

**FOR OFFICE USE ONLY**

Contract Received: \_\_\_\_\_

Contract Entry: \_\_\_\_\_



*Preparing people to lead extraordinary lives*

**Housing Application and Contract  
Summer 2011**

**SECTION 1: APPLICANT INFORMATION** Please print clearly. Please make a copy for your personal records.

Last Name		First Name		Middle Name	
Permanent Address: Number and Street			City	State	Zip Code
Loyola I.D. (on I.D. card)		Date of Birth		Age	
Home Phone		Cell Phone		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
E-mail Address					

**SECTION 2: ROOMMATE PREFERENCE** Assignment with a preferred roommate **cannot be guaranteed**. Both students must list each other on their applications to be **considered** for assignment together.

Roommate Last Name	First Name
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**SECTION 3: SUMMER SESSION HOUSING ASSIGNMENTS** All Summer Summer Bridge Program participants will be assigned to Creighton Hall.

**SECTION 4: LIFESTYLE PREFERENCES** This information is considered when matching roommates. Assignment with a roommate that matches your lifestyle preferences or compatibility of roommates cannot be guaranteed. All Loyola University Chicago facilities, including on-campus residences, are smoke-free environments.

- |  |  |
|--|--|
| <input type="checkbox"/> Yes <input type="checkbox"/> No I am a smoker.                              | <input type="checkbox"/> Yes <input type="checkbox"/> No I go to bed early (before 11 p.m.). |
| <input type="checkbox"/> Yes <input type="checkbox"/> No I prefer my room to be very neat.           | <input type="checkbox"/> Yes <input type="checkbox"/> No I am open to roommate guests.       |
| <input type="checkbox"/> Yes <input type="checkbox"/> No I prefer my room to be a quiet environment. |  |

**SECTION 5: RATES** Students enrolled in the Summer Bridge Program will be assigned to Creighton Hall in a double room with a \$400 declining balance meal plan.

Date	Move-In Date & Time	Move-Out Date & Time	Cost
July 15 – August 5	Friday, July 15	Saturday, August 6	\$1135

**TERMS OF AGREEMENT AND CONDITIONS OF OCCUPANCY ON REVERSE SIDE**

I have read and understand the terms and obligations provided for above and on the back of the agreement, and agree to be bound by the provisions of the same. I, the undersigned, officially submit my housing agreement as of \_\_\_\_\_, 2011.

Signature of Student	Signature of Parent/Guardian
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THE SIGNATURE OF A PARENT/GUARDIAN AS WELL AS THAT OF THE STUDENT IS REQUIRED FOR STUDENTS UNDER 18 YEARS OF AGE.

## TERMS OF AGREEMENT

### Contractual Agreement

If this application is accepted and approved by Loyola University Chicago, the application will automatically convert to a residence hall contract (also referred to as an application and contract) between the student and the University. The contract grants the student a limited license to use and occupy an assigned room under the terms and conditions stated in the contract, without establishing a landlord/tenant relationship or vesting any property interests in the student. The contract is for the Summer Bridge Program. By entering into the contract, the student agrees to make payment of all fees specified in the room and board rate sheet, to observe all rules and regulations of the Department of Residence Life and the University, and to honor the terms and conditions stated in this contract. The student is responsible for all provisions and regulations listed in the Student Handbook. No deletions or amendments to this contract will be accepted without prior consent from the Department of Residence Life. In interpreting the contract, the laws of the State of Illinois will apply.

### Eligibility and Residency Requirement

Students must be enrolled in the Summer Bridge Program to be eligible for University housing. Students must turn 18 years of age on or before December 1, 2011. Students younger than this age upon the first day of classes must live off-campus with a parent or legal guardian. Applicants not meeting these requirements must receive written permission from the Director of Residence Life to live on campus.

### Application Procedures

The University agrees to reserve a housing space for the student on a first come, first serve basis subject to the following conditions:

- Sign and return this contract to Undergraduate Admissions Office, 1032 W. Sheridan Road, Chicago, Illinois, 60660. Make a copy for your records.
- All student assignments are made randomly.
- If space in a University-owned housing facility is filled when the completed housing agreement materials are received, the University may accommodate the student in temporary overflow accommodations or in off-campus space rented by the University for student housing or may decline to approve the contract.

### Payment

Students must pay all Summer Bridge Program fees specified on the room and board rate sheet. In the event that the students account is past due, Loyola may access a 1.5% monthly late fee and place the students account with a collection agency. Student understands that they may be responsible for all fees and costs incurred by Loyola for collection of past due amount, including collection fees and/or attorneys' fees. Once an account becomes past due, a transcript and registration block is placed on the account. All returned checks are charged a \$40 returned check fee. If an electronic payment is returned unpaid due to insufficient funds, account closed, cannot locate bank account, stop payment, or invalid account number, a \$40 return fee will be added to students' account.

### Housing Agreement Termination

This agreement may be terminated by students within 14 days from the postmark date of the written notification of assignment or the first day of the semester, whichever comes first. Students may terminate the contract during this timeframe by sending a signed and dated termination notice in writing to the Department of Residence Life. Facsimile copies and e-mails will be accepted. No verbal notices or notices sent to any other departments serve to terminate this contract. Postmark dates will serve to verify mailing dates. If the aforementioned timeframes are not met, the Residence Hall Agreement becomes a binding agreement which may not be disregarded by the student without written consent of the Department of Residence Life. Applications for release from the agreement may be secured from the Department of Residence Life. Failure to occupy an assigned space, changing from full-time to part-time status, or achieving junior academic status does not negate the contractual agreement. If the student is released from the contract, room and meal charges will be charged until the student has vacated his/her room. This agreement may be terminated by the University in accordance with the Student Handbook or as set forth in this contract.

### Refund and Forfeiture Policy

In the event of removal from the residence halls for disciplinary reasons, the student will remain fully responsible for all room and board charges and fees. Meal plans are not refundable. Students granted a special circumstances release by the Campus Card Office will be considered on a case by case basis

### Assignment Policy

The inability to honor assignment preferences will not void the contract. The University reserves the right to change room assignments and occupancy levels or to terminate or refuse to accept a housing agreement, in the interest of health, discipline, housing needs, or the welfare of the student and/or other students. The student may not transfer his/her right to occupy a residence hall room to anyone else and may not sublet any part of the premises.

### Damages

The student will pay for any damages to his/her room and the room furnishings. Liability charges for damage done in corridors, stairs, washrooms, and common areas of the residence hall will be divided among all students living in the hall unless the responsible person or persons are determined. The minimum charge will be \$25 per student. Room damages are documented on the room inventory form.

### Liability

The University is not responsible for theft, loss, or damage to student personal property and encourages all students to carry appropriate personal insurance. Belongings left after the student vacates his/her room (or is expected to vacate his/her room) will be considered abandoned property and will be disposed of by the University.

### Food Service

Students enrolled in the Summer Bridge Program will be assigned a \$400 declining balance plan. Board is not transferable. Food service is not provided during scheduled University vacation periods, inter-term recess, registration periods and orientation days prior to the beginning of classes each semester. More information about dining options and meal plans is available at [www.luc.edu/dining](http://www.luc.edu/dining). Students granted a special circumstances release by the Campus Card Office will be considered on a case by case basis. The University reserves the right to change food service options.

### Arrivals/Departures

Arrivals prior to opening dates and departures after closing dates are not permitted. For more information regarding hall opening and closing dates, please consult our Web site at [www.edu/reslife](http://www.edu/reslife).

### Check In and Out / Room Care

The student may move into the residence halls at times listed on their assignment notice. Upon moving into the assigned room, each student will complete, sign and turn in a Room Inventory Form, which is an accurate and complete record of the contents and conditions of the room. The student shall give proper care to the room assigned and its furnishings. Students are responsible for cleaning their room, removing waste materials and maintaining sanitation and safety conditions acceptable to the Department of Residence Life. The student shall not move University furniture in or out of his/her room. Furniture allocated to common areas shall not be removed from these areas. The student is not allowed to paint or significantly alter his/her own room. The student must completely vacate his/her assigned space within 24 hours of his/her last exam or by the established closing time, whichever comes first, or as directed by the University. Early arrivals and late departures are not permitted.

### Room Entry

The University reserves, without restrictions, the right to allow authorized personnel to enter student rooms. Authorized University personnel may remove items that are in violation of University, federal, state, or municipal regulations. A reasonable effort shall be made to have the students in question present if their rooms are to be searched. The student will be informed as soon as possible after such an entry is made and advised if authorized staff has discovered any violations.

### Rules and Regulations

Residents are required to comply with the laws of the United States and the State of Illinois, all ordinances and regulations of the City of Chicago, as well as all Loyola policies, procedures, rules, and regulations. Failure on the part of the resident to comply with these laws, ordinances, regulations, policies, and procedures, including but not limited to the Loyola Student Handbook, and the terms and conditions set forth in this contract shall constitute a breach of this contractual agreement and may result in a fine, disciplinary action, removal from the residence halls, expulsion from the University, and termination of this agreement at the option of Loyola University Chicago.