

# Chaminade University

O F H O N O L U L U

## Exchange and Visiting Student Housing Application/Contract

*Aloha!*

The following documents include this introductory page with questionnaire and the student Housing Application/Contract. If you have questions or need help completing these forms, please feel free to contact the Residential Life Housing Coordinator by email at [reslife@chaminade.edu](mailto:reslife@chaminade.edu) or telephone at 800-735-3733, ext. 4648. For detailed information about student housing and the types of accommodations, visit the Chaminade University website at [www.chaminade.edu](http://www.chaminade.edu) (click 'life at Chaminade' then 'student life' then 'Housing, Meals, Parking').

Follow the following steps:

1. These forms are designed to print out on 8-1/2" x 11" size paper.
2. Print out and complete the roommate preference questionnaire and Housing Application/Contract.
3. For new residents, enclose \$300.00 housing deposit (payable to Chaminade University). You may also pay by credit card by calling the Admissions Office at 800-735-3733, ext. 8340.
4. Mail all forms to:  
Admissions Office  
Chaminade University  
3140 Waialae Avenue  
Honolulu, HI 96816

- Complete all areas. Omitting information may delay the processing of your forms.
- Make sure that the housing deposit is included with the Housing Application/Contract.
- Be sure to read and sign at the bottom of the Contract Terms and Conditions of the Housing Application/Contract.
- Submit your Application/Contract by the deadline to improve your chances of receiving your requested assignment preferences. A request for a specific hall and/or room does not guarantee that you'll receive that assignment. Applications are processed in the order they are received.
- **Application Deadlines:**
  - For Fall 2011 semester: June 15, 2011
  - For Spring 2012 semester: December 1, 2011
  - Applications received after June 15<sup>th</sup> or December 1<sup>st</sup> deadlines will be processed based on space availability.

**In an *attempt* to match compatible students we ask that you complete the following roommate preference questionnaire.**

Please indicate the characteristics that best *resemble* you:

Cleanliness:     Neat                       No Preference  
Noise Level:     Quiet                       Moderate                       Loud  
Personality:     Outgoing                       Reserved                       Either  
Sleep Habits:     Early to bed,                       Night owl,                       Either  
                            Early to rise                      Sleeps in

Do you wish to release your email address and contact information to your future roommate(s) and/or suitemates?  
 NO                       YES

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Mailing Address (Address Number and Street, City, State, Country, Zip code)

\_\_\_\_\_  
Country Code, Area Code and Telephone Number

\_\_\_\_\_  
Email

3140 Waialae Avenue • Honolulu, Hawai'i 96816-1578 • (800) 735-3733 ext 4648 • [www.chaminade.edu](http://www.chaminade.edu)

# Chaminade University

O F H O N O L U L U

## Exchange and Visiting Student Housing Application/Contract

**New Students:** Thank you for your interest in residential living at Chaminade University. Please complete and return this Housing Application/Contract ("Contract") along with a \$300 deposit to the **Admissions Office** at 3140 Waiialae Ave. Honolulu, Hawaii 96816-1578. All Contracts are processed in the order received. An incomplete Contract or a Contract submitted without the \$300 deposit will not be processed until both the information and deposit are received.

Please check the semester you desire Housing:

2011 Fall Only     2012 Spring Only

Please check one:

St. Mary's University    University of Dayton    Other \_\_\_\_\_

I am enclosing a housing deposit of \$\_\_\_\_\_

### Student Information:

Name: \_\_\_\_\_ SSN: \_\_\_\_\_  
Last                      First                      Middle

Mailing Address: \_\_\_\_\_  
Street                      Apt.No.                      City                      State                      Country                      Zip

Telephone: (\_\_\_\_)(\_\_\_\_)\_\_\_\_\_ (Home); (\_\_\_\_)(\_\_\_\_)\_\_\_\_\_ (Mobile)  
(International country code)(Area code)(Telephone Number)    (International country code)(Area code)(Telephone Number)

Email: \_\_\_\_\_

Gender:  Male     Female    Age: \_\_\_\_\_    Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

### Parent/Guardian Information:

Name of Parent/Guardian: \_\_\_\_\_  
Parent/Guardian Telephone: (\_\_\_\_)(\_\_\_\_)\_\_\_\_\_ (Home), (\_\_\_\_)(\_\_\_\_)\_\_\_\_\_ (Mobile)  
(International country code)(Area code)(Telephone Number)    (International country code)(Area code)(Telephone Number)

Parent/Guardian Email: \_\_\_\_\_

Permanent Address: \_\_\_\_\_  
Street                      Apt. No.                      City                      State                      Zip

**Current Student Status:**    Incoming First Year    New Transfer    Continuing Chaminade Student

Continuing First Year     Sophomore     Junior     Senior

### Room Requests:

Please indicate your first, second and third choice.

**Upper class Students-Apartments:**

\_\_\_\_\_Date Street (Double rooms)

\_\_\_\_\_Iolani Terrace (Double rooms)

\_\_\_\_\_Waialae (Single, Double rooms)

Single

Double

Roommate Request (consent must be mutual) \_\_\_\_\_

**Meal Plan:**

The meal plan is required for every student living in Hale Lokelani, Hale Pohaku and Kieffer Hall.  
Meal plans are not required for off campus residence halls.

Meal plan preference:  14 Meal/Week Plan  12 Meals/Week Plan  9 Meals/Week Plan  
 3 Meals/Weeks Plan (This is an option for off-campus residents only.)

*By selecting a meal plan, the appropriate fees will automatically be billed to your student account.  
Please note: In the event that no meal plan is selected for a student living in the first year residence halls,  
the student will be billed for the 12 Meals/Week Plan.*

**Application Deadlines:**

Guaranteed Housing Deadline for **Fall 2011 Semester- June 15, 2011**

(After June 15<sup>th</sup>, Placement is based on space availability)

Guaranteed Housing Deadline for **Spring 2012 Semester-December 1, 2011**

(After December 1<sup>st</sup>, Placement is based on space availability)

**Health Insurance Requirement:**

***Note: Health Insurance, Tuberculin Tests and MMR (Measles, Mumps and Rubella) immunizations are required by the State of Hawaii. Documentation of immunizations is mandatory for all students who will be residing in Chaminade housing. All students must either demonstrate proof of insurance coverage or purchase the University health plan available to students. Failure to comply may result in the loss of housing.***

Health Insurance Company \_\_\_\_\_ Policy Number \_\_\_\_\_

Insurance Company Phone Number (\_\_\_\_) \_\_\_\_\_

For more information about health services and health insurance contact Student Support Services at (808) 735-4724.

**The Contract period shall be for the of the semester exchange program.** Only Chaminade registered are eligible to live in the residence halls or campus apartments. By signing this Contract, the student acknowledges that all terms and conditions have been read, understood and hereby agrees to abide by all the terms and conditions as set forth herein.

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

\_\_\_\_\_  
Student Signature Date  
(If student is under 18, a parent or guardian must co-sign)

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Parent/Guardian Signature Date

**Office use only:**

Date Application Rec'd \_\_\_\_\_ Date Deposit Rec'd \_\_\_\_\_

CUH Accept. Date \_\_\_\_\_

Date of Assignment 1) \_\_\_\_\_ Room Assignment 2) \_\_\_\_\_

Date Assignment Letter Sent \_\_\_\_\_

Roommate Name: \_\_\_\_\_

Date Payment Sent to Business Office \_\_\_\_\_

Admissions Representative \_\_\_\_\_

Check \_\_\_\_\_ / Credit Card \_\_\_\_\_ / Cash \_\_\_\_\_ / M.O. \_\_\_\_\_

Residential Life Housing Coordinator \_\_\_\_\_

Director of Residence Life \_\_\_\_\_

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**Contract Conditions**

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1. It is understood and agreed that this is a Housing Application/Contract ("Contract") for both residence hall accommodations and food service privileges, except in apartments in which a meal plan is optional, and that this Contract must be accompanied by a housing deposit of \$300. (For Priority Housing participants, the deposit is \$150.) The deposit is not refundable in the event this Contract is accepted by Chaminade University (University). This Contract constitutes an application by the student for a space (not a particular room) and is not binding on the University until confirmation in writing from the University is received by the student. Acceptance for admission to the University does not constitute acceptance of this Housing Application/Contract by the University. The relationship created by this Contract between the University and the student is that of Contractor and Contractee, and not that of landlord and tenant.
2. The University agrees to consider information and requests provided and submitted by the student when assigned room accommodations, but no guarantee of a specific assignment is made by the University. It is understood that discriminatory requests or practices are contrary to the philosophy of the University and will not be made by the University.
3. It is agreed and understood that the Contract Term shall be for the duration of the semester exchange program, or remaining part thereof, unless terminated as per item #5 below. It is agreed that this contract becomes effective and binding once the student has received the room or apartment key and/or is checked in to the room or apartment by a Residential Life staff member.

4. It is agreed that in consideration of housing accommodations and food service provided by the University, the student, and the student's parents or guardian(s) if a minor, and other co-signer if required, shall pay to the University the payments and fees due in accordance with the fees and payment schedule as adopted and from time to time amended by the University, and providing further that the University, in the event of changes in economic conditions and/or budgetary restrictions shall have the right to change the rates charged and/or payment due date for either room or food service. It is agreed that payments shall be in accordance with the fees and payment schedule established by the University.
5. All notices of intent to terminate this Contract must be submitted in writing to the Director of Residential Life.

Termination of the Contract is limited to the following conditions:

1. Graduation of the student from Chaminade University.
  2. Academic dismissal of the student from Chaminade University.
  3. Complete withdrawal by the student from Chaminade University prior to the first day of classes (providing the student has not assumed occupancy). The \$300 room deposit shall be forfeited.
  4. End of Exchange semester.
6. After student has assumed occupancy, all housing fees for the current semester are retained by the University. Student may only be released from this Contract for further semesters or sessions in the academic year in the event of dismissal or suspension, withdrawal from the University, graduation, marriage, or, if the University, in its sole discretion, terminates the Contract for reasons related to the orderly operation of the residence halls, or reasons relating to the health, physical, or emotional safety and well-being of the student, or for reasons relating to the health and well-being of the persons or property of other students, faculty, staff, or the University.
  7. In the event that the student is suspended or dismissed from the University, or removed from the University housing accommodations, or both, for disciplinary reasons, no refund shall be made for a semester during which a student was suspended, dismissed, or removed. However, payment for the following semester will be refunded. The student is required to vacate the residence halls within forty-eight (48) hours after receipt of notice from the University, unless a shorter period is prescribed by the Dean of Students. Any personal belongings not removed upon checkout will either be disposed of or donated to charity. The resident will be responsible for any fees with regard to the disposal or donation of the items.
  8. In the event that the student does not return to the University during the Spring semester or otherwise due to a medical emergency or other extenuating circumstances, the student is required to inform the Residential Life office within 24 hours of the first day of classes, unless an extended period is approved by the Dean of Students. If the student is unable to officially check out of the residence hall, a written notice must be sent to the Residential Life Office no later than 24 hours from the first day of classes regarding the packing of the belongings. All arrangements for the packing and shipping of said belongings must be arranged by the student. The student is responsible for all the costs involved in any packing or shipping of the items. The student's belongings must be removed within 48 hours from withdrawal. Any personal belongings not removed upon checkout will either be disposed of or donated to charity. The resident will be responsible for any fees with regard to the disposal or donation of the items.
  9. The student shall pay all collection fees and attorney's fees incurred by the University in collecting any amount due to the University under this Contract.
  10. The University reserves the right to withhold all grades and transcripts until all amounts due the University are paid in full.

11. It is agreed and understood that the University will furnish room and a meal plan only during the time the University is deemed "in session." When the residence facilities are closed, the student will be responsible for securing alternate housing and meals at the student's expense, with the exception of Spring Break when an additional meal plan is available on campus for purchase.
12. It is understood that meal plans are required of residents of the residence halls: Hale Lokelani, Hale Pohaku, and Kieffer Hall. Students will be issued an ID card, which will act as a meal card, library card, and identification card. The meal plan and ID card are non-transferable and there is a fee for lost cards. Apartment residents (Waialae, Date Street and Iolani Terrace) are not required to purchase a meal plan but must have an ID card.
13. It is agreed that the student must vacate and remove personal property from the student's room within forty-eight (48) hours after withdrawal from the University or termination of this Contract; providing further that the Dean of Students may require the student to vacate their room within twenty-four (24) hours after the student's last academic session of the semester, or pursuant to other reasonable and appropriate circumstances.
14. It is agreed that the student may leave possessions in their room during recess or vacation periods occurring within the academic year, except that the University may upon advance notice require the student's room to be vacated completely during any such period. It is further agreed and understood that the University shall not be responsible for loss or damage, from any cause, to the personal property of the student, nor will the University be responsible for any liability to the person or property of the student, and that the student does assume the responsibility for suitable personal and property liability protection. Further, the University cannot, and does not, guarantee against failure of mechanical equipment, or either interruption of utilities or against voltage surges in electrical currents. Students are permitted to leave possessions in the residence halls during the winter and spring break. Any possessions left after closedown for the summer will be donated to charity. Students who have been removed from University housing must remove belongings within 24 hours or they will be donated to charity.
15. The University reserves the right to reassign any room a new student does not occupy by the day after required housing check-in during the Fall semester. Continuing students forfeit their rooms if they do not occupy the space or inform the Residential Life Office of arrival plans by the first day of classes at 4:00 p.m. The University reserves the right to fill any vacant space in any room and consolidate vacancies at any time during the academic year and summer. The University reserves the right to convert a double occupancy room to a triple occupancy room in the event that there are no other spaces available. The duration of this accommodation may be permanent if no other spaces become available.
16. Students are responsible for knowing and observing University regulations and procedures as set forth in official publications, which are incorporated herein and by reference made a part hereof. The student hereby agrees to abide by any such rules and regulations in force at any given time and reserves to the University the right to change such rules and regulations as the University may deem timely and appropriate. The student understands that copies of said documents and policies are available upon request to the Dean of Students. **Violations of University regulations may result in immediate dismissal from the housing program with no refund.**
17. In an attempt to ensure the safety of persons or property, authorized University personnel may enter student rooms to assure that University policies are being upheld, to inspect student rooms, and to take appropriate action within their reasonable judgment.
18. The University does not assume any responsibility for telephone, internet, or cable television service contracts or transactions between the student/customer and the telephone or cable television company.

19. Rooms are to be kept clean and orderly at all times and are to be used for residents only. Charges will be assessed for damages to or unauthorized use or alterations to rooms, equipment or buildings, and/or special cleaning necessitated by improper care of rooms or equipment. Students are jointly responsible for care of public areas and equipment. Damages occurring to a common area as a result of the action of students shall result in a recovery assessment to all students responsible. Where insufficient evidence exists to charge individual student(s), assessments for damage may be made to all students assigned to a hall, floor, or an entire building, as appropriate. Only the University, through its authorized personnel, shall make all repairs and maintenance in residence halls.
20. It is agreed that the student will not commit or suffer waste upon the premises of the residence halls of the University; nor use said premises for any unlawful purposes; nor assign this Contract or sublet the premises assigned to the student; nor sell, transfer, or otherwise permit the use of personal food service privileges under this Contract to another person.
21. The student agrees to surrender possession of premises assigned in a good order and condition as the same now are, reasonable use and natural wear and tear thereof, and damages by fire or unavoidable casualty without fault of the student excepted. Any damages or fines that are the responsibility of the student will be assessed to the student's open student account after checkout inspection is completed or the student has left housing.
22. It is agreed that the student will provide proof of or obtain personal health insurance throughout the duration of this Contract period. Failure to provide proof of or secure such insurance is grounds for immediate termination of the Contract without refund.
23. It is agreed that the student will abide by all the parking regulations pertaining to all residence halls and apartments.
24. In the event an Exchange student spends more than one semester at the University, additional policies will apply.

***I have read and understood, and I agree to, the terms and conditions in each of the twenty-four paragraphs listed above.***

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent/guardian Signature**

\_\_\_\_\_  
**Date**

(If student is under 18, a parent or guardian must co-sign)