



**BENEDICT COLLEGE
DEPARTMENT OF COMMUNITY LIFE
RESIDENCE HALL APPLICATION AND CONTRACT**

PLEASE MAIL RESIDENCE HALL APPLICATION TO THE OFFICE OF COMMUNITY LIFE

FOR OFFICIAL USE ONLY
RECEIPT NUMBER _____
RESIDENCE _____
ROOM # _____ EXT _____
DATE RECEIVED: _____

THE RESIDENTIAL HALL AGREEMENT

I hereby apply and agree to the terms and conditions appearing on the reverse side of this application for assignment of accommodations in a Residence Hall for the 200__ to 200__ semester(s). I have read and understand that this is a contract and that it is enforceable for the entire academic year.

Signature of Applicant _____ Date _____

**Please Provide The Information Requested Below:
-Print Only In Ink-**

Last Name	First Name	Middle Initial
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Permanent Address	Telephone #
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Social Security Number	Gender	Birth-date
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Classification	Academic Major
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Parent or Guardian	Relationship
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Address	City	State	Zip Code
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Telephone Number (Home)	(Work)
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PREFERRED ROOMMATE _____

**PLEASE INDICATE ANY CHRONIC AILMENTS THAT SHOULD BE
CONSIDERED IN MAKING YOUR ROOM ASSIGNMENT**

TERMS AND CONDITIONS OF RESIDENCE HALL AGREEMENT

The signature of a student on this application and contract signifies that he/she agrees to and accepts the following terms and conditions. Each Residential Hall Agreement is personal and may neither be transferred or re-assigned by the student(s).

1. **Rental Period:** The rental period is for the entire academic year beginning in August and ending in May. Agreements made anytime after the actual opening of the Fall Semester are effective until the close of the academic year.
2. **Room Deposit:** Fifty dollars (\$50.00). The payment of a room deposit does not guarantee a room, but establishes eligibility for a room assignment. Assignments are made based upon the order in which deposits are received (first come, first served). The deposit is applied as partial payment against the total cost of the applicant's room rent. Deposits are non-refundable, except when the college is unable to furnish a room.
3. **Rental Charges Payment:** Semester rental charges are included in student's billing by the Business Office.
4. **Refund:** A student who officially withdraws from the College during the first five (5) weeks of a semester is entitled to a refund of fees for that semester. The refund is based on the following scale:

Withdrawal Period

During 1 st or 2 nd Week.....	80%
During 3 rd Week.....	60%
During 4 th Week.....	40%
During 5 th Week.....	20%

5. **General Provisions:** The College reserves the right to (a) change any room assignments (b) enter rooms for routine inspections, repairs or housekeeping at any time deemed necessary for institutional reasons or purposes (c) enter rooms to inspect for rule violations at any time deemed necessary with just cause (d) control rooms in case of an epidemic and (e) terminate the Residential Hall Agreement for reasons deemed sufficient by College officials.
6. **Room Charges-** begin on the first official opening date of the residence hall and ends when the student returns the key to the Community Life Coordinator or at the end of each semester.

In keeping with College policy, Residence assignments are made without discrimination to race, religion, color or national origin. The College reserves the right to make guidelines as it deems necessary for the protection of all properties and for the safety, health, comfort and convenience of the student living in the residence halls.

PLEASE NOTE: BENEDICT COLLEGE IS NOT RESPONSIBLE FOR THE LOSS, THEFT, OR DAMAGE OF PERSONAL PROPERTY BELONGING TO RESIDENTS. EACH STUDENT MUST PURCHASE THEFT INSURANCE TO COVER ALL PERSONAL ITEMS.