

Housing Contract Terms & Conditions

Program: 2015 High School Summer Institute (HSSI)

Columbia College Chicago Residence Life

The undersigned student hereinafter called "The Resident" and Columbia College Chicago, hereinafter called "the College" enter into this contract upon the following terms and conditions, subject to the acceptance of this contract by the college.

3 week session Sunday, July 5 – Saturday, July 25, 2015

RESIDENT INFORMATION (all information is required):

NAME: _____
LAST NAME FIRST NAME MIDDLE INITIAL OASIS Number

PERMANENT MAILING ADDRESS: _____
STREET CITY STATE ZIP CODE

PERMANENT HOME PHONE (_____) _____ CELLULAR NUMBER (_____) _____

E-MAIL _____ GENDER _____ DATE OF BIRTH: _____
MONTH/DATE/YEAR

RESIDENT SIGNATURE: _____ DATE: _____

*PARENT/GUARDIAN'S SIGNATURE FOR MINORS: _____ DATE: _____ RELATION: _____

PARENTS E-MAIL* _____

*Students under 18 years of age must have a parent or guardian sign as guarantor. State relationship to student and address if different from student.

I have read and fully understand this contract and agree to comply with all the terms of this contract.

I. This contract is for an assigned space with Columbia College Residence Life. The designation of such assigned space is made for a double occupancy bedroom in a shared apartment at 731 S. Plymouth Court, where all HSSI students will be housed. Exact room and roommate assignments may be changed, only by the College at its sole discretion.

II. The contract period is the term during the 2015 HSSI program, beginning on Sunday, July 5, 2015 after 10:00am and ending on Saturday, July 25, 2015 by 10:00 am., unless otherwise approved by the Residence Life Office. **IF YOU ARE MAILING THIS CONTRACT BACK TO THE COLLEGE THIS CONTRACT MUST BE MAILED TO HSSI/Learning Studio 618 S. Michigan Ave – 1st floor, Chicago, IL 60605 WITHIN 2 WEEKS FROM THE DATE THE STUDENT REGISTERS FOR CLASSES. IF WE DO NOT RECEIVE THIS CONTRACT WITHIN 2 WEEKS, THE STUDENT WILL LOSE HIS/HER PRIORITY IN HOUSING PLACEMENT.**

III. By signing this contract, residents and their guarantor assume financial responsibility for the HSSI Residence Life charges. For three weeks, the total housing fee is \$1,600.00, which includes basic activities and the HSSI meal plan (15 meals per week + \$20 in flex dollars). A prepayment of \$400.00 is due in full upon application submission. Housing charges may be made in increments according to the 2015 HSSI housing payment schedule below:

- 50% payment for housing and tuition due by April 3, 2015

- 100% payment for housing and tuition due by June 5, 2015

You will receive email notification when payments are due.

If a decision is made not to reside on campus for the HSSI program and you want to cancel the contract, Please send written notice to HSSI@colum.edu.

For 100% refund of housing costs you must officially cancel **your housing reservation on or before June 5th, by 5 p.m.** No refunds will be offered for housing (or tuition) after this date.

Residents who do not occupy their assigned space and do not withdraw in writing, or who vacate their assigned space at any time during the contract period, will not receive any portion of a refund.

All balances must be paid in full prior to students taking occupancy in the Residence Life.

IV. The Residence Life Office reserves the right to assign and/or reassign rooms or apartments to HSSI residents at any time the College deems necessary. Residents agree to move to another HSSI room or apartment at the request of the Residence Life Office. Each resident agrees to accept any newly assigned student to his/her room or apartment at any time.

V. Housing at Columbia College is designated as shared student housing. Only students of the same gender will be housed in the same room. Non-family guests who are not

residents or HSSI students are not allowed in resident's apartment. Non-family guests of the opposite gender are not allowed in a resident's apartment. Checks to ensure that students are in their apartments will take place at 10:30 pm on Sunday through Thursday nights, and 11:00 pm on Friday and Saturday nights.

VI. Residents are responsible, both individually and collectively, for all damage and defacement of their apartment and loss or damage to its furnishing. Residents are also responsible for any damage or defacement to public areas of Residence Life, and loss or damage to Residence Life's equipment or furnishings. Residents agree to assume responsibility for the conduct of their guests, including their guests' damage or defacement of college premises or property. Residents will receive an itemized list of charges if they are responsible for any damages upon their check out.

VII. All residents are required to provide proof of health insurance coverage for the entire contract period before occupying their assigned space. The College assumes no responsibility for injuries to students or their medical bills that may follow as a result of the injuries.

VIII. Residents agree to comply with the policies and regulations of the College and the Residence Life Office that are effective, or shall become effective, during the contract period. Residents agree to comply with all policies and regulations contained in this contract, the HSSI Residence Life Handbook, and all other College policies.

IX. Possession, consumption, or contact with tobacco, alcoholic beverages or illegal drugs is strictly prohibited. Residents are prohibited from bringing any firearms or other weapons into Residence Life. Residents agree to comply with all federal, state, county and municipal law, ordinances or regulations. Residents agree to fully cooperate with College officials whenever requested. A violation of this contract term may result in immediate expulsion from Residence Life. If a student is expelled, the student's parent/guardian is required to pick the student up within 24 hours.

X. The Resident **must be enrolled in and maintain a minimum course load of 6 credit hours (taking either 2 half-day courses or one full-day course)** for the entire period of the contract. If at any point during the contract period the resident falls below this requirement, the resident can be expelled from Residence Life. The resident must participate in all mandatory activities as directed by Residence Life staff.

XI. The College assumes no liability, directly or indirectly, for loss or damage to personal property by fire, theft, or any other cause.

XII. Residents agree to maintain their assigned space in a clean, safe and sanitary condition and exercise all due care in the use of the common area and facilities. Residents agree to hold the College harmless from all liability, which may arise directly or indirectly from the failure of the Resident to keep the assigned space in a safe condition. The College reserves the right, but assumes no duty, to inspect any apartment, room or College property at any time for the following reasons: to make necessary repairs, to inspect for compliance with the terms of this contract, in the event of an emergency which involves health and safety, and all other applicable College rules and regulations, whether now existing or later adopted by the College.

XIII. The College reserves, without restriction, the right, but assumes no duty, to allow authorized personnel to enter and search any assigned space, without prior warning if necessary, as it is deemed necessary by the Residence Life staff for inspections, repairs, and remodeling, and to affect other steps necessary and advisable for safety, security, and in conjunction with the Residence Life program. The HSSI staff shall retain a pass key to all apartments. A resident who possesses or whose assigned space contains items in violation of the rules and regulations of the College, or in violation of municipal, county, state or federal laws or ordinances, or if in the judgment of the College, such items represent a threat to the health or safety of the Residence Life community may be subject to disciplinary action. The College shall confiscate all such items, and the College is under no obligation to compensate the resident in any manner for the confiscation of such items.

XIV. The College reserves the right to terminate a resident's possession and occupancy of an assigned space if (a) the resident engages in any conduct prohibited by or in breach of this contract, or other College policies; (b) in the judgement of the College, the resident's continued residence in Residence Life will or may be detrimental to the educational process, health, safety and welfare of the College, its employees, the resident or any other students. If the College elects to terminate the resident's possession and occupancy of an assigned space, the student shall not be entitled to any refund of amounts previously paid. The resident must be escorted by a parent and shall move out within 24 hours after receiving notice that possession and occupancy has been terminated (this timeline can be altered for security reasons).

XV. The resident agrees to reimburse, indemnify, and hold the College harmless from any and all claims, costs, damages, or losses, including attorney's fees, costs and expenses, that the College incurs as a result of the student's breach of this contract. This contract may not be modified, amended or revised. If any clause or provision of this contract shall be found to be unenforceable or inapplicable, the remaining sections shall not be voided.

HEALTH INSURANCE INFORMATION SHEET

All residents of the Residence Center are required have Health Insurance coverage. Please complete return the Health Insurance Information Sheet with your housing contract. Also, please attach a copy of both sides of your health insurance card or other documentation of your coverage.

Student's Name _____

OASIS Number _____

Permanent Address _____

Permanent Phone Number (_____) _____

Parents' or Guardians' First and Last Names _____

Local Name and Number in case of emergency, if available:

Name of Medical Insurance Coverage Company:

Policy Number _____

Expiration Date (if applicable) _____

Medical History:

(List of allergies, illnesses, surgeries, medications, medical conditions, special concerns, etc.)

If there is a change in your status, please notify the Residence Life Office at (312) 369-7803.