

**FONTBONNE UNIVERSITY** Department of Residential Life

**On-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 semester) **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 # \_\_\_\_\_

Building/Room Assignment \_\_\_\_\_ Box \_\_\_\_\_

**Applicant Information** (Please Print)

\_\_\_\_\_  
 Last Name, First Name ID# \_\_\_\_\_

\_\_\_\_\_  
 Permanent Home Address City, State Zip Code \_\_\_\_\_

\_\_\_\_\_  
 Email Cell \_\_\_\_\_

\_\_\_\_\_  
 Parent's Name Parent's Email Home Phone \_\_\_\_\_

Classification:  Freshman  Sophomore  Junior  Senior  Transfer  Graduate Number of Earned Credit Hours \_\_\_\_\_ Gender:  Female  Male

Date of Birth/Age \_\_\_\_\_ Applicants must be 18 years old by December 1 to be eligible to live in university sponsored housing for the fall semester; or be 18 years old by May 1 to be eligible for the spring semester. A parent's signature is required for any student under 18 years old.

**1. NEW RESERVATION**

Residence Hall assignments are based on building living requirements and room availability. Please list your preferences (1, 2, 3 etc.) in the order of preference. **NOTE:** you will not be considered for a building/room type for which you do not qualify. Minimum requirements to live in Southwest Hall are: 20 years old and/or earned 30 credit hours. Students living in Medaille and St. Joseph Hall are required to have either a traditional meal plan or a block plan.

Preferred	Building	Description	Preferred Housing for:
	St. Joseph Hall	Double/communal bath	Freshman, Sophomores
	St. Joseph Hall-as space permits	Single/communal bath	Freshman, Sophomores
	St. Joseph Hall-only assigned if necessary	Triple/communal bath	Freshman, Sophomores
	Medaille Hall	Single/private bath	Sophomores, Juniors, Seniors, Graduate students
	Medaille Hall	Single/semi private bath	Sophomores, Juniors, Seniors, Graduate students
	Medaille Hall	Single/communal bath	Sophomores, Juniors, Seniors, Graduate students
	Medaille Hall-limited availability	Double/communal bath	Sophomores, Juniors, Seniors, Graduate students
	Southwest Hall-4 to apartment	Single/shared bath	Juniors, Seniors, Graduate students
<b>Roommate(s)</b>			
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"/>
Do you get up early?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Do you go to bed early? Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you listen to music while studying?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Do you watch TV/play video games? Yes <input type="checkbox"/> No <input type="checkbox"/> Some <input type="checkbox"/>
I prefer a clean room.	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: _____

Write something about yourself to assist the Department of Residential Life to assign a compatible roommate. Describe likes, dislikes, hobbies, interests and cleaning habits. If necessary, continue on a separate piece of paper. \_\_\_\_\_

**2. Meal Options for all residents:** Traditional Meal Plans  F-19 Meals/week  M-14 Meals/week  P-10 Meals/week  
Block Plans  C- 170/semester  D-145/semester  E-115/semester  Waive meal plan—**Southwest Residents ONLY**

**3. RETURNING TO CAMPUS RESERVATION** - Choose only 1 meal/block plan above.

<input type="checkbox"/> No Change			
<input type="checkbox"/> Change Request	<b>New Hall/Room, 1st choice:</b>	<b>2nd choice:</b>	<b>3rd choice:</b>
<b>Preferred Roommate(s)</b>			

All change requests must be submitted to the Department of Residential Life in writing. Applicants must sign the back page for the contract to be valid. Room Assignments are honored until the first day of classes. After that time, any unclaimed reservations will be cancelled and the housing security deposit forfeited. The last date to cancel your room and receive your housing deposit refund is June 1 for fall semester housing. Revised 2016/2017 On Campus

# FONTBONNE UNIVERSITY ON CAMPUS APPLICATION CONTRACT

## Dismissals, Suspensions, or Felony/Misdemeanor Information

- Have you ever been convicted of or pled 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 pled 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 Vice President for Student Affairs will make all final decisions regarding admission to the Residence Hall and may impose conditions on the student's housing.
- 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 in the residence halls under the American Disability Act, 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.

## 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. The student must be registered as a full-time graduate or undergraduate, as defined in the Fontbonne University catalog, to qualify for on-campus sponsored housing. Exceptions may be made at the discretion of the Department of Residential Life. A new application contract will be signed each academic year (fall and spring semester) or spring semester if new to on-campus sponsored housing. Application contracts are not terminated if desired space is unavailable. **Separate application contract must be made for the interim and summer session.**

The University agrees under the terms of this application contract to provide a space in one of the rooms in a residence hall. The student agrees to pay the room/board 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. Students are prohibited from being in the residence halls during Thanksgiving, Christmas, spring, and Easter breaks, as designated by the University. However, in the University's sole discretion, students may be granted an interim application contract for housing during such breaks. Students may be requested to change rooms and be temporarily housed in another hall during such breaks. The University reserves the right to deny a student housing during such breaks as Thanksgiving, Christmas, Spring and Easter, or any other break as designated by the University, if the student may pose a problem to the interest of safety, order, health, discipline, environment or general well-being of others members in the residential community.

1. The student shall be responsible for payment of the full amount of the charges for the entire application and contractual period, unless the student cancels by the appropriate deadline and meets contractual guidelines for semester release as defined in item 8 of application contract. Failure to occupy an assigned room or to 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.** A student who cancels his or her room reservation after the 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. There is a \$50.00 per day charge that is assessed when a room is occupied with non-resident student belongings. A student may not occupy the room if he/she cancels.
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 residence hall, less any damages and outstanding financial obligations to the University. The housing security deposit may be carried forward to a residence hall application contract lease agreement for the following summer session or academic school year.
3. Room Assignment. The University reserves the right to make room and hall assignments. If space is available, double rooms may be occupied as a single in St. Joseph Hall. However, the University reserves the right to assign another student to that space if all double rooms have been filled and space is still needed at any time during the school year. No room 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. **Housing assignment is not final until the Department of Residential Life receives document approval from Financial Aid. If document approval is not received by July 1, the student loses priority status for room selection preference. Reasonable consideration will be given to the student's housing preferences. However, the application contract is for space in University housing and not for a particular building, floor, room, or roommate(s).** 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 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.
4. Consolidation may occur until October 1 during the fall semester and until February 16 during the spring semester (consolidation is the moving together of those students who are paying for double occupancy, but for some reason, not necessarily of their own actions, are in room by themselves). A consolidating student agrees to accept a roommate or to move to another room, as determined by the University. All consolidation moves occur on the same floor.
5. The University also reserves the right to move a student whose behavior is judged to be detrimental to the quality of the living environment. The student may be moved because of behavior disciplinary sanctions until the last day of each semester.
6. The University agrees to furnish each room/apartment with basic furniture, generally desk, chair, bed, mattress, and drawer space, and where applicable, living room and kitchen furnishings. 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

## **FONTBONNE UNIVERSITY ON CAMPUS APPLICATION CONTRACT**

- 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, and / or 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.
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. Student is not admitted to the University and or academic program during any term of the application contract agreement, provided the student notifies the Department of Residential Life in writing of their non-acceptance by the University program within seven (7) days of the date their notice of non-acceptance was received.
    - d. Official withdrawal from the University. 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 the student.
    - 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. Students must include all required documents with submissions.** 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 residential community.
  11. Withdrawal from a residence hall during the semester will result in no refund of the room portion of the residence fee. The board portion will be prorated only if withdrawal occurs prior to the mid-term date. The housing security deposit will be refunded less any outstanding financial obligations to the University.
  12. Students must follow the prescribed checkout procedures below. Failure to fully complete this checkout procedure by the published time deadline will result in forfeiture of the Residence Hall housing security deposit and late checkout fines being imposed.
    - a. Make an appointment in advance with a Department of Residential Life staff member to ensure that a staff member will be present when the student 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. Have the room inspected by a Department of Residential Life staff member.
    - d. Turn in the room and entrance door keys to the inspecting staff member.
    - e. Sign the room condition form.
  13. Items or personal belongings which are left in the residence halls after the end of the application contract period will be considered abandoned and may be removed or disposed of by Fontbonne University. When items are removed, or disposed of a charge may be assessed by the Department of Residential Life.
  14. 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 conditions 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.
  15. The University reserves the right to designate a representative to enter a residence hall room/apartment for purposes including, but not limited to: maintenance; health and safety inspections; to ensure personal health, safety and security of hall students; 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. Students are advised that, as a routine procedure, student rooms are entered over vacation periods for maintenance, safety and health inspection(s).
  16. Students living in St. Joseph Hall agree to accept responsibility for living in an alcohol free building. If a student drinks or possesses alcohol in St. Joseph Hall, the student will be fined and may be subject to additional disciplinary sanctions.
  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 student will not allow off-campus guest(s) or family member(s) to stay overnight in the student room beyond the designated time period listed in University policies. Minors are not allowed to stay overnight without permission from the Department of Residential Life. The student accepts full responsibility for the conduct of his/her guests.

# FONTBONNE UNIVERSITY ON CAMPUS APPLICATION CONTRACT

19. Students, who engage in disruptive behavior, including but not limited to excessive noise and 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.
20. The University accepts no responsibility for losses of or damages to student'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 entrance card or to have his/her room key copied. The student found with illegal keys or cards will be fined one hundred dollars (\$100.00 US) and the cost of a lock change. The student agrees to practice responsible safety procedures. The student agrees not to prop exterior entrance doors open and any student caught doing so will be assessed a one hundred dollar (\$100.00 US) fine. The student will be assessed a one hundred dollar (\$100.00 US) fine if his or her room key and/or entrance card are loaned out. Student will be assessed a cost of a lock change if a room key is lost and a \$30 fine for lost building entrance key.
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 student living on the floor. 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 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. Students living in Medaille and St. Joseph Halls are required to purchase a meal plan. The University reserves the right to adjust meal plan options, hours of service, and location(s) of operation at its discretion. Special dietary requirements may result in additional charges to be paid by the student. If the student is on a traditional meal plan, 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 application contract or a partial refund of board.
24. The student must 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 future 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 application contract be held invalid, the other portions will be considered in force.

**Acceptance by Resident Student:** 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.**

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**Print Name**

**Cell Number**

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**Signature**

**Date**

**Acceptance by Parent:** *If applicant is younger than 18 years of age at the time of application for housing, the applicant's Parent/Guardian must complete the following. An *electronic signature*, or *e-signature*, is any *electronic* means that indicates you accept and agree to the contents of this *electronic* message.*

**As the parent/guardian of the above underage student, I accept the terms and conditions of this Housing Application Contract with Fontbonne University.**

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**NAME of PARENT/GUARDIAN**

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**SIGNATURE of PARENT/GUARDIAN**

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**Home Phone**

**Cell Phone**

**Work Phone**

**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.**