



# ROGERS STATE UNIVERSITY

## FAMILY HOUSING CONTRACT

1. I am applying for the:  Fall, August 20\_\_\_\_  Spring, January 20\_\_\_\_  Summer, June 20\_\_\_\_

2. Applicant's full legal name \_\_\_\_\_  
Last First Middle Suffix

3. Gender  Female  Male

4. Student ID number \_\_\_\_\_  
Leave blank if unknown.

5. University standing  Freshman  Sophomore  Junior  Senior  Graduate

6. Birth date and age \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Age: \_\_\_\_\_  
Month Day Year

7. Permanent address \_\_\_\_\_  
Street City State Zip

8. Contact information \_\_\_\_\_  
Cell Phone Email Address

9. Emergency contact \_\_\_\_\_  
Name Relationship Home or Cell Phone

10. List all immediate family members expected to live in the apartment.\*  
Name Relationship Age

Name Relationship Age  
*\* All apartments are to be occupied by the registered applicant and applicant's spouse (if applicable) and their natural or legally adopted children only. Applicant (s), spouse and/or other legal dependents must be present when the lease is signed in order to legally occupy the apartment. Proof of custody or birth certificates and/or marriage license will be required with application.*

11. Length of contract  Academic Year (August to May) \$4,800 (Fall \$2,400; Spring \$2,400)  
 Spring Semester (January to May) \$2,400  
 Summer Semester (May to August) \$1,580

12. Source of funds Check all that apply.  Financial Aid  Job  Parents  Other \_\_\_\_\_

**FOR OFFICE USE ONLY**

Per Semester	Total	Beginning Date	Ending Date
Amount of Payments	# of Payments		

14. Applicant's signature My signature below indicates that I understand that this is a legally binding Contract and that this document constitutes my agreement to meet all specified terms, conditions, and obligations. Submission of a contract and a deposit does not guarantee housing accommodations. Failure to meet financial obligations may result in a student being denied access to his/her living accommodations and termination of contract.

\_\_\_\_\_  
Name Signature Date  
\_\_\_\_\_  
Spouse Signature Date

**This Contract is a legal document. Your signature indicates your understanding and acceptance of all the terms and conditions stated herein.**

**Deposit**

The Family Housing Contract cannot be processed unless accompanied by a security deposit payment in the amount of \$200.00. This security deposit can be used to pay any unpaid balance owed to the University including, but not limited to unpaid rent, utility charges, damages and fines, and tuition. The security deposit is eligible for release if:

1. It is the end of an academic year, there is not an active contract on file for upcoming semesters, and proper checkout procedure is followed.
2. There are no additional damages present in your room or your apartment common areas upon checkout.

**Term of Contract**

The Contract commences when processed by the Office of Residential Life, with a move-in date established by that office, and remains in effect until the end of the chosen Contract term. Please refer to the dates on page 1 of this Contract.

**Eligibility**

RSU is committed to the goal of equal educational opportunities for students with disabilities. Requests for reasonable accommodations for disability related needs should be submitted to the Director of Residential Life.

If you are married or a single parent, and are enrolled as a full time student at RSU, you and a maximum of two immediate family members are eligible to live in RSU Family Housing. Children must be 10 years or younger.

**Cancellation of the Housing Contract**

You may terminate this Contract, subject to the following conditions and deadlines and approval of the Housing Contract Committee.

Contract Termination Prior to the First Day of Classes

1. Full Refund- If written notice is received before the deadline, your initial Contract payment (deposit and rent) will be refunded. Deadlines: July 1st for Fall semester, December 15th for new Contracts for the Spring semester, and May 1st for the Summer Semester.
2. No Refund- After July 1st for the Fall semester, December 15th for new contracts for the Spring semester, and May 1st for the Summer semester, there will be no refund of the deposit.

Contract Termination On or After Taking Occupancy

1. If you are enrolled in classes and terminate your contract on or after taking occupancy, you will be charged the following:
  - a. If cancelling and moving out within first calendar week of classes, full room charges will be refunded, the meal plan charge will be prorated based on move-out date, and the deposit will be forfeited.
  - b. If cancelling and moving out during the second calendar week of classes, student will be charged one month's rent, the meal plan charge will be prorated based on move-out date, and the deposit will be forfeited.
  - c. After the first two calendar weeks of classes, full room charges will be assessed through the date on which you are officially released from this Contract by the Housing Contract Committee as follows: 25% of the remaining balance; Loss of security deposit; Meal plan and flex dollars will be pro-rated on a weekly basis if leaving the University, otherwise, meal plan charges remain on your account.

**Termination of the Housing Contract**

Upon reasonable notice and for good cause, the University reserves the right to terminate this Contract. Good cause in this section means any conduct which disrupts the orderly administration and/or function of RSU or any of its activities, suspension from the housing facility or the university and academic or disciplinary withdrawal. If this Contract is terminated, you must vacate the premises immediately or as required by law.

**Release from Housing Contract**

If you are enrolled and wish to be released from the Contract, you may apply for a Contract release from the Director of Residential Life or his/her designee. Releases are at the discretion of the Housing Contract Committee. Releases will be granted only under extreme and extenuating circumstances. If a release is approved and after completion of proper check out procedures, you will be obligated to pay for room charges accumulated from the start of the Contract through date of checkout, a cancellation fee of 25% of the remaining balance of your Contract, and the deposit is forfeited. If you move prior to a release, your charges will accumulate until a release is approved.

**Housing Assignments**

Assignments are made based on the date of receipt of housing Contract and deposit. The Contract and the deposit reserve a space in the apartment complex, not a specific room. We cannot guarantee a particular space. If you fail to move in to your assigned space on or before the first day of classes, your space will be assigned to another resident. Failure to occupy space does not nullify the Contract. Charges will continue through the Contract period or until you officially withdraw from the university. A room may be occupied by only the student to whom it is assigned and the immediate family members listed on the Contract.

**Room Changes**

Requests for room changes are accepted at any time and are subject to space availability. If approved, you will have 48 hours to complete your room change or rent will be charged on both rooms until the move is complete. The first room change is free of charge, subsequent room changes will result in a \$25.00 room change fee.\*

**Guest Policy**

Overnight guests must be approved through the housing office. Each resident and each guest is allowed five guest passes per Contract period. You must accompany your guests at all times, and the guest is expected to carry a guest pass at all times. Guests shall be required to comply with all University Policies including those contained in the Student Code of Conduct and the RSU Residential Life Handbook. The resident is responsible for any damages to the property by their guest. Failure to abide by these regulations may result in fines and/or other disciplinary measures, and/or Contract termination.

**Room Inspection, Security, and Cleanliness Standards**

The University reserves the right to enter any room in case of emergency, maintenance needs, Health and Safety inspection, or room inspection. If repair work or any like service is required, a reasonable effort will be made to notify you prior to entry. Upon taking possession of a room, you will be responsible for keeping your room in a clean and sanitary condition. Health and Safety inspections will be conducted by the housing staff at the discretion of the Director of Residential Life.

Every effort will be made to protect your belongings, but the university is not responsible for loss of or damage to your personal property. You should contract with a private insurance company for coverage of your personal belongings.

A \$50 minimum cleaning fee will be assessed when a resident fulfills his/her contract. Additional cleaning charges may be assessed against residents whose housing units require other than routine cleaning including, but not limited to, carpet stains, etc. **PLEASE NOTE:** Fines will be assessed for the cost of repair to any item in the unit that is found damaged at the time the residential life staff conducts final check out or at any other time such damage is discovered. This shall include, but is not limited to, damages to the walls, carpet, furniture, appliances, floor, fixtures, etc.

**Laundry**

All residents living in Family Housing and Downs Hall will be charged a \$30 fee each semester for usage of laundry facility. This will allow resident only to use washers and dryers without having quarters.

**Smoking/Tobacco**

In compliance with Governor's Executive Order 2012-01, Rogers State University is a tobacco and smoke free campus.

**Statement of Understanding**

I have read and understand all the rules, provisions, regulations, and policies set forth in this Contract. I also understand that I acknowledge the receipt of, and responsibility for familiarity with the rules, provisions, regulations, and policies set forth in the RSU Residential Life Handbook, the RSU Student Code of Conduct, and any other applicable official publications of the University as may be amended from time to time. I agree to pay for the total amount of my Contract according to the term I selected.

\_\_\_\_\_ Name

\_\_\_\_\_ Signature

\_\_\_\_\_ Date

\_\_\_\_\_ Spouse

\_\_\_\_\_ Signature

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