



BENEDICT COLLEGE
DEPARTMENT OF COMMUNITY LIFE
RESIDENCE HALL APPLICATION AND CONTRACT

PLEASE MAIL RESIDENCE HALL APPLICATION TO THE OFFICE OF COMMUNITY LIFE

OFFICE USE ONLY
Date Received: _____
Residence Hall: _____
Room #: _____

THE RESIDENTIAL HALL AGREEMENT AND CONTRACT

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 20__ to 20__ semester(s). I have read and understand that this is a contract and that it is enforceable for the entire duration of my residential experience.

Signature of Applicant _____ Date _____

Please Provide the Information Requested Below:
-Print Only In Ink-

Last Name	First Name	Middle Initial	
Permanent Address		Telephone #	
Social Security Number	Gender	Date of Birth	
Classification (Freshman, Transfer or etc.)		Academic Major	
Parent or Guardian Name		Relationship	
Address	City	State	Zip Code
Parent or Guardian Telephone Number (Home or Cell)			Work Number

*****Please review important on back*****

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

TERMS AND CONDITIONS OF RESIDENCE HALL AGREEMENT

The initials and 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 reassigned by the student(s).

Please initial each statement after reading

1. Rental Period: The rental period is for the entire academic year beginning in August and ending in May. Agreements made any time after the actual opening of the Fall Semester are effective until the close of the academic year. _____
2. Room Deposit: One Hundred dollars (\$100.00). The payment of a room deposit guarantees eligibility for a room assignment. 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. Deposits are due annually by June 30th. _____
3. Freshman Room Assignments are made based upon the major of the student and in order in which deposits are received (first come, first served). Please note **ALL** freshmen will stay in housing designated for First Year Living and Learning, unless an overflow occurs. Transfers and re-admits will be housed first come, first served. _____
4. Rental Charges Payment: Semester rental charges are included in student's billing by the Business Office. _____
5. 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%

6. 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 (i.e. obsessive residence hall violations and etc.). _____
7. Room Charges begin on the first official opening date of the residence hall and ends when the student returns the key to their 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 list (if any) chronic ailments: _____

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. _____