senior  Masters  Other  \_\_\_\_\_

Number of Credit Hours Earned (Not Including the Current Semester) \_\_\_\_\_ GPA \_\_\_\_\_

Occupancy to Begin: Fall Semester  Spring Semester  Year \_\_\_\_\_

Have you ever been convicted of or plead guilty to a crime including, but not limited to, a felony or misdemeanor, or are any criminal charges now pending against you?  Yes  No If so, please specify the nature and circumstances of the offense, the date it occurred, the name and location of the court, and the sentence imposed. Please submit court documentation and parole officer contact information, if applicable. \_\_\_\_\_

Applicants who have been convicted of or plead guilty to a misdemeanor or felony may be required to go through an interview process and background check before being admitted to a Residence Hall. The Director of Residential Life will make all final decisions regarding admission to the Residence Hall and may impose conditions on the student's admission to the Residence Hall.

**THIS IS A SMOKE-FREE RESIDENTIAL ENVIRONMENT**

Are you an early riser? Yes  No   
Do you go to bed early? Yes  No   
Do you listen to music while studying? Yes  No   
I prefer roommates who do not drink alcoholic beverages Yes  No

**MEAL PLAN SELECTION**

(Optional at additional cost)

10 Meals per week  
 14 Meals per week  
 19 Meals per week  
 No Meal Plan

**If you move from Southwest or St. Luke's to Medaille or St. Joseph, you will be required to have a meal plan.**

Roommate Preferences: \_\_\_\_\_

Please write a paragraph about yourself that will help the Office of Residential Life in identifying roommates. Please describe likes, dislikes, hobbies, interests, cleaning habits, etc. (If additional room is needed, please attach a separate piece of paper.) \_\_\_\_\_

If a student is requesting accommodations under the American Disability Act in the residence halls, the student has an obligation to inform the Office of Residential Life of the nature of his or her disability and the need for accommodation. The student has an obligation to provide appropriate and verifiable documentation of the disability, if necessary. The student has an obligation to provide notification in a timely fashion.

Please return this application with **one hundred fifty dollars (\$150.00 US) security deposit**. For first time applicants choosing not to accept a housing assignment prior to July 1 for the fall semester or prior to December 1 for the spring semester, the security deposit will be refunded, less a twenty-five dollar (\$25.00 US) processing fee. Only upon receipt of the complete housing application, deposit, and signed residence hall contract by the Office of Residential Life will the student receive a housing assignment. All residence hall cancellations must be received in writing by deadline date. No refund will be made for cancellations received after July 1 for fall semester or December 1 for spring semester.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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## CONTRACT TERMS:

This legal contract and agreement is entered into between Fontbonne University and the undersigned student. This contract is not transferable or assignable by the undersigned student. A new contract shall be signed in each academic year for the fall and spring semesters. Separate application must be made for the summer session.

The University agrees under the terms of this contract to provide a space in one of the rooms in a residence hall. The student agrees to pay the rent in accordance with the schedule of fees, which has been published for the current year. The University reserves the right to increase rates for apartment, food service and other service options at anytime(s) during the term of this contract upon giving 45 days written notice to the student. Residents are prohibited from being in the residence halls during Thanksgiving, Christmas, Spring and Easter vacations as designated by the University. However, in the University's sole discretion, residents may be granted an interim contract for housing during such breaks. Residents must register in the Student Affairs Office to stay in their apartments during any break. The University reserves the right to deny a resident housing during such breaks if the resident poses a problem to the interest of order, health, discipline or general well-being of others in the residential community.

1. The student shall be responsible for payment of the full amount of the charges for the entire contractual period, unless the student cancels by the appropriate deadline. **Failure to occupy an assigned apartment or call the Office of Residential Life after the contract is in force does not constitute cancellation of this contract.** When a reservation has been made and a contract signed for an upcoming year, cancellations can be made before the specified deadlines with no penalty, except for first time applicants. **Cancellations after July 1 for the fall semester and/or after December 1 for the spring semester will result in forfeiture of the security deposit for all applicants. For first time applicants choosing not to accept a housing assignment prior to July 1 for the fall semester or prior to December 1 for the spring semester, the security deposit will be refunded, less a twenty-five dollar (\$25.00 US) processing fee.** A student who cancels his or her apartment reservation after the residence halls close for Christmas break but prior to the first day the halls open for the spring semester must remove all belongings either before or on the first day the residence halls open for the semester. A twenty dollar (\$20.00 US) fee will be assessed each day an apartment room is occupied with non-resident student belongings. A student may not occupy the apartment if he/she cancels.
2. The student agrees to pay the one time security deposit. The deposit may be refundable when the student moves out of the apartment less any damages and outstanding financial obligations to the University. The deposit may be carried forward to a residence hall contractual lease agreement for the following summer session or academic school year.
3. **Housing Assignment:** No housing assignment will be made until an application form, a signed contract, and the current security deposit are received by the Office of Residential Life. If apartment space is unavailable, the student making application will be assigned to a traditional residence hall and placed on the apartment waiting list. Reasonable consideration will be given to the student's preferences for accommodations, and roommate(s). However, the contract is for space in University housing and not for a particular accommodation, room or roommate. The student's failure to claim his/her room may result in reassignment of the student's room, or may relieve the University of its obligation to provide a room for the student in University housing. The student must claim his/her assigned room before 5:00 p.m. on the first day of classes for any given semester. The student claims his/her room by checking into the room in person, or by notifying the Office of Residential Life that his/her arrival will be delayed. The student's failure to claim his/her assigned room could result in reassignment.
4. The University agrees to furnish each apartment with basic furniture, such as, but not necessarily, a desk, chair, bed, mattress, and drawer space, kitchen appliances and living room furniture. Students are responsible for keeping their apartment, furnishings, and fixtures clean and in good condition. The student agrees to submit a complete inventory form indicating the condition of the room, its fixtures and furnishings to the Office of Residential Life within three (3) days after check-in. Failure to submit this form within the time specified shall constitute conclusive proof of acceptance by the student of the apartment and its fixtures and furnishings as being in good condition. Upon checkout, the student will pay for missing furniture, repair of any damages beyond normal wear and tear to restore the room, apartment, and/or furnishings to the condition noted on the inventory form. Unless it can be otherwise conclusively determined, all students assigned to an apartment unit will be responsible for an equal share of liability.
5. The University reserves the right to make apartment assignments. If a student is on the apartment wait list, he or she will be assigned, as space becomes available. All apartments will house four occupants. The University also reserves the right to move a student whose behavior is judged to be detrimental to the quality of the living environment. A move because of disciplinary sanctions may occur until the last day of each semester.
6. The University agrees to provide each building with the basic utilities consisting of heat, cooling, hot and cold water, electricity, telephone services, cable television, and wireless internet access. Temporary interruption of such services shall not constitute grounds for cancellation of the contract or a partial refund of the apartment charges.

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7. The current security deposit will be refunded to the student for the following reasons:
  - a. Upon completion of the contract term (subject to the provisions of this contract).
  - b. The University is unable to assign a room to a student due to lack of space.
  - c. University non-acceptance; admittance to a academic program is not granted by the University during any term of the contractual agreement, provided the student notifies the Office of Residential Life, in writing, of their non-acceptance by the University within seven (7) days of the date their notice of non-acceptance was received.
  - d. Official withdrawal from the University
  - e. The University, in its sole discretion, determines to release the student from his or her obligations under the contract (described below).
8. During the contractual period, the student can be released, in the University's sole discretion, from the contract at semester break for the following reasons:
  - a. Official withdrawal from the University
  - b. Graduation
  - c. Dismissal from the Residence Hall or University
  - d. Failure to make payments to the University when due.
  - e. If fire or other casualty makes the room uninhabitable.
  - f. Marriage

The University reserves the right to cancel the contract if the University determines, in its sole discretion, that the continued residency of the student may pose a problem to the interest of order, health, discipline, environment or general well-being of other members of the residence hall community.
9. Withdrawal from a residence hall apartment during the semester will result in no refund of the apartment rent. The optional board portion will be prorated only if withdrawal occurs prior to the mid-semester date. The security deposit will be refunded less any outstanding financial obligations to the University.
10. Southwest Hall is a smoke-free environment. All apartments are smoke-free. If the student smokes in the residence hall or apartment, the student will be fined and may be subject to additional sanctions.
11. The student agrees to abide by all of the laws and the housing and University rules as published in the Student Handbook, and the Residence Hall Handbook, (which are incorporated herein by this reference) as they are now stated and as they may be duly adopted or revised and distributed by the University to students during the term of this contract.
12. The student accepts responsibility for and is held liable for the conditions of accommodations assigned and shall reimburse the University for all damages done within or to said accommodations. The student accepts full responsibility for the conduct of his/her guest.
13. **COMMON AREA DAMAGE:** At the end of the semester, each student will be assessed for unclaimed vandalism that occurs on his/her floor. The repair or replacement cost of the vandalism will be divided among each apartment unit. If vandalism occurs in a common lounge area, all students residing in that hall will be assessed a portion of the repair or replacement cost. To avoid having to pay this cost at the end of the semester, students will need to take pride in the appearance of his/her floor and develop a watchful eye. Reports of vandalism should be made promptly to the Office of Residential Life.
14. The student agrees to follow the prescribed checkout procedure, before vacating the halls. The checkout procedures are:
  - a) Making an appointment in advance with Residential Life staff so as to be sure that a staff member will be present when the resident is ready to leave. This is the student's responsibility.
  - b) Clean the apartment/room. The student is responsible for leaving his/her apartment/room in a clean condition. Failure to do so will result in a cleaning charge being assessed.
  - c) Turn in the room key and entrance door key card.
  - d) Have the room inspected by a Residential Life staff member.
  - e) Sign the room condition form. Failure to complete this checkout procedure fully by the published time deadline will result in forfeiture of the Resident Hall security deposit and cause the imposing of late checkout fines.
15. The University reserves the right to designate a representative to enter a residence hall room for purposes including, but not limited to: maintenance; health and safety inspections; to insure personal health, safety and security of hall residents; or to enforce residence hall rules when there is reasonable cause to believe that rules are being violated. An attempt will be made to notify the student in advance of all inspections except routine maintenance. Residents are advised that, as a routine procedure, student rooms are entered over vacation periods for maintenance, safety and health inspection(s).

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16. Items or personal belongings which are left in the residence hall after the end of the contractual period, will be considered abandoned and may be removed or disposed of. When items are removed, a charge may be assessed.
17. The University accepts no responsibility for losses of or damages to resident's property. The student is responsible for acquiring or extending family insurance to cover their personal belongings if such coverage is desired.
18. If the optional meal plan is chosen, meals are non-transferable. The University reserves the right to adjust meal plan options, hours of service, and location(s) of operation at its discretion. Residents living in Medaille and St. Joseph Halls are required to purchase a meal plan. Special dietary requirements may result in additional charges to be paid by the student. The student meals are non-transferable, no refunds will be granted for meals missed due to conflicting class or work schedules. Temporary interruption of such service shall not constitute grounds for cancellation of the contract or a partial refund of board.
19. The student agrees not to loan out his/her entrance card or to have his/her room key copied. Students found with illegal keys or cards will be fined one hundred dollars (\$100.00 US) and the cost of a lock change. Students agree to practice responsible and cautious safety procedures. Students agree not to prop exterior entrance doors open and any student caught doing so will be assessed a fifty dollar (\$50.00 US) fine. Students will be assessed a fifteen dollar (\$15.00 US) fine if room key and/or entrance card are loaned out to non-residents.
20. Students who engage in disruptive or dangerous behavior, including but not limited to excessive noise or interfering with another student's ability to sleep, study or live will be subject to disciplinary actions including dismissal from residence halls. In addition to other discipline, students may be required to remove stereos and other musical instruments or equipment that causes the disruptive noise.
21. The student must be registered as a full-time graduate or undergraduate, as defined in the University catalog, to qualify for on-campus housing. Exceptions may be made at the discretion of the Office Residential Life.
22. The student agrees to maintain a GPA of at least 2.0. If the student's GPA falls below 2.0 the student will be placed on residence hall probation. The student will be required to participate in the Making Academic Progress (MAP) program while on probation. The student's academic performance, as well as their participation in the MAP program, will determine whether or not the student will be allowed to remain in the residence halls.

**Should any clause or portion of this contract be held invalid, the other portions will be considered in force.**

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(Please print name above)

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(Signature)

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(Date)

**Fontbonne University does not discriminate on the basis of race, color, gender, religion, age, gender orientation, national or ethnic origin, or disability in the administration of its educational, admission, and housing policies; scholarship and loan programs; and athletic or other school programs.**

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