



**HEIDELBERG UNIVERSITY
APPLICATION & CONTRACT FOR SENIOR APARTMENT HOUSING**

Name: _____ Campus Mail Box: _____

Current Campus Address: _____ E-mail: _____

Total Credit Hours Earned by January 1, 2012: _____ Cumulative GPA: _____

Current Spring 2012 Credit Load: _____

Have you ever been involved or documented for a judicial violation? YES NO

If yes, please explain (date(s) and description): _____

(Judicial history will be checked for all applicants)

Apartment applications will not be complete unless applicants have a full compliment of four roommates. Please list your proposed roommates (each roommate must complete an application and those four applications must be submitted together as a packet):

Roommate #1: _____

Roommate #2: _____

Roommate #3: _____

Please review the following senior apartment information before signing and completing the application. Signing the application indicates that you have read and understand all apartment residency expectations and guidelines.

- 1. Applications will be reviewed and accepted or denied based on the number of academic credits earned (minimum of 69 hours completed by January 1st, 2012), cumulative grade point average (at least 2.5/4.0), and judicial history. All applicants will be notified of placement or non-placement by Monday, March 19th, 2012. Those applicants not placed in senior apartment housing must go through the general room lottery process.
- 2. Applicants will be placed in senior apartment housing with priority based upon the average total earned credits and cumulative grade point average of the four applicants. If your group is selected, you will receive an email informing you on the apartment selection process. Not all applicants are guaranteed placement in senior apartment housing—spaces are limited.
- 3. You and your proposed roommates must each submit an application for senior apartment housing. Any potential roommate groups missing applicant(s) at the submission deadline will be eliminated from consideration. If a student placed in senior apartment housing should leave during the course of the academic year then the remaining roommates will be given the opportunity, within 30 days, to replace that roommate. Failure to replace a lost roommate within designated time will result in removal from senior apartment housing. No “buyouts” of spaces will be permitted. Please be reminded that applications for senior apartment housing are due to the Residence Life Office by 4:30pm on Monday, February 27th, 2011.
- 4. All Heidelberg University judicial policies will be enforced at the senior apartment complex. Penalties for a violation of policies shall include but are not limited to immediate and permanent removal from the Senior Apartments. Such removal may, at the discretion of the Vice President or Dean of Students, commence upon the finding of the charge against the resident.
- 5. Please be informed that by signing this application you grant permission for the Residence Life Office to research and verify your academic (GPA and credit hours) and judicial records.
- 6. All questions regarding senior apartment housing should be directed to Kristen Satterlee (x2704 or ksatterl@heidelberg.edu).

The undersigned acknowledges that I have read, understand, and I agree to the terms contained herein, and further agree to be bound by the policies and procedures related to senior apartment housing and those contained in the student handbook. Additionally, the information provided by myself on this application is accurate and complete.

Senior apartment housing is an earned privileged and all efforts will be made by the administration to maintain and environment conducive to the learning outcomes as advocated in the institutional mission.

Signature

Date

Applications are due in the Residence Life Office by 4:30 p.m. on Monday, February 27th, 2011!

For office use only:
Building _____ Room _____ Staff Initials _____

AGREEMENT

It is agreed and understood that the terms, conditions and information contained in this contract are integral and binding. This agreement is made and entered into between Heidelberg University and the undersigned student (parent or guardian if applicable). The student shall be assigned to a residential unit as determined by the University. The University reserves the right to make assignments of space, authorize or deny room and roommate changes; consolidate vacancies, and to require a student to move from one room or hall/house to another, if this is determined by the University to be in the best interest of the student, other students, and/or the University. Students who are assigned to floors with special options, either by request or default, are required to comply with the guidelines of that floor. Further, students are commonly required to move from one residence or floor to another for academic or judicial concerns.

The Heidelberg University community subscribes to and strongly supports the right of each student to study and work in a quiet, peaceful and respectful atmosphere which is conducive to the pursuit and acquisition of knowledge.

It is agreed and understood that residential students assigned to the Senior Apartment complex are required to purchase a university meal plan.

It is agreed and understood that the student shall pay or arrange to pay in full a room and board fee to the Heidelberg University Business Office in a manner acceptable to that office. Such payment or arrangement to pay must occur prior to checking into the residence hall. It is further understood and agreed that this fee is subject to modification by the University in the event the student's assignment changes or in the event the number of students assigned to his/her room changes during the assignment period. In the event the student requests and is authorized a room change, the student agrees to pay a room change fee to the Residence Life Office of Heidelberg University, if applicable. Furthermore, the Board of Trustees of Heidelberg University has the right to change all fees and charges at any time.

It is agreed and understood that the student may not cancel the agreement or be released from a paid single or double agreement once the student has signed a contract. If the student has less than 12 credit hours, the agreement may be canceled by the University. All fulltime undergraduate students who have not applied for and received permission to live off campus must live on campus.

Housing charges will be billed to the student's account until the application is completed and approved. Applications for off-campus residency are available from the Residence Life Office.

It is agreed and understood that the student shall not make or permit any use of assigned room or hall/house or make any use of any part of the room privileges which would be for commercial purposes. The student also shall not use the assigned room or hall/house for purposes of violating civil law or University regulations, interfering with the study, sleep or comfort of any resident of the building or community, or being involved in actions that would be potentially dangerous to life, limb or property. The University assumes no responsibility or liability for the personal property of students. The student also agrees to promptly and fully comply with verbal or written instructions by University officials and Residence Life staff with reference to the conditions of this agreement. This agreement is not intended to provide all housing information which is more appropriately located in the **Student Handbook**. The student shall comply with all rules, regulations, policies and procedures set forth in the **Student Handbook** and the **University Catalog** or any information distributed from the Residence Life Office. University officials reserve the right to enter and inspect residence hall rooms at any time. Inspections will occur when necessary to protect and maintain the property of the University, the health and safety of its students, or whenever necessary to aid in the basic responsibility of the University regarding discipline and maintenance of an educational atmosphere. The student shall further comply with all housing policies concerning assignments, consolidation, damages and condition of rooms and public areas, room inspection, entry and search, vacation periods, subletting and unauthorized use of rooms, keys and checkout as stated in the **Student Handbook**. This contract does not provide room or board during official University breaks.