



UNIVERSITY OF SAINT JOSEPH

CONNECTICUT

2013 - 2014

Housing Application

PLEASE PRINT

LAST NAME	FIRST NAME	MIDDLE	STUDENT I.D. NUMBER
PERMANENT STREET ADDRESS () _____	CITY () _____	STATE	ZIP CODE
PERMANENT TELEPHONE	CELL PHONE	E-MAIL	DATE OF BIRTH

EMERGENCY CONTACT INFORMATION:

LAST NAME	FIRST NAME	RELATIONSHIP	
STREET ADDRESS () _____	CITY () _____	STATE	ZIP CODE () _____
HOME TELEPHONE	WORK TELEPHONE	CELL PHONE	

Occupancy start date: Fall 2013 Spring 2014

Your housing status as of occupancy date: New First-year New Transfer Returning Student International Student

If you are returning, what was your housing status in 2012-2013? Resident Commuter

Your student status for the upcoming academic year: Undergraduate Student Graduate Student (not guaranteed based on availability)

Expected Year of Graduation from USJ: _____ Major Area of Study: _____

Do you (please check one for each pair):

<input type="checkbox"/> Sleep late	<input type="checkbox"/> Go to bed before 11 p.m.	<input type="checkbox"/> Like the room very neat	<input type="checkbox"/> Socialize frequently with guests
<input type="checkbox"/> Wake up early	<input type="checkbox"/> Go to bed after 11 p.m.	<input type="checkbox"/> Prefer the "lived in look"	<input type="checkbox"/> Prefer occasional guests; like the room fairly quiet

Music Preference: _____

Do you smoke: Yes No Would you live with a smoker: Yes No ***All rooms are smoke-free.***

PREFERENCES ARE NOT GUARANTEED; ROOMS ARE DOUBLE; SINGLE ROOMS ARE RESERVED FOR THOSE WITH DOCUMENTED MEDICAL NEEDS.

Please tell us a bit about yourself to help us match you with a roommate: _____

OPTIONAL:

Roommate request: _____ REQUESTS MUST BE MUTUAL. MATCHING IS NOT GUARANTEED.

Last Name First Name

If you have a disability or medical condition that should be considered in assigning you a room you must contact Disability Support Services via e-mail, kthibault@usj.edu, or phone (860) 231-5428 to complete a Housing Accommodation Request Form.

RELEASE OF INFORMATION:

In accordance with the Family Education Rights and Privacy Act of 1974, it is the policy of University of Saint Joseph not to release any personal information about students. However, if you wish and with your permission, we will release housing information, including room number and telephone numbers to persons attempting to locate you. Please check one of the following:

Yes, I give permission to make my housing information available. No, please do not release any housing information.

MEAL PLAN:

Residential students are required to purchase a meal plan. Please check one of the following meal plan options:

10 Meal Plan (includes any 10 meals served throughout each week) + \$150 Dining Dollars (per semester) -- **JUNIORS & SENIORS ONLY**

15 Meal Plan (includes any 15 meals served throughout each week) + \$100 Dining Dollars (per semester)

19 Meal Plan (includes all 19 meals served throughout each week) + \$50 Dining Dollars (per semester)

I hereby certify that the information which I have provided is true and accurate. I also certify that I have read and understand the Terms and Conditions of the License. I also understand that all fees are preliminary and subject to final approval and change. I agree to conduct myself at all times in compliance with University standards as detailed in the Terms and Conditions of the License and *The Student Handbook*. I agree to pay all housing and damage charges when due. I understand that the University will make every effort to accommodate my application for housing, but the filing of this application does not guarantee me a room in University housing. **I understand that, pursuant to Connecticut State law, I will not be permitted to reside on campus until proof of meningitis immunization is on file with the University's Health Services Office.**

Student Signature _____	Date _____	Parent or Guardian Signature (if applicant is under 18 years of age) _____	Date _____
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MAIL OR FAX TO: University of Saint Joseph, Office of Residential Life & Housing, 1678 Asylum Avenue, West Hartford, CT 06117
 Phone: (860) 231-5214 Fax: (860) 231-6734 E-mail: housing@usj.edu

OFFICE USE ONLY			
LICENSE ON: ___/___/___	BUILDING: _____	ROOM: _____	ROOM TYPE: _____
DATA ENTERED: ___/___/___	INITIALS: _____		

HOUSING TERMS AND CONDITIONS OF LICENSE

Housing Information

1. The University of Saint Joseph does not discriminate on the basis of race, color, religious creed, disability, age, sexual orientation or national origin in the administration of its educational policies, admissions policies, and scholarship and loan programs. The University is committed to creating a community in which a diverse student population can live and work with tolerance and respect for the rights of each other.
2. **Returning Residents:** A University Housing Application will not be processed until you are registered as full-time and matriculated for the semester for which you are applying for occupancy. A non-refundable room deposit fee of \$250.00 must be paid to the Bursar before your application will be processed. Availability of single rooms is not guaranteed.
3. **New Residents:** University Housing Applications for new students are processed using a combination of the geographic location of your permanent address and the date of receipt of the signed license. Your application will not be processed until you pay a deposit of \$500.00 to the Office of Admissions—a \$250 admissions deposit and a \$250 housing deposit which is non-refundable after May 1, 2013.
4. All preferences selected in the "Room Preference Information" section will be given consideration in room assignments (prior to June 15th). The University cannot guarantee roommate requests.

Terms of License

The University of Saint Joseph, herein called the University, shall provide the student, herein called the Resident, with the use of a room for one academic year or balance remaining at the time of assignment. The residence halls close for Thanksgiving break, semester breaks, Easter break, and Spring break. The room license fee is subject to final approval and can change. The License commences on Friday, August 23, 2013 for first-year students and Sunday, August 25, 2013 for upperclasswomen. Students must take possession of their room key by 5 p.m. on Friday, August 30, 2013. Licenses expire on May 11, 2014 for seniors or 24 hours after the Resident's last exam, whichever is earlier. This contract is for one academic year (fall 2013-spring 2014). The License may also be terminated upon written notification from the University of the suspension of the resident's status or the resident's removal and probation from University Housing.

Payment and Cancellation

Three room rates will be in effect for 2013-2014: Double, single, and the North/South suite rate. The single room rate is the same whether or not the room has a private bath. To receive a refund of residence fees, notification of withdrawal or meal plan changes must be made in writing to the Office of Residential Life prior to August 1 for the fall semester and December 1 for the spring semester. No refunds of room charges or meal plans will be made once a resident takes possession of a room key.

Students who must withdraw from housing must submit a typed letter by August 1 or December 1 to the Office of Residential Life and Housing. A withdrawal committee will render a decision of reimbursement within ten (10) working days. Withdrawal reasons must be explained in the typed letter. **There will be a \$500 withdrawal fee** for any withdrawal requests received after August 1, 2012 for fall semester or December 1, 2012 for spring semester.

The resident agrees:

1. To purchase a Meal Plan. Residents are billed room and board charges per semester by the University.
2. To conduct herself in a manner consistent with the Mission of the University.
3. To abide by the rules and regulations contained in this License and The Student Handbook, including all amendment and modifications in effect while the student is a resident, regardless of when the amendment and/or modification was made.
4. To abide by all Federal, State, and local laws.
5. To reside in the assigned room with her assigned roommate and to vacate and remove all personal property from the room when the License expires or when otherwise directed by the University.
6. To abide by all regulations with regard to changing room assignments. Approved room changes occur on specific days each semester. All other room changes are considered extraordinary and must be approved by the Director of Residential Life and Housing.
7. To assume all responsibility for personal belongings and to hold the University harmless from any claims by the Resident and her guests for loss or damage to personal property or personal injury or death. The University assumes no responsibility for damage or loss to a Resident's belongings, regardless of cause, and assumes no responsibility for personal injury or death to the Resident or her guests unless caused by the negligence of the University.
8. To abide by the Guest and Visitation Policy and be accountable and responsible for the conduct of guests and visitors as detailed in The Student Handbook.
9. To keep the room clean and fit for habitation. The Resident will be responsible for all damages done to the furniture, appliances, plumbing, heating, and ventilation systems as a result of the Resident's neglect regardless of whether the neglect was the committing of an act that caused the damage or the failure to do an act in order to prevent damage. Any damage is the responsibility of the resident unless caused by the University.

A. As the Resident checks into the assigned room, an inspection of the room will be conducted by the Resident and the Resident Assistant (RA)/Resident Coordinator (RC). Any damages to or missing items in the room or the fixtures existing at the time will be listed on the Room Condition Report (RCR). The Resident agrees to accept responsibility for damages and items missing at the end of the semester (or expiration of the License) which are not listed on the RCR. Damage to the halls, lounges or other common areas is the responsibility of the Resident. In those cases when the identities of the parties who caused the damage to the hall, lounges or other common areas cannot be determined, the University will charge the Residents residing in that area or hall.

- B. The Resident is required to report any maintenance needed in a timely fashion to her Residence Coordinator or Resident Assistant.
10. Not to engage in the use, possession or sale of any and all narcotics and controlled substances, except as permitted by law.
11. To conform to Connecticut law and University policy regarding alcoholic beverages. Beer kegs, or beer balls are not permitted within the residence halls. Alcohol is prohibited in the hallways and common areas.
12. To conduct her activities so as not to interfere with the quiet enjoyment of others. Quiet hours are from 11:30 p.m. to 9 a.m. Sunday through Thursday and from 1:30 a.m. to 9 a.m. Friday and Saturday.
13. Not to allow any persons other than assigned roommate to live in the room.
14. Not to misuse, abuse, or tamper with fire safety equipment, including extinguishers, smoke detectors, hoses or pull boxes. Residents are required to vacate the building promptly in the case of all fire alarms.
15. To familiarize herself with fire and emergency exits and procedures.
16. Not to smoke in any rooms, hallways, bathrooms, and common areas.
17. Not to loan room keys or I.D. cards except for approved room assignments during Semester Break. Room keys may not be duplicated under any circumstances. Lost or stolen keys are to be reported immediately and will require a lock change, to be paid for by the Resident. Residents may not add or otherwise alter locks on any doors.
18. Not to loan mail box keys. Residents will have to pay \$50 for lost or unreturned mail box keys.
19. Not to possess or use fireworks, dangerous chemicals, firearms, weapons or any other prohibited items noted in the Student Handbook.
20. To abide by appliance guidelines detailed in the Student Handbook (refrigerators may not be larger than two cubic feet).
21. Not to remove or open window screens or to pass anything through the window, in either direction.
22. Not to install waterbeds, build a loft with furniture, stack furniture or utilize cinder blocks under any furniture.

The University

1. Reserves the right to enter a room for inspection and repair of facilities for: health, safety, and maintenance; for damage to space or equipment, and to uphold University policy.
2. Agrees to exercise every reasonable precaution to safeguard the health, safety, and property of each Resident and will make every good faith effort to repair properly reported defects or deficiencies in the Residence Halls, as instructed in The Student Handbook.
3. Shall not be liable for: failure or malfunction of water supply, electric current or heating/cooling system, presence of bugs, vermin, or insects; the loss, damage, injury to a Resident, her guest or the property of any of them.
4. Agrees to provide the Residence Hall student with a Meal Plan.
5. Reserves the right to take appropriate disciplinary action, including immediate termination of the University Housing License and immediate removal from University Housing for conduct which is found by the University, in its sole and absolute discretion, to be in violation of the University's rules, regulations, policy, and/or the University Housing License.
6. Reserves the right to move a Resident from one room to another when the University determines, in its sole and absolute discretion, that the move is in the Resident's best interest, or those of her fellow students and/or the University's.
7. Reserves the right, in its sole and absolute discretion, to remove a Resident from University Housing and terminate the Housing License for: failure to meet financial obligations to the University, behavior not conducive to a living/learning environment, violation of the Terms and Conditions of the Housing License, posing a threat to the health, safety and/or welfare of the Resident or others in the Housing or University Community; failure to remain in good standing with the University, including any violation of any provision in The Student Handbook.

All students requesting to live on campus must have up-to-date health forms on file with the University of Saint Joseph Health Services Office. These forms, which include medical & immunization history & physical examination, must be received no later than August 1 for the fall semester and December 1 for the spring semester. Students will not be permitted to pick up keys and move into the residence halls until these forms are on file.

Meningitis Immunization: All resident students are required to provide proof of immunization prior to moving on campus.

The Resident who withdraws from the University, whose student status is suspended, or whose License is terminated, is responsible for all financial obligations as stipulated in this License and is required to vacate the room within two calendar days, or as otherwise stated in writing by the University.

Please return this form to:

University of Saint Joseph
Office of Residential Life and Housing
1678 Asylum Avenue
West Hartford, CT 06117

Phone: (860) 231-5214
Fax: (860) 231-6734

I have read this page:

Student Signature

Date