

## Residence Hall Application 2016-2017

Instructions: By signing this Application, I acknowledge that I have read, understand, and agree to all the terms in the LCSC Residence Hall License Agreement (see pages 3-5). Completion of this Application does not guarantee availability of a residence hall space.

Personal Information – PLEASE PRINT CLEARLY								
Gender:	Student ID:		T-shirt size:	SML	XLXXL			
			We provide a T	-shirt to all resident	S.			
Last Name, First Name, Middle Initial:								
(Area Code) Home Phone: (Area Code) Cell Phone:								
Home Address:								
Home City: Home State: Zip Code:								
Birth date (mo	/day/year):	LCSC Athlete? Yes/No	Personal Email	:				
		Sport:	LCMail:					
Entering Term    Fall 2016 - Full Academic Year commitment   Spring 2017 only								
Please select		el Sophomore	Junior	Senior	IIE			
International Students Only (International - Institute of Intensive English (IIE) Students – Please check the session you are entering) ( Fall 1 Fall 2 Spring 1 Spring 2)								
<b>Disability Related Needs</b> If you have a disability and require special accommodations, please contact Disability Services at 208-792-2211, RCH #111. You may be required to provide appropriate documentation regarding the specific disability and when verified, the Residence Life office will be notified and will work to accommodate you.								

RESIDENCE LIFE STAFF ONLY:

Housing Application Received:

License Agreement Received:

Housing Deposit Received:

Additional Info/Application Complete Letter:

Hall Assignment:

Meal Plan Assignment:

Assignment Letter:

Choice of Hall – Please rank 1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> choice							
Clark Hall	Clearwater Hall	_ College Place	Talkington Hall	Parrish House (Upperclassmen Only)			
Which is more imp	portant to you?	Choice of H	Hall	Room Type (Double/Single)			
Order of preference is not a guarantee for placement. Placement is based on availability.							
Personal Hours  ☐ Early to bed, ear  ☐ Flexible  ☐ Night Owl, but re	ly to rise alize <b>Quiet Hours</b> begir	n at 10pm					
☐ Flexible – I respe	near music or TV most o ect others needing quiet ey and have a need for	time					
Social Life  □ Outgoing – I enjoy people dropping by □ Sociable – I invite friends over regularly, but need time for study too □ Quiet & Reserved – My room is my sanctuary and I need privacy most of the time							
☐ Casual – Some of	s space to be tidy most of clutter is okay, but I pref into cleaning or picking	er it clean					
<ul><li>☐ Yes, I smoke</li><li>☐ No, I do not smo</li></ul>	ng is prohibited in all l ke & I do object to it ke but don't care if my r		alls				
Major: If you have a health/science major, do you wish to be in a learning community with other health/science majors? Yes No							
Have you ever bee	en convicted of a felon	y?YesNo	)				
Meal Plan Options and prices:	s – Please see the Res	idence Life website	at: http://www.lcsc	.edu/residence-life/ for meal plans			
<u>Clark Hall</u> Meal Plan 1 Meal Plan 2	Clearwater Hall  Meal Plan 1  Meal Plan 2  Meal Plan 3	College Place Meal Plan 1 Meal Plan 2 Meal Plan 3	Talkington HaMeal PlaMeal Pla	n 1Meal Plan 1			
Meal plan options/re	equirements are subjec	t to change.					
By signing below, I acknowledge that I have read, understand, and agree to the LCSC Residence Hall License Agreement.							
Student Signature &	& Date P	arent/Guardian Sign	ature & Date (if stude	ent is under 18 yrs of age)			
Print and submit t	he completed Applica	tion License Agree	ment and \$200 den	osit to:			

LCSC Controller's Office 500 8<sup>th</sup> Avenue Lewiston, ID 83501

FAX: 208-792-2622

Call: 208-792-2351 to pay with debit card, credit card

or electronic check

Scan & Email: reslife@lcsc.edu

## LCSC RESIDENCE HALL LICENSE AGREEMENT

<u>INSTRUCTIONS</u>: Please read <u>all</u> sections of this License Agreement before signing. **THIS IS A LEGALLY BINDING AGREEMENT AND IS IN EFFECT FOR THE ENTIRE 2016-2017 ACADEMIC YEAR** (fall and spring semesters). The following must be completed before a room is assigned:

- Housing Application
- Signed License Agreement
- \$200 deposit
- Student must have applied to LCSC

**ELIGIBILITY**: LCSC housing is provided for full-time (12 credits or more) undergraduate students. Residence Life reserves the right to refuse housing accommodations to any student who has an LCSC Student Code of Conduct sanction or has committed a crime. Students must notify the Office of Residence Life if they have ever been convicted of a crime before living in LCSC housing. The nature of the offense will be taken into consideration when the initial application for housing is reviewed. Students must immediately notify the Office of Residence Life upon being convicted of a crime while living in the residence halls and the matter will be reviewed. The College will, at all times, have the right to determine eligibility to live in the halls.

**HOUSING DEPOSIT:** A \$200 deposit must accompany the LCSC Residence Hall Application and License Agreement. A "Deposit" is a reservation fee that must be paid before the student's room assignment will be made. LCSC agrees to refund the deposit to the student once the following conditions are met:

- Student resides in the residence halls for the full term of this Agreement. The room/suite to which the student has been assigned is left in as good a condition as at the time of original occupancy by the student (reasonable wear and tear excepted)
- Student performs a proper room check-out
- Student does not have a Residence Hall License Agreement for the following spring or fall semester
- Student has satisfied all other financial obligations to LCSC

**ROOM AND BOARD PAYMENT/COLLECTION:** Room and board costs are charged to the student account and are due by the fifth official day of the fall/spring semester. Late fees are assessed to accounts that are not paid in full by the fee payment deadline unless student has arranged a payment plan with the Controller's Office. A payment plan needs to be in place by August 1 for academic year contracts and January 10 for spring only contracts. Failure to pay room and board costs may result in the withholding of meals AND the termination of this Agreement by the College. Delinquent accounts will be referred to a commercial collection agency. In addition to any balance owed to the College, the student is responsible for collection costs and legal fees.

<u>OCCUPANCY</u>: Occupancy occurs when student has been issued a key for the room assignment. Actual physical occupancy of the room by student and/or placement of student's possessions within the room are not necessary to constitute occupancy.

<u>CANCELLATION PRIOR TO OCCUPANCY</u>: All cancellations <u>MUST BE RECEIVED IN WRITING</u> at the Office of Residence Life based on the following schedule:

Fall SemesterSpring SemesterCancellation by 6/1\$200 refund of housing depositCancellation by 11/1\$200 refund of housing depositCancellation 6/2-7/15\$100 refund of housing depositCancellation 11/2-12/15\$100 refund of housing depositCancellation 7/16 or afterNo refund of housing depositCancellation 12/16 or afterNo refund of housing deposit

Students who fail to submit a written cancellation will be classified as a NO SHOW and will lose the \$200 deposit.

**TERMINATION OF LICENSE AGREEMENT BY COLLEGE:** The College may terminate this License Agreement under the following conditions: student fails to comply with the rules and regulations set forth in this Agreement, Student Code of Conduct, the Residence Hall Policies, other College policies, and/or any applicable local, state or federal law; student fails to pay room and board fees when due; or student misrepresents information on this Agreement or other LCSC documents. The College specifically reserves the right to immediately remove any individual from a residence hall if the College, in its sole discretion, determines that the individual presents an immediate danger to themselves or others. Residents must take at least 12 credit hours; those who fall below 12 credit hours without permission from the Director of Residence Life may be subject to termination of their Agreement by the College. However, dropping below 12 credit hours does not change the Agreement obligation.

**TERMINATION OF LICENSE AGREEMENT AFTER OCCUPANCY**: Once the student is issued a key to the assigned room, the student can only terminate this Agreement before the end of the Agreement if at least one of the following conditions applies:

- Student officially withdraws from LCSC
- Student becomes married
- Student participates in Study Abroad or National Student Exchange

If at least one of these conditions is met, the refund will be based on the following schedule: (subject to change based on the Controller's Office refund schedule)

Prior to Week 1	No housing charges but forfeit \$200 deposit				
Week 1	No housing charges but forfeit \$200 deposit				
Week 2	No housing charges but forfeit \$200 deposit				
Week 3	50% refund of housing charges plus forfeit \$200 deposit				
Week 4	50% refund of housing charges plus forfeit \$200 deposit				
Week 5	25% refund of housing charges plus forfeit \$200 deposit				
Week 6	25% refund of housing charges plus forfeit \$200 deposit				
Week 7	0% refund of housing charges. Refund of \$200 deposit based on proper check out or damages.				
Week 8	0% refund of housing charges. Refund of \$200 deposit based on proper check out or damages.				
Week 9	0% refund of housing charges. Refund of \$200 deposit based on proper check out or damages.				
Week 10-after	0% refund of housing charges. Refund of \$200 deposit based on proper check out or damages.				
Student is also charged a portion of the meal plan based on the number of weeks used.					

STUDENT RESPONSIBILITY FOR REPAIRS: All costs for repair of damage to student's assigned room, suite and/or building or premises not caused through normal wear and tear, or for replacement of irreparably damaged or lost property in student's assigned room and/or the residence hall, shall be the responsibility of student. If responsibility for the damages/loss cannot be so established, cost of repair will be equally divided among the residents of the affected room, suite or building.

RIGHT OF ENTRY: The College will, at its sole discretion and at all times, have the right to enter the assigned room without notice to or consent of student when the College has reasonable cause to believe there exists an immediate threat to the health, safety or property of student or other occupants of the assigned room or building, or if College or private property is at risk of damage or destruction. In addition, student authorizes College personnel to enter the assigned room to close and secure it, to make necessary or desirable repairs, for routine or other maintenance, for routine inspections, and for other purposes as deemed necessary or desirable by College.

<u>COLLEGE REGULATIONS</u>: All students are held responsible for knowing the College regulations and information set forth in the College catalog, Student Code of Conduct and the Residence Hall Policies. All College rules and regulations as well as residence hall regulations are specifically made a part of this Agreement by reference.

**SMOKING:** Smoking, including e-cigarettes, is prohibited inside all residence halls. LCSC is a smoke free campus, except in designated parking lots located around the perimeter of the campus.

**ALCOHOL/CONTROLLED SUBSTANCE POLICY:** Illegal possession or consumption of alcoholic beverages is prohibited on College-owned property. Alcoholic beverages should not be possessed or consumed in lounges, recreation rooms, and other public areas of College-owned buildings or grounds. Sale of alcoholic beverages is prohibited on College-owned property. Guests and visitors will observe these regulations while on College property. Noncompliance will be subject to probation, fines, alcohol education classes and/or eviction from the halls without a refund. No empty alcohol display bottles or paraphernalia allowed in the residence halls. Possession, manufacture, distribution, use or sale of marijuana, or other controlled substances classified as illegal under Idaho law is prohibited on College-owned property.

<u>FIREARMS, WEAPONS, EXPLOSIVE SUBSTANCES</u>: Firearms, weapons, explosive substances & devices are prohibited in the residence halls. Any violation of this rule may result in immediate termination of this Agreement and may be reported as a violation of the Student Code of Conduct.

**FIRE SAFETY EQUIPMENT:** Students found to be tampering, damaging, or in any way using fire equipment or safety apparatus for other than its intended use may be evicted from the residence hall, fined and be subject to further action by College authorities.

<u>VACATION PERIODS</u>: The residence halls are officially closed between fall and spring semesters. Any student desiring to remain in the halls for all or any portion thereof will be required to notify the Office of Residence Life and pay an additional fee.

**ROOM ASSIGNMENT**: The College reserves the right, at its sole discretion, to make assignments and re-assignments of space within the residence halls. The College reserves the right to authorize or deny room and roommate changes and to relocate students to or from any room or residence hall.

**<u>FOOD SERVICE</u>**: Residents of Clark Hall, Clearwater Hall and Talkington Hall are required to maintain a meal plan. Meal service is not provided during Thanksgiving, winter, or spring breaks.

**ACTIVITY FEE**: A non-refundable activity fee of \$25 per semester is required of all residence hall students. This fee is collected when the student pays for room and board.

**ROOM AND BOARD COSTS**: All room and board costs, as approved by executive management, supersede all other information regarding costs. The College reserves the right to change rates.

<u>PERSONAL PROPERTY AND LIABILITY</u>: The College shall not be liable for loss of or damage to student's personal property, wherever situated, due to fire, smoke, power outage, theft, water, electric surge, or any other casualty or cause. Student is encouraged to obtain insurance adequately covering loss of or damage to student's personal property. The College does not provide such coverage.

**PROPER CHECK OUT:** At the conclusion or termination of this Agreement, student must check out of the residence hall by returning keys and completing the Residence Hall Room Condition Form with an authorized staff member. Improper check out shall result in the student being assessed a charge for the improper check out, a charge for lock changes if keys are not returned on time, and any other applicable cleaning and damage charges.

CONTRACT TRANSFERS: Any student may, at any time, transfer the contract to another full-time registered, continuing, off-campus student (either gender) who has not otherwise contracted for housing with the College. Eligible parties must obtain approval for the transfer and complete the transfer process together at the Residence Life Office. The physical transfer may take place only after proper approval has been granted and all applicable paperwork has been completed. Building/room assignment may be different than the original License Agreement.

My signature, below, certifies that I have read and understand the <b>LICENSE AGREEMENT</b> of the LCSC Residence Halls in its entirety and agree to abide by all. I understand that it is my agreement to live in the Residence Halls for the terms on the Agreement.					
Signature	Print Name	Date			
If applicant is younger than 18 years of age, the Agreement must also be signed by a parent or guardian.					
Signature	Relationship	Date			