



# LEWIS-CLARK STATE COLLEGE

## 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: ___S ___M ___L ___XL ___XXL
		We provide a T-shirt to all residents.
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 your class level**

\_\_\_\_\_ Freshman      \_\_\_\_\_ 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

**Disability Related Needs**

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.

<b>RESIDENCE LIFE STAFF ONLY:</b>	Additional Info/Application Complete Letter:
Housing Application Received:	Hall Assignment:
License Agreement Received:	Meal Plan Assignment:
Housing Deposit Received:	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 important to you?** \_\_\_ Choice of Hall \_\_\_ Room Type (Double/Single)

**Order of preference is not a guarantee for placement. Placement is based on availability.**

**Personal Hours**

- Early to bed, early to rise
- Flexible
- Night Owl, but realize **QUIET HOURS** begin at 10pm

**Sound Levels**

- Noisy – I like to hear music or TV most of the time
- Flexible – I respect others needing quiet time
- Quiet – I’m low key and have a need for quiet 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

**Cleanliness Issues**

- Neat – I like my space to be tidy most of the time
- Casual – Some clutter is okay, but I prefer it clean
- Messy – I’m not into cleaning or picking up

**Smoking – Smoking is prohibited in all LCSC Residence Halls**

- Yes, I smoke
- No, I do not smoke & I do object to it
- No, I do not smoke but don’t care if my roommates do

**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 been convicted of a felony?** \_\_\_ Yes \_\_\_ No

**Meal Plan Options – Please see the Residence Life website at: <http://www.lcsc.edu/residence-life/> for meal plans and prices:**

<u>Clark Hall</u>	<u>Clearwater Hall</u>	<u>College Place</u>	<u>Talkington Hall</u>	<u>Parrish House (optional)</u>
___ Meal Plan 1	___ Meal Plan 1	___ Meal Plan 1	___ Meal Plan 1	___ Meal Plan 1
___ Meal Plan 2	___ Meal Plan 2	___ Meal Plan 2	___ Meal Plan 2	___ Meal Plan 2
	___ Meal Plan 3	___ Meal Plan 3		___ Meal Plan 3

Meal plan options/requirements are subject to change.

By signing below, I acknowledge that I have read, understand, and agree to the LCSC Residence Hall License Agreement.

Student Signature & Date

Parent/Guardian Signature & Date (if student is under 18 yrs of age)

**Print and submit the completed Application, License Agreement and \$200 deposit 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](mailto:reslife@lcsc.edu)**

## LCSC RESIDENCE HALL LICENSE AGREEMENT

**INSTRUCTIONS:** Please read all 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.

**OCCUPANCY:** 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.

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

**Fall Semester**

Cancellation by 6/1	\$200 refund of housing deposit
Cancellation 6/2-7/15	\$100 refund of housing deposit
Cancellation 7/16 or after	No refund of housing deposit

**Spring Semester**

Cancellation by 11/1	\$200 refund of housing deposit
Cancellation 11/2-12/15	\$100 refund of housing deposit
Cancellation 12/16 or after	No 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.

**COLLEGE REGULATIONS:** 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.

