

EUREKA COLLEGE

HOUSING SERVICES CONTRACT

2008-2009

STUDENTS NAME: _____ SSN: _____

On this the ____ day of _____, 20____, Eureka College "the College" and the undersigned by and/or on behalf of the Student/Resident (hereinafter the "Student" even if executing as a representative of the Student), hereby enter to this Housing Services Contract upon the following terms and conditions. The Student understands that the College will not permit the Student to occupy a room without the Student's express agreement to all terms and conditions listed as part of this Contract.

1. Application Process:

- **Housing Services Contracts** must be filed in the Student Programs and Services (SPS) Office. Students submitting the Housing Services Contract by the published deadline will qualify for a double or single space in College housing only if adequate space is available and if in the College's sole opinion, it is the best match with Student's indicated preferences.
- **Commitment Deposit:** A refundable housing deposit of **\$150** is required, of all new Students, and once deposited, it will be held as a security deposit. This is a one time deposit and does not need to be paid each year. (*A \$10 convenience fee will be assessed for all deposits made through a credit card.*) Unless other charges apply, the deposit will be returned to the Student upon graduation or withdrawal from the College, provided there are no outstanding charges on the Student's Account. Also, Students who move off campus without obtaining prior written approval from the Student Programs and Services (SPS) Office will forfeit this deposit.

New Students are strongly encouraged to submit a completed Contract by June 1, 2008. This will allow the Director of Residence Life to best attempt to meet their housing assignment requests.

The following are express provisions of this Housing Services Contract:

- No assignment will be made without a Housing Services Contract signed by and/or on behalf of the Student and the \$150.00 housing deposit on file with the Student Programs and Services (SPS) Office.
- The Student is applying for an assignment within the residence hall system and not for any one specific space.
- In the event of full occupancy, the College will assign Students to temporary housing. Students will if so requested by the College, be required to vacate temporary spaces when permanent housing becomes available. The Student Programs and Services (SPS) Office will attempt to minimize any disruption to the Students involved.
- If the Student arrives late or leaves early, or is required to leave the College for any reason, the Student shall remain financially bound by the terms and conditions of this contract (except as explicitly otherwise provided in this document as outlined in Section 6).
- The Student is requesting that the College enter into this Contract. The Student accepts responsibility to pay all resultant charges for these services, even if he/she does not make use of some or all of the services noted. The College agrees to faithfully provide those services unless events beyond its control prevent its so doing.

2. Terms and Eligibility: This Contract is for Fall 2008 and Spring 2009 semesters. Eligibility is limited to Eureka College Students. Full-time Students will be given priority, however part-time status Students may be allowed to retain eligibility for residential living. Non-students are not permitted to live in the residence halls.

3. Period of occupancy: The Student may occupy an assigned room each semester at the time published by the Student Programs and Services (SPS) Office. Failure to occupy the room by 5:00 p.m. on the first day of classes may result in assignment of the room to another Student. If the Student fails to occupy space, or removes all of his/her belongings during the course of the semester, the assignment will be considered abandoned and may be reassigned to another Student. Occupancy of the room must be terminated at the completion of this Housing Services Contract (by the published residence hall closing date). College housing and dining facilities are closed during Thanksgiving, Winter, and Spring Breaks. *Entry to Residence Halls is prohibited when buildings are closed, unless prior written approval has been granted by the Director of Residence Life.*

Notice of Early Arrival and Late Departure Charges: If you occupy before, or fail to vacate your room by, the published dates the residence halls are officially open or closed without the prior written approval from the Director of Residence Life, you will be assessed a charge of \$25.00 in addition to a \$10.00 charge per day that you stay. Appropriate disciplinary action may also be invoked.

Breaks: If you need to stay on campus during an official break due to an on or off campus job, a College sport, or because you live too far to go home, you may request permission to stay. If approved, you may be charged \$10.00 per night.

4. Board: All Students residing in the Residence Halls are required to purchase a Board Plan.

5. Refunds: Students are entitled to a prorated refund based on the College's tuition and refund policy upon withdrawal from the College.

- Students who are suspended from the residence halls for disciplinary reasons will not be entitled to a refund of room fees. The Student is financially responsible for the stipulated period on the contract.
- Students who vacate the residence halls but remain registered for any courses at the College will be charged for the Contract for the full academic year unless the Student receives prior written approval from the Vice President of Student Services.

6. Procedures for Cancellation: Submit all written requests for cancellation to the Director of Residence Life. Cancellations of the Housing Services Contract will be confirmed or denied in writing within ten business days of receipt of your written request. **Please note that vacating the premises does not release the Student from contractual obligations.** The deadline for canceling this agreement without financial penalty is August 1, 2008 for Fall 2008 and December 1, 2008 for Spring 2009. **After these dates, the Student is liable for the room charge for the entire academic year or spring (for those Students entering that term).** In order to be approved for possible Housing Services Contract cancellations, you must meet one of the following criteria, as well as provide 2 weeks notice. All

students are currently required to live on campus (regardless of their year in school) unless married, commute from a parent's home, over 24 years of age, pursuing a second degree, or meet one of the specific exceptions below.

- By the Student:
 - Withdrawal - this contract will be suspended after the Student has officially exited the College when the Student completes an Exit Ticket and it has been signed by a representative of the Student Programs and Services Office. A prorated refund will be made for room fees in cases of illness certified by a physician, or for unavoidable or extenuating circumstances as authorized by the Director of Residence Life.
 - December Graduation - the contract will be suspended after the Student has officially completed a Graduation Ticket and the same has been countersigned by a representative of the Student Programs and Services Office.
 - Marriage - provide a copy of a marriage license valid in the State of Illinois, which has been filed in the appropriate State and/or County offices to the Director of Residence Life.
 - Student Teaching and Internships – when on-campus residence is not feasible due to the Student's need to complete a Student teaching or an internship for College credit at a location that is not within reasonable driving distance of the College. The Student will provide the Director of Residence Life supporting documentation to justify an off-campus housing request for one or more semesters, as required by the Student teaching or internship assignment.
 - Financial Hardship – the Student must provide documentation supporting the financial hardship request. The Director of Residence Life, the Office of Financial Aid, and the Vice President of Student Services will evaluate the Student's request, provide potential alternatives and consult the Student. Only upon the concurrence by all the foregoing parties will this Contract then be cancelled.
- By the College:
 - Academic Suspension – in the event of such action, the College reserves the right to terminate the contract and refund the unused room fees.
 - Enrollment or Contract Termination - A Student whose enrollment is terminated for any reason must vacate the residence halls within 24 hours unless a temporary extension is granted by the Director of Residence Life. A Student whose contract for room fees is terminated by the College for violation of the terms and conditions, for health or disciplinary reasons, or for reasons deemed sufficient by the Vice President of Student Services must vacate the residence halls within 24 hours. There are no room fee refunds for Students whose enrollment or Contract has been terminated. Board charges may be prorated from the week of departure.

7. Reassignment and Removal: Residence Life Reassignment, Removal or Suspension: The College reserves the right to reassign, remove, or suspend (pending review) from the residence halls any Student whose conduct exhibits disregard for the residential community, who violates the terms and conditions of residence hall occupancy, or who violates other College rules and regulations. Such determinations will be made by the Vice President of Student Services and/or a designee.

If you are in a living space and a vacancy occurs, you must accept a new occupant as assigned by the Director of Residence Life. Behavior which discriminates in violation of Eureka College's Rules and Policies or which unreasonably impedes an interested Student or assigned occupant will be considered sufficient grounds for disciplinary action, including reassignment or removal from the residence halls, without refund, as determined by the Vice President of Student Services or his/her designee.

- College Disciplinary or Administrative Removal: The College may terminate this agreement and take possession of the room at any time upon (a) violation of the provisions of this Contract; or (b) the direction of a duly authorized judicial body, Dean, or other Officer of the College; or (c) suspension or expulsion from the College.
- **The College reserves the right to change room assignments at its discretion, including but not limited to, consolidation of room assignments.**

The Student Programs and Services Office reserves the right to consolidate space/vacancies in order to accommodate any student or to close a hall or wing that is not full. In the event of increased housing demand, the occupancy of certain designated single and double rooms may be increased. Students in these situations will be provided with an appropriate credit for a portion of the semester's room rate. Assignments made for increases in occupancy will receive priority for relocation to regular assignments, as vacancies occur. Also, in the event of over enrollment, first-year Students may be assigned to upperclassmen areas.

8. Liability: The College shall not in any event be liable for the loss of, damage to, or theft of, any and all property belonging to the Student. Further, the College shall not be liable for any claims for damage by reason of any injury or injuries to any persons, or damage to property which in any way arises out of the use and occupancy of the on-campus housing. The Student hereby agrees to hold the College harmless from all liabilities on account of or by reason of any such injuries, liabilities, claims, suits or losses. The Student shall be responsible for obtaining insurance coverage on her/his personal property.

At the time of its signing, this Contract hereby adopts the language set forth in the College Catalog and Student Handbook as if the same were fully set forth herein and the Student acknowledges he/she has read and accepts the same. Rules and regulations contained within the College Catalog and Student Handbook may be accessed at www.eureka.edu/students and www.eureka.edu/handbook/handbook.asp, respectively.

Student's Signature

Date

Signature of Parent or Guardian (if student is under 18 years of age)

Date

Housing Services Contract 2008-2009

In accordance with the terms of pages 1 & 2 of the Housing Services Contract, this Contract between the undersigned Student and Eureka College is for housing services for the academic year beginning in Fall 2008. **Housing assignments will not be made for any student until a complete signed Housing Services Contract and the \$150.00 housing deposit is on file with the Student Programs and Services Office**

Non-discrimination Policy Information: In keeping with College policy, all housing assignments are made without discrimination by reason of race, religion, color, national origin, disability, or sexual orientation.

PLEASE PRINT

Full Legal Name: _____
Last *First* *Middle*

Soc. Sec. No. _____ - _____ - _____ **Gender:** Male Female **Date of Birth:** _____

Permanent Mailing Address: _____
Number and Street

City, State, Zip

Home Phone Number: _____ **Cell Phone Number (Optional):** _____

Email Address: _____

Student Status:

First-time Freshman Transfer Readmit Returning (currently enrolled)

Class Status as of Today's Date:

Freshman Sophomore Junior Senior

****FOR DISABILITY RELATED HOUSING ACCOMMODATIONS****

Any Student requesting disability-related housing accommodations should contact the Student Programs and Services Office as early as possible. A physician's statement may be required.

Housing preferences and specific roommate requests ARE NOT GUARANTEED and are subject to availability. We honor requests whenever possible.

Roommate Matching Questionnaire (New Students)

If you know an incoming/returning student that you would like to room with, please list their name here:

My roommate/suitemate preference is: _____
(Your roommate preference must also list your name on their form for the placement to be considered.)

All residential students who have not indicated a roommate preference are required to complete the following roommate matching questions. Please indicate your preferences and *be as honest as possible*. We understand that sometimes people fall in between the categories; you should choose what you believe you are *most* of the time.

- I would prefer to live in the following type of hall:
A. Freshman, not coed (Alumni/Founders Court) B. Mixed classes, not coed (Alumni/Founders Court)
C. Upperclass, coed (Langston Hall) D. Upperclass, not coed (Alumni/Founders Court)
- Due to allergies and strong personal preferences, please answer the following with care:
A. I am a smoker B. I am a non-smoker C. I am a non-smoker willing to live with a smoker
- My intended field of study is: _____
- I prefer to study:
A. In my room B. Somewhere else in the dorm C. At the library
- When I study, I prefer:
A. Absolute quiet/no distractions B. Moderate quiet/some background noise
C. Little quiet/many distractions D. Constant distractions
- I prefer to go to bed at _____ on weeknights and _____ on the weekends.
- If I go to bed before my roommate, I expect:
A. Total silence B. Lights off, but a little noise
C. Lights on, but no noise D. Doesn't matter
- I prefer to live in a room that is:
A. Neat and orderly B. Lived in C. Cluttered
D. Messy E. A pig pen
- I like to clean my room:
A. Everyday B. Once a week C. Once a month
D. Only when I have to E. Never
- I would enjoy having friends in my room:
A. Very frequently B. Frequently C. Occasionally
D. Seldom E. Never
- My friends would describe me as (*circle all that apply*):
A. Energetic/excited B. Flexible/laid back C. Loud
D. Quiet E. Set in my ways/rigid F. Emotional
G. Involved/social H. Hardworking/focused I. Other _____
- On the weekends, I plan to (*circle all that apply*):
A. Party B. Hang out with friends C. Sleep
D. Watch movies E. Go home/leave campus F. Homework/study
G. Activities that don't involve drinking H. Other _____
- Aside from academics, I have the following interests (*circle all that apply*):
A. Playing sports B. Watching sports C. Music/Band
D. Video games E. Senate/Politics F. Greek life
G. Theatre/Drama H. Religion I. Service
J. Travel K. Reading L. Other _____
- Other concerns you should know when doing my room/roommate placement: _____

If available, I am interested in having my own room. **Yes** **No**

(Keep in mind that space is rarely available for freshmen to have their own room. If you have a specific reason for your request, please include it above. Also, there is an additional \$1030 charge per semester for a single room.)