

GENERAL INFORMATION

Application Year: _____ Fall Spring Date of Birth: _____
Ex. 2008-09

Expected Class: Freshman Sophomore Junior Senior Grad Gender: M F

Name: _____ GWU Student ID#: _____
Last First Middle

Permanent/Home Mailing Address: _____ E-mail Address: _____

Street/PO Box _____ Home: (_____) _____

City, State, Zip _____ Cell: (_____) _____

Father/Guardian Name: _____ Phone (H): _____ Phone (W): _____

Mother/Guardian Name: _____ Phone (H): _____ Phone (W): _____

Emergency Contact (If different from above): _____ Phone: _____

ROOMMATE INFORMATION & PERSONAL PREFERENCES

Residence Hall accommodations and roommate assignments are made on a first-come, first-served, mutual agreement, space availability basis by May 15th.

Every possible consideration will be given to your preference of a roommate, and in some instances, residence hall. However, your application is for residency in Gardner-Webb University Housing and not for a particular room or roommate. Supplying the following information does not guarantee that your roommate will match your preference in each of the criteria below. Please be aware that the later you submit your application, the less likely you will be placed with a roommate that matches most or all of your preferences.

Roommate Request(s): _____

Intended Major: _____ Religious Affiliation: _____

How frequently do you plan to return home during the semester? _____

I enjoy the following music types: Classical Jazz Soft Rock Country Pop/Top 40
 Contemporary Christian Gospel Rap Alternative R&B Dance Rock

How do you keep your room?
 Organized Somewhat organized Somewhat unorganized Unorganized

What times do you get up and prefer to go to bed?
Weekdays: Get up: _____ Go to bed: _____
Weekends: Get up: _____ Go to bed: _____

Please rank your TOP THREE preferences as they relate to roommate matching.

I am interested in a roommate who...

- | | |
|-----------------------------------|--|
| _____ Is a smoker* | _____ Is not a smoker* |
| _____ Is an international student | _____ Is a transfer student |
| _____ Is an upper-class student | _____ Has the same intended major as I |

TERMS AND CONDITIONS OF CONTRACT AGREEMENT

NOTE: The terms and conditions contained in this contract are designed to create a developmental and educational atmosphere for all students at Gardner-Webb-University. While they may appear somewhat restrictive, each policy has been carefully reviewed and edited to be consistent with the University philosophy of care and personal growth.

I. RESIDENCY REQUIREMENTS

- A. All single, full-time undergraduate students enrolled in the regular program are required to live on campus. Exceptions will be considered for the following reasons:
1. Living with a parent or guardian (within 50 miles or 1 hour drive time)
 2. 21 years of age or older prior to the beginning of the semester
 3. Completed 120 consecutive days of military duty
 4. Lived in a college residence hall six semesters (fall or spring)
 5. Achieved 90 semester hours of college credit.
- NOTE: Full-time students desiring commuter status must complete and submit a *Commuting Student Application* along with a \$50 advance deposit. New students should submit the application and deposit upon acceptance. Returning students wishing to change from resident to commuter status must submit the application and fee not later than May 31 for the following fall.**
- B. Students who have registered for classes for the fall semester, but have not submitted either a **Housing Application** or **Commuting Student Application** by May 31 will be charged for room and board.
- C. Married or part-time students enrolled in the regular program must complete and submit the **Commuting Student Application** along with the \$50 Advance Deposit. Part-time students desiring to live in a residence hall can apply for residential status by contacting the Housing & Residence Education Office.
- D. All residential students are required to purchase the University meal plan as outlined in the University Catalog. First-year students are required to purchase the 21-meal plan. Exemptions will be considered only for medical reasons when the University's food service cannot accommodate the necessary dietary requirements. Medical exemptions must be requested in writing at least 15 days prior to registration and be accompanied by a doctor's statement and prescribed diet.

II. CONTRACT PERIOD

- A. This contract covers any term of the current academic year in which the student is enrolled and is not classified as a commuter student.
- B. The student is expected to occupy the room on the date and time scheduled for residence halls opening and leave on the date and time the residence halls are closed. Exceptions must be arranged in advance with the Director of Housing & Residence Education.
- C. The student must claim his/her assigned room on the specified day for any given semester or notify the Director of Housing & Residence Education of any delay in his/her arrival. Failure to provide notification will result in the loss of the assigned room.
- D. Residence halls are closed during Fall Break, Thanksgiving, Christmas, Spring Break, and Easter. Personal property may be left in the rooms during breaks and between the Fall and Spring semesters, provided the student is to return to school.
- E. The student, unless a graduating senior, must vacate his/her room within 24 hours after the student's final exam or the cancellation of this contract. The residence halls will close two (2) hours after the last scheduled exam.

III. CANCELLATIONS

- A. This contract can be cancelled by:
1. The student if he/she withdraws from the University or marries, or
 2. The University if the student fails to abide by the terms of this contract or other University rules and regulations as published in the **University Catalog** or **Student Handbook** or by failing to attend class regularly.
- B. This contract may also be canceled if the student is granted a "Release from Contract" by the Director of Housing & Residence Education or the Dean of Student Development. The student wishing to move from the residence hall during a semester should contact the Director of Housing & Residence Education.
- C. **REFUNDS:** It should be noted that the University has a limited refund (charge reduction) policy when a student officially withdraws from the University. A student leaving the residence hall after registration or leaving for disciplinary reasons is not eligible for a refund and is liable for the entire semester's charges. For further information, please refer to the University refund policy in the University Catalog.

IV. ROOM RESERVATION POLICY AND PROCEDURES

- A. Policy: All resident students must submit a properly completed **Application for Housing** and pay a \$150 Room Reservation deposit before a room will be reserved. The Room Reservation deposit will be forfeited if the reserved room is not utilized.
- B. Procedures:
1. New students enrolling for the fall semester should submit the **Application for Housing** and room reservation deposit within 20 days of acceptance or before the opening of school. **THE ROOM RESERVATION DEPOSIT FOR NEW STUDENTS IS NON-REFUNDABLE AFTER MAY 1ST FOR FALL ENROLLMENT AND NOVEMBER 1ST FOR SPRING ENROLLMENT.**
 2. Returning students may reserve rooms beginning during the designated Room Sign-Up time during the spring semester. Each student must submit to the Housing & Residence Education Office verification of the room reservation deposit and a properly completed **Application for Housing**. **THE ROOM RESERVATION DEPOSIT IS NON-REFUNDABLE.**
 3. To be assigned a specific room and/or roommate, a student must identify another student who has also satisfied the room reservation requirements prior to May 1st (IV, A). Please note that the University does not guarantee particular rooms or roommates; however, every effort will be made to honor requests.
- C. Additional Information
1. The room is rented for actual use and occupancy of the assigned student and shall not be used for anything other than its intended educational purpose.
 2. Most rooms are designed for double occupancy with a few designated as single and triple rooms. Private rooms are assigned only when space is available or when the room is designated as a single room. A Private Room Charge is assessed to the student for a private

room. Students wishing to use a triple room as a private room will be charged double the normal room rate. Private rooms may be cancelled at any time by the University,

3. A student may not change rooms during the first three weeks of classes except under extenuating circumstances. All room changes must be approved in writing prior to a student's moving. A \$50 Room Change fee may be charged for processing a room request change. A \$50 charge will be assessed to the student for unauthorized changes.
4. The Director of Housing & Residence Education reserves the right to make room/roommate changes or cancel a room assignment in the interest of order, health, discipline, occupancy, or other urgent reasons at any time when such changes are deemed necessary.
5. If a student is left without a roommate early in the semester, he/she will be required to consolidate with another student. Consult the **Student Handbook** for more information on the consolidation process and policy.

V. SECURITY DEPOSIT

- A. Each residential student is required to maintain a \$75 security deposit. An inventory of the room, including windows and doors, is made upon check-in and is evaluated upon check-out. Charges for damage to the student's room beyond normal wear and tear, special cleaning, or missing/damaged furnishings are assessed to the student(s) occupying the room. Charges for damage to common areas are assessed to students on a pro-rata basis when the responsible parties cannot be determined.
- B. The deposit is refundable after graduation or final check-out from the residential space, provided that all damages, fines, fees, or other University obligations are satisfied. (Allow 30 days for refund processing. Request must be made in writing.)

VI. ROOM INSPECTIONS

- A. Periodic room inspections for health, safety, and maintenance reasons may be completed at any time by authorized Housing & Residence Education or Plant Operations staff.
- B. Authorized personnel may enter rooms without a search warrant for the reasons listed in the Student Handbook.

VII. COMMUNICATIONS SERVICES/FEES

All students are required to pay a non-refundable communications services fee. This fee will be billed by the University or an agent designated by the University. This fee is required to make communications services available to all students. Services may include cable television and access to the University telephone and Internet networks. In addition, all students will be issued a long distance telephone access code for their personal use only. All long distance fees charged to the code are payable upon billing by the University or an agent of the University. Students are solely financially liable and responsible for all telephone arrangements and calls made from their code until the code is reported lost or stolen. This includes all authorized or unauthorized use of University or individual telephone lines/networks. The student also agrees to abide by the terms and conditions of the long distance service by accepting and/or using the code.

VIII. OTHER FEES/FINES

- A. A \$25 fee will be assessed for each lost room key.
- B. A \$10 fee will be assessed for each lost/damaged ID card that needs replaced.
- C. A \$25 fine will be assessed for each furnishing removed from rooms or lobbies.
- D. Missing furniture will be replaced and charged to the students at retail cost.
- E. Improper checkout, failure to check-out, or failure to return keys at check-out will result in a \$50 fine.
- F. A \$40 non-refundable residence hall activity fee must be paid at check-in annually.

IX. MISCELLANEOUS

- A. Residents are required to abide by the policies and regulations published in the Student Handbook.
- B. The University provides a certain level of security for the residence halls. However, the University makes notice to the students that the effectiveness of these precautions is dependent on the student(s) making appropriate use of security measures/devices.
- C. The University assumes no liability or financial responsibility for any damages to personal property within residential spaces, including damage by fire, theft, flood, or storm. Insurance coverage for such items is limited to individually purchased policies or family insurance.
- D. Residential spaces are closed during University breaks. In extraordinary situations approval may be granted by the Director of Housing & Residence Education for a student to stay in a University residential facility during a break. A fee will be assessed for each night of lodging.

X. PAYMENT

Completion of this application and receipt of a room assignment obligates the student and/or his/her parents/guardians for the full semester's room and board charges as published in the latest official fee schedule, available in the University Catalog. Any Housing charges/fees/fines are payable to the Housing & Residence Education Office as incurred.

XI. Other Documents

The **Application for Housing** is not intended to be a complete set of guidelines and policies. This contract incorporates, by reference hereto, the **Student Handbook** and **University Catalog** where more specific information may be found. Further, the University reserves the right to amend, correct, or change any information, rates, fines, or fees by notifying the student in writing.

ACKNOWLEDGEMENT OF TERMS & CONDITIONS OF THE CONTRACT AGREEMENT

By signing below, I signify that I have read, understand and agree to the terms and conditions stated within this Housing application and contract. I also request that Gardner-Webb University proceed to assign the appropriate room and board charges in keeping with this agreement.

Student Signature

Parent/Guardian Signature if student is under 18

Date