

**RESIDENCE LIFE STAFF ONLY:**

Additional Info/Application Complete Letter:

Housing Application Received:

Hall Assignment:

License Agreement Received:

Meal Plan Assignment:

Housing Deposit Received:

Assignment Letter:

## LCSC Residence Hall Application 2012-2013

Instructions: **By signing this Application, I acknowledge that I have read, understand, and agree to all the terms in the LCSC Residence Hall License Agreement.** Completion of this Application does not guarantee availability of a residence hall space.

**Personal Information – PLEASE PRINT CLEARLY**

<b>Gender:</b>	<b>Student ID:</b>	
<b>Last Name, First Name, Middle Initial:</b>		
<b>(Area Code) Home Phone:</b>		<b>(Area Code) Cell Phone:</b>
<b>Home Address:</b>		
<b>Home City:</b>	<b>Home State:</b>	<b>Zip Code:</b>
<b>Birth date (mo/day/year):</b>	<b>LCSC Athlete? Yes/No</b> <b>Sport:</b>	<b>Email:</b>

**Entering Term**
 Fall 2012 – Academic Year commitment     Spring 2013 only
**Please select your class level**

\_\_\_\_\_ Freshman      \_\_\_\_\_ Sophomore      \_\_\_\_\_ Junior      \_\_\_\_\_ Senior      \_\_\_\_\_ IIE

**(Institute of Intensive English (IIE) Students – Please check the session you are entering)**
 Fall 1     Fall 2     Spring 1     Spring 2
**Disability Related Needs**

If you have a disability and require special accommodations, please contact Disability Services at 208-792-2211, RCH #111. You may be required to provide appropriate documentation regarding the specific disability and when verified, the Residence Life office will be notified and will work to accommodate you.

**Roommate Request (Optional)**

If you would like to request a specific roommate(s)/suite(s), please print their name below. Your requested roommate(s)/suite(s) will need to list you on their Application before we can place you together.

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**Choice of Hall** – Please rank 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> choice

\_\_\_\_\_ Clark Hall    \_\_\_\_\_ Clearwater Hall    \_\_\_\_\_ Talkington Hall    \_\_\_\_\_ Parrish House (Upperclassmen Only)

**What is more important to you?**

\_\_\_\_\_ Choice of Hall

\_\_\_\_\_ Room Type (Double/Single)

**Personal Hours**

- Early to bed, early to rise
- Flexible
- Night Owl, but realize **QUIET HOURS** begin at 10 pm

**Sound Levels**

- Noisy – I like to hear music or TV most of the time
- Flexible – I respect others needing quiet time
- Quiet – I’m low key and have a need for quiet time

**Social Life**

- Outgoing – I enjoy people dropping by
- Sociable – I invite friends over regularly, but need time for study too
- Quiet & Reserved – My room is my sanctuary and I need privacy most of the time

**Cleanliness Issues**

- Neat – I like my space to be tidy most of the time
- Casual – Some clutter is okay, but I prefer it clean
- Messy – I’m not into cleaning or picking up

**Smoking – Smoking is prohibited in all LCSC Residence Halls**

- Yes, I smoke
- No, I do not smoke & I do object to it
- No, I do not smoke but don’t care if my roommates do

**Major:** \_\_\_\_\_ If you have a health/science major, do you wish to be in a learning community with other health/science majors?    \_\_\_ Yes    \_\_\_ No

**Have you ever been convicted of a felony?**    \_\_\_ Yes    \_\_\_ No

**Meal Plan Options – Please see the Residence Life website at: <http://www.lcsc.edu/reslife> for meal plans and prices:**

All Halls:

\_\_\_\_\_ Meal Plan A    \_\_\_\_\_ Meal Plan B    \_\_\_\_\_ Meal Plan C

Clearwater Hall & Parrish House only:

\_\_\_\_\_ Meal Plan A    \_\_\_\_\_ Meal Plan B    \_\_\_\_\_ Meal Plan C    \_\_\_\_\_ Meal Plan D

By signing below, I acknowledge that I have read, understand, and agree to the LCSC Residence Hall License Agreement.

Student Signature & Date

Parent/Guardian Signature & Date (if student is under 18 yrs of age)

**Print and submit the completed Application, License Agreement and \$200 deposit to:**

**LCSC Controller’s Office  
500 8<sup>th</sup> Avenue  
Lewiston, ID 83501**

**FAX: 208-792-2622  
Call: 208-792-2351 to pay with credit card  
(Master Card, Discover, American Express) or electronic check**

# LCSC RESIDENCE HALL LICENSE AGREEMENT

**INSTRUCTIONS:** Please read all sections of this License Agreement before signing. **THIS IS A LEGALLY BINDING AGREEMENT AND IS IN EFFECT FOR THE ENTIRE 2012-2013 ACADEMIC YEAR** (fall and spring semesters). The completed housing Application, signed License Agreement and a \$200 deposit are required before the student will be assigned a room. The student must be admitted to LCSC before he/she will be assigned a room.

**ELIGIBILITY:** LCSC housing is provided for full-time (12 credits or more) undergraduate students. Residence Life reserves the right to refuse housing accommodations to any student who has an LCSC Student Code of Conduct sanction or has committed a crime. Student must notify the Office of Residence Life if he/she has ever been convicted of a crime before living in LCSC housing. The nature of the offense will be taken into consideration when the initial application for housing is reviewed. Students must immediately notify the Office of Residence Life upon being convicted of a crime while living in the residence halls and the matter will be reviewed. The College will at all times have the right to determine eligibility to live in the halls.

**HOUSING DEPOSIT:** "Deposit" is a reservation fee and a damage deposit and must be paid before the student's room assignment will be made. A \$200 deposit must accompany the LCSC Residence Hall Application for student housing and this License Agreement. LCSC agrees to refund the deposit to the student following student's move-out of the residence halls once the following conditions are met:

- Student resides in the residence halls for the full term of this Agreement
- The room/suite to which the student has been assigned is left in as good a condition as at the time of original occupancy by the student (reasonable wear and tear excepted)
- Student performs a proper room check-out
- Student does not have a Residence Hall License Agreement for the following spring or fall semester
- Student has satisfied all other financial obligations to LCSC.

**ROOM AND BOARD PAYMENT/COLLECTION:** Room and board costs are charged to the student account and are due by the fifth official day of the fall/spring semester. Late fees are assessed to accounts that are not paid in full or on a payment plan by the fee payment deadline. Failure to pay room and board costs may result in the withholding of meals AND the termination of this Agreement by the College. Delinquent accounts will be referred to a commercial collection agency. In addition to any balance owed to the College, the student is responsible for collection costs and legal fees.

**OCCUPANCY:** Occupancy occurs when student has been issued a key for his/her room assignment. Actual physical occupancy of the room by student and/or placement of student's possessions within the room are not necessary to constitute occupancy.

**CANCELLATION PRIOR TO OCCUPANCY:** All cancellations **MUST BE RECEIVED IN WRITING** at the Office of Residence Life based on the following schedule:

**Fall Semester**

Cancellation by 6/1            \$200.00 refund of housing deposit  
Cancellation 6/2-8/1        \$100.00 refund of housing deposit  
Cancellation 8/2 or after    No refund of housing deposit

**Spring Semester**

Cancellation by 11/1        \$200.00 refund of housing deposit  
Cancellation 11/2-1/1      \$100 refund of housing deposit  
Cancellation 1/2 or after    No refund of housing deposit

**Students who fail to submit a written cancellation will be classified as a NO SHOW and will lose the \$200 deposit.**

**TERMINATION OF LICENSE AGREEMENT BY COLLEGE:** The College may terminate this License Agreement under the following conditions: student fails to comply with the rules and regulations set forth in this Agreement, Student Code of Conduct, the Residence Hall Handbook, other College policies, and/or any applicable local, state or federal law; student fails to pay room and board fees when due; or student misrepresents information on this Agreement or other LCSC documents. The College specifically reserves the right to immediately remove any individual from a residence hall if the College, in its sole discretion, determines that the individual presents an immediate danger to himself/herself or others. Residents must take at least 12 credit hours; those who fall below 12 credit hours without permission from the Director of

Residence Life may be subject to termination of their Agreement by the College. However, dropping below 12 credit hours doesn't change the Agreement obligation.

**TERMINATION OF LICENSE AGREEMENT AFTER OCCUPANCY:** Once the student is issued a key to his/her room, the student can only terminate this Agreement before the end of the Agreement if at least one of the following conditions applies: The student officially withdraws from LCSC, the student becomes married or the student participates in Study Abroad or National Student Exchange. If at least one of these conditions is met, then the refund will be based on the following schedule: (subject to change based on the Controller's Office refund schedule)

Prior to first day of classes	No housing charges but lose deposit
Week 1 (Mon-Sun)	No housing charges but lose deposit
Week 2 (Mon-Sun)	75% refund of housing charges plus lose deposit
Week 3 (Mon-Sun)	75% refund of housing charges plus lose deposit
Week 4 (Mon-Sun)	65% refund of housing charges plus lose deposit
Week 5 (Mon-Sun)	55% refund of housing charges plus lose deposit
Week 6 (Mon-Sun)	55% refund of housing charges plus lose deposit
Week 7 (Mon-Sun)	45% refund of housing charges plus lose deposit
Week 8 (Mon-Sun)	45% refund of housing charges plus lose deposit
Week 9 (Mon-Sun)	35% refund of housing charges plus lose deposit
Week 10-end of semester	0% refund of housing charges. Refund of deposit based on proper checkout/damages.

Student is also charged a portion of the meal plan from week 1 until the end of the semester based on the number of weeks.

**STUDENT RESPONSIBILITY FOR REPAIRS:** All costs for repair of damage to student's assigned room, suite and/or building or premises not caused through normal wear and tear, or for replacement of irreparably damaged or lost property in student's assigned room and/or the residence hall, shall be the responsibility of student. If responsibility for the damages/loss cannot be so established, cost of repair will be equally divided among the residents of the affected room, suite or building.

**RIGHT OF ENTRY:** The College will, at its sole discretion and at all times have the right to enter the assigned room without notice to or consent of student when the College has reasonable cause to believe that there exists an immediate threat to the health, safety or property of student or of the other occupants of the assigned room or of the building, or if College or private property is at risk of damage or destruction. In addition, student authorizes College personnel to enter the assigned room to close and secure it, to make necessary or desirable repairs, for routine or other maintenance, for routine inspections, and for other purposes as deemed necessary or desirable by College.

**COLLEGE REGULATIONS:** All students are held responsible for knowing the College regulations and information set forth in the College catalog, Student Code of Conduct and the Residence Hall Handbook. All College rules and regulations as well as residence hall regulations are specifically made a part of this Agreement by reference.

**ALCOHOL/CONTROLLED SUBSTANCE POLICY:** Illegal possession or consumption of alcoholic beverages is prohibited on College-owned property. Alcoholic beverages should not be possessed or consumed in lounges, recreation rooms, and other public areas of College-owned buildings or grounds. Sale of alcoholic beverages is prohibited on College-owned property. Guests and visitors will observe these regulations while on College property. Noncompliance will be subject to probation, fines, alcohol education classes and/or eviction from the halls without a refund. No empty alcohol display bottles or paraphernalia allowed in the residence halls. Possession, manufacture, distribution, use or sale of marijuana, or other controlled substances classified as illegal under Idaho law is prohibited on College-owned property.

**SMOKING:** Smoking is prohibited inside all residence halls or within 25 feet of entrances and exits.

**PETS:** No pets, except aquarium fish, are allowed in any residence hall. No visiting pets allowed.

**FIREARMS, WEAPONS, EXPLOSIVE SUBSTANCES:** Firearms, weapons, explosive substances & devices are prohibited in the residence halls. Any violation of this rule may result in immediate termination of this Agreement and may be reported as a violation of the Student Code of Conduct.

**FIRE SAFETY EQUIPMENT:** Students found to be tampering, damaging, or in any way using fire equipment or safety apparatus for other than its intended use may be evicted from the residence hall, fined and subject to further action by College authorities.

**VACATION PERIODS:** The residence halls are officially closed between fall and spring semesters. Any student desiring to remain in the halls for all or any portion thereof will be required to notify the Office of Residence Life and pay an additional fee.

**ROOM ASSIGNMENT:** The College reserves the right, at its sole discretion, to make assignments and re-assignments of space within the residence halls. The College reserves the right to authorize or deny room and roommate changes and to relocate students to or from any room or residence hall.

**FOOD SERVICE:** Residents of Clark Hall, Clearwater Hall and Talkington Hall are required to maintain a meal plan. Meal service is not provided during Thanksgiving, winter, or spring breaks.

**ACTIVITY FEE:** A non-refundable activity fee of \$15 per semester is required of all residence hall students. This fee is collected when the student pays for room and board.

**ROOM AND BOARD COSTS:** All room and board costs, as approved by executive management, supersede all other information regarding costs. The College reserves the right to change rates.

**PERSONAL PROPERTY AND LIABILITY:** The College shall not be liable for loss of or damage to student's personal property, wherever situated, due to fire, smoke, power outage, theft, water, electric surge, or any other casualty or cause. Student is encouraged to obtain insurance adequately covering loss of or damage to student's personal property. College does not provide such coverage.

**PROPER CHECK OUT:** At the conclusion or termination of this Agreement, student must check out of the residence hall by returning his/her keys and completing the Residence Hall Room Condition Form with an authorized staff member. Improper check out shall result in the student being assessed a charge for the improper check out, a charge for lock changes if keys are not returned on time, and any other applicable cleaning and damage charges.

**CONTRACT TRANSFERS:** Any student, may, at any time, transfer their contract to another full-time registered, continuing, off-campus student who has not otherwise contracted for housing with the College. Eligible parties must obtain approval for the transfer and complete the transfer process together at the Residence Life Office. The physical transfer may take place only after proper approval has been granted and all applicable paperwork has been completed.

My signature, below, certifies that I have read and understand the **LICENSE AGREEMENT** of the LCSC Residence Halls in its entirety and agree to abide by all. I understand that it is my agreement to live in the Residence Halls for the terms on the Agreement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

If applicant is younger than 18 years of age, the Agreement must also be signed by a parent or guardian.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Relationship

\_\_\_\_\_  
Date