

Off-Campus Housing Application Contract

Please complete and submit this application contract to Fontbonne University, Department of Residential Life. If you have not paid your housing security deposit (\$200) [online](#) in the application process, submit the housing security deposit with this application contract. **Housing contracts are for the full academic year.** Your housing assignment is not final until Residential Life receives document approval from Financial Aid. If document approval is not received by July 1, the resident loses priority status for room selection preference. Does not apply to International resident students. Reasonable consideration is given to the student's request for specific accommodations, room, and roommate. However, the application contract is for space in university housing, not for a particular building, floor, room or roommate. There are no housing security deposit refunds for cancellations made after the June 1 deadline for the fall semester or the December 1 deadline for the spring semester. Students moving out of housing without an approved Residential Contract Release form will be billed for the entire spring semester, room and board.

Entering Contract Period: Full Academic Year (fall and spring semesters) **Entering Term/Year:** _____
 New Reservation Returning to Campus

You MUST contact the Director of Residential life to be considered and approved for a partial or one semester contract.

For Office Use Only: Date application received _____ Date housing security received _____ standing # _____

Apartment Assignment _____ Room A Room B

Applicant Information (Please Print)

Last Name, First Name ID# _____

Permanent Home Address City, State Zip Code _____

Email Cell _____

Classification: Freshman Sophomore Junior Senior Transfer Graduate Program Number of Earned Credit Hours _____

Gender: Female Male

Date of Birth and Age _____ Applicants must be 21 years old or have an academic standing of a Junior/Senior to be eligible to live in university sponsored off campus housing for the fall/spring academic year.

NEW RESERVATION

Cotta Hall 6701 San Bonita Ave. St. Louis, MO 63105 Apt. #	<input type="checkbox"/> Room A	<input type="checkbox"/> Room B
Roommate Preference:		

RETURNING TO CAMPUS RESERVATION

<input type="checkbox"/> No Change, Cotta Hall 6701 San Bonita Ave., St. Louis, MO 63105 Apt. #	<input type="checkbox"/> Room A	<input type="checkbox"/> Room B
<input type="checkbox"/> Change Request	NEW Apartment:	NEW Room: <input type="checkbox"/> A <input type="checkbox"/> B Room #
New Hall choice:		
A separate application must be completed if you are requesting to move to on-campus university sponsored housing. If you move to on campus housing from Cotta Hall, you are required to have a traditional meal plan or block plan.		
Preferred Roommate:		
Do you smoke?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Do you mind if your roommate smokes? Yes <input type="checkbox"/> No <input type="checkbox"/>
Would you like to live with someone in your area of study?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Major:

CONTRACT PERIOD

The term of this lease shall be for: _____ Full Academic Year Lease for Fall and Spring semesters
initial here

This legal application contract is entered into between Fontbonne University and the undersigned student for the full academic year and is not transferable or assignable by the undersigned student. It is by and between Fontbonne University at 6800 Wydown Blvd., St. Louis, MO 63105 and the above listed student, joint and several liability responsible under this Lease. Room requests are honored until the first day of class. After that time, any unclaimed reservations will be cancelled and the housing security deposit forfeited. The last date to cancel your room and receive a housing security deposit refund is June 1 for the fall semester. After the room selection process is completed for the fall semester, all change requests must be submitted to the Department of Residential Life in writing. The returning student must sign the back page for the application contract renewal to be valid.

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Dismissals, Suspensions, or Felony/Misdemeanor Information

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? ___ No ___ Yes

If yes, please specify the nature and circumstances of the offense including the date it occurred, the name and location of the court, and sentence imposed on a separate piece of paper. 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. Associate V.P. of Student Affairs will make all final decisions regarding admission to the Residence Hall and may impose conditions on the student's admission.

Have you ever been suspended or dismissed from any school, university or college? ___ No ___ Yes

Have you ever been suspended, dismissed or otherwise required to leave campus housing? ___ No ___ Yes

Are you currently involved in or are you the subject of any disciplinary investigation by any school, university or college that could result in suspension or dismissal from the institution or from campus housing? ___ No ___ Yes

If your answer to one or more of the questions above is "yes," then for each such suspension, dismissal or pending investigation, please describe: the nature of the situation, including the events leading to the suspension, dismissal or pending investigation; the name of the institution at which the situation occurred or at which an investigation is currently pending; and the date of the suspension, dismissal or pending investigation. Applicants who have been suspended or dismissed from an institution, required to leave campus housing, or who are currently involved in or are the subject of a disciplinary investigation, may be required to participate in an interview process and consent to a disciplinary record check before being admitted to a Residence Hall. The Associate V.P. for Student Affairs will make all final decisions regarding admission to a Residence Hall and may impose conditions on the student's housing admission.

ADA If a student requests accommodations under the American Disability Act in the residence halls, the student has an obligation to inform the Department of Residential Life of the nature of his/her disability and the need for accommodation in a timely manner. The student has an obligation to provide appropriate and verifiable documentation of the disability, if necessary.

Application Contract Terms and Conditions

This legal application contract is entered into between Fontbonne University and the undersigned student for the full academic year. This application contract is not transferable or assignable by the undersigned student. A new application contract will be signed each academic year. Application contracts are not terminated if desired space is unavailable. **Separate application must be made for the summer session.**

The University agrees under the terms of this application contract to provide a space in one of the rooms in one of the rooms in an apartment. 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 room, food service and other service options at any time(s) during the term of this application contract upon giving 45 days written notice to the student. All university sponsored facilities are smoke-free environments. The University reserves the right to deny a resident housing during such breaks as Thanksgiving, Christmas, Spring and Easter, or any other break as designated by the University, or 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 and meets contractual guidelines for release as defined in item 8 of application & contract. Failure to occupy an assigned room or call the Department of Residential Life after the application contract is in force does not constitute cancellation of this application & contract. When a reservation has been made and an application contract signed for an upcoming year, cancellations can be made before the specified deadlines with no penalty if contractual guidelines are met, except for first time applicants. **Cancellations after June 1 for the fall semester and/or after December 1 for the spring semester will result in forfeiture of the housing security deposit for all applicants.**
2. The student agrees to pay the one time housing security deposit. The housing security deposit may be refundable when the student moves out of the apartment less any damages and outstanding financial obligations to the University. The housing security deposit may be carried forward to a residential hall application/on concurrent contractual lease agreement for the following summer session or academic year.
3. The student agrees to pay the University for a summer contract beginning in ½ in May, June, July, ½ for August if fall semester housing contract is in the Residential Life office. Payments will be in monthly installments in advance of or on the first day of the month for summer only. Payments should be made directly to the Fontbonne University Business Office. If there is no fall contract on file, the contract ends on July 31st and student must vacate the apartment.
4. Housing Assignment: No housing assignment will be made until a completed and signed application/contract, and the current housing security deposit are received by the Department of Residential Life. ***Your housing assignment is not final until Residential Life receives document approval from Financial Aid. If document approval is not received by July 1, the resident loses priority status for room selection preference.*** 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 the student's preferences for accommodations, room, and a roommate(s). However, the application 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 Department of Residential Life that his/her arrival will be delayed. The student's failure to claim his/her assigned room could result in reassignment.
5. The University agrees to furnish each room/apartment with basic furniture where applicable but not limited to living room & kitchen furnishings, desk & chair, bed, mattress, and drawer space. Students are responsible for keeping their room/apartment, furnishings, and fixtures clean and in good condition. The student agrees to submit a complete inventory form indicating the condition of the room/apartment, its fixtures and furnishings to the Department 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 room/apartment and its fixtures and furnishings as being in good condition. Upon check-out, 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 a room/apartment will be responsible for an equal share of liability.
6. The University reserves the right to make apartment assignments. If a student is on the apartment wait list, he/she will be assigned as space becomes available. All apartments will house two 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.

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7. 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 application contract or a partial refund of the room charges.
 8. The current housing security deposit will be refunded to the student for the following reasons:
 - a. Upon completion of the application contract term (subject to the provisions of this application & contract).
 - b. The University is unable to assign a room to a student due to lack of space.
 - c. University non-acceptance; admittance to an academic program is not granted by the University during any term of the application & contractual agreement, provided the student notifies the Department 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 application contract (described below).
 9. During the application and contractual period, the student may be released, in the University's sole discretion, from the application contract at semester break for the following reasons:
 - a. Medical/Psychological
 - b. Financial
 - c. Marriage
 - d. Withdrawal/Transferring
 - e. Internship/Practicum
 - f. Study Abroad
 - g. Military Service
 - h. Graduation or Exchange Student
- Please note: Submission of a Residential Contract Release Request form must be in the office by November 15, with determination made by December 1. Student must include all required documents with submission.** It is solely the responsibility of the Student to provide written notification directly to the Department of Residential Life. Notices submitted to university offices other than the Department of Residential Life will not be recognized as meeting the established guidelines. If released, the student will be charged for housing until the date s/he actually checks out, or the date the release is approved, whichever is the latter. **There is a \$200.00 US cancellation fee.** All students released from the contract regardless of the reason, must check out of the hall following the procedure in the Student Handbook.
10. The University reserves the right to cancel the application contract if the University determines, in its sole discretion, that the continued residency of the student may pose a problem to the interest of safety, order, health, discipline, environment or general well-being of other members of the residence hall community.
 11. Official withdrawal from a University sponsored apartment during the semester will result in no refund of the apartment rent. The housing security deposit will be refunded less any outstanding financial obligations to the University.
 12. The student agrees to follow the prescribed checkout procedure, before vacating the halls. The checkout procedures are:
 - a. Make an appointment in advance with Residential Life staff to ensure that a staff member will be present when the resident is ready to leave. This is the student's responsibility.
 - b. Clean the room. The student is responsible for leaving his/her room in a clean condition. Failure to do so will result in a cleaning charge being assessed.
 - c. Turn in the room and entrance door keys.
 - d. Have the room inspected by a Residential Life staff member.
 - e. Sign the room condition form. Failure to fully complete this checkout procedure by the published time deadline will result in forfeiture of the Residence Hall housing security deposit and the imposing of late checkout fines.
 13. Use of Apartment and Obligation to comply with rules and regulations: The University sponsored housing premises shall be occupied solely for residential purposes by the students assigned to the premises. The student shall not commit, nor permit others to commit, any unlawful act in or about the University sponsored housing premises. The student shall not use the University sponsored premises for any purpose or in any manner which may increase the University's insurance rates. The student shall not keep nor permit to be kept any flammable fluids or explosives, in or about the university sponsored housing premises. The student shall not use nor permit others to use, the university housing premises for any purpose or in any manner, which could damage the premises, reputation or property of the university. The student shall not use, or permit others to use, the common hallways, stairways, landings, or other common areas as playing or congregating places; no personal property of any kind shall be allowed to remain on or about the area. The student shall not use the exterior of the university housing premises including windows, etc. to hang, air dry or have clothing, bedding, covers, or similar items; not shall any supports be installed. The student shall not extend or attach any item or article through or upon any window, opening or exterior thereof, without prior written consent of the University or its representative. The student shall not alter, change, effect or install any locks or locking devices in or about the housing premises without the prior written consent of the University. The student shall use only small nails for hanging items on walls. No holes shall be punched or bored into walls, ceiling or floors, and no screws, large nails, hooks or hangers (whether adhesive or non-adhesive) shall be inserted into or affixed onto walls, ceilings or floors without the prior written consent of the University. Concordia Seminary has the right to regulate vehicle parking on the above property and to require the registration of all vehicles. Vehicles must have parking tag from the university to park in facility's lot.
 14. The student agrees to not keep any domestic or wild pet or animal in, on or about the leased premises. Violation of this provision shall be deemed to be a material violation and may result in the termination of tenancy.
 15. Fontbonne University students and their guests must also comply with all rules and regulations set by the university. The university prohibits the illegal possession, use, or transfer of any controlled substance as defined in the statutes of Missouri. The possession or storage of any firearm or deadly weapon is prohibited. Tampering with any life/fire safety equipment is also prohibited.
 16. The student agrees to abide by the Code of Student Character & Conduct and Regulations for On and Off Campus Sponsored Housing which are accessible through the institution's web site. The student accepts responsibility for and is held liable for the condition of accommodations assigned and shall reimburse the University for All Damages within or to these accommodations. The student accepts full responsibility for the conduct of his/her guest.

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17. For University tobacco policy, please refer to the Student Character & Conduct and Regulations for University Sponsored Housing. These are accessible through the institution's web site.
18. The University reserves the right to designate a representative to enter an apartment for purposes including, but not limited to: maintenance; health and safety inspections; to ensure 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).
19. Items or personal belongings which are left in the apartment after the end of the application & contractual period will be considered abandoned and may be removed or disposed of. When items are removed, a charge may be assessed.
20. 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.
21. The student agrees not to loan out his/her apartment/building key or to have said 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 one hundred dollar (\$100.00 US) fine. Students will be assessed a one hundred dollar (\$100.00 US) fine if apartment key and/or building key is loaned out to non-residents.
22. **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 Department of Residential Life.
23. The student shall not use any item or instrument, musical or otherwise, to create loud or unusual noises which carry outside the university sponsored housing premises and which unreasonably interfere with other students' right of quiet enjoyment of the university sponsored premises. The student shall not annoy, obstruct or interfere with the peaceful occupancy of other students of the apartment community, or of inhabitants of the neighborhood; nor affect anyone's property or effects thereabout. 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 university sponsored housing. In addition to other discipline, the student may be required to remove stereos and other musical instruments or equipment that causes the disruptive noise.
24. The student must be registered as a full-time graduate or undergraduate, as defined in the University catalog, to qualify for university sponsored housing. Exceptions may be made at the discretion of the Department of Residential Life.

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

This housing application contract must be signed to be valid. By signing this housing application contract, I agree to occupy the accommodations provided by the University for the designated term. I certify that I have given true and complete information in response to each question and category of information requested on this housing application & contract. I understand that if Fontbonne University ever finds that I have falsified or omitted any information in my responses, it may result in disciplinary action, including but not limited to suspension or dismissal from campus housing. **An *electronic signature*, or *e-signature*, is any *electronic* means that indicates you accept and agree to the contents of this *electronic* message.**

I accept the terms and conditions of this Housing Application Contract with Fontbonne University.

Print Name

Cell Number

Signature

Date

Fontbonne University does not discriminate on the basis of race, color, religion, age, sex, gender identity, sexual orientation, national origin, disability, genetic information, or any other characteristic protected by applicable law in employment or in the administration of its educational policies, admission policies, educational programs, scholarship and loan programs, or athletic or other programs and activities.