

Chaminade University

O F H O N O L U L U

Graduate 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 or telephone at 800-735-3733, ext. 648. For detailed information about student housing and the types of accommodations, visit the Chaminade University website at www.chaminade.edu (click 'life at Chaminade' then 'student life' then 'residential life').

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. Mail all forms to:
Residential Life 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 will receive that assignment. Applications are processed in the order they are received.
- **Application Deadlines:**
 - For Fall 2011 term: Oct 1, 2011
 - For Winter 2011 term: December 1, 2011
 - For Spring 2012 term: March 1, 2012
 - For Summer 2012 term: June 1, 2012
 - Fall 2010 Semester: July 15, 2011
 - Spring 2010 Semester: December 1, 2012

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 648 • www.chaminade.edu

Chaminade University

O F H O N O L U L U

Graduate 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") to the **Residential Life Office** at 3140 Waiialae Ave. Honolulu, Hawaii 96816-1578. All Contracts are processed in the order received. An incomplete Contract will not be processed until all the information is received.

**The Contract period shall be for the Fall, Winter, Spring and/or Summer term.
For Semester Graduate students for Fall and/or Spring Semester**

Please check the appropriate category (Check all that apply):

- | | |
|---|---|
| Term Programs: | Semester Programs |
| <input type="checkbox"/> 2011 Fall Term | <input type="checkbox"/> 2011 Fall Semester |
| <input type="checkbox"/> 2011 Winter Term | <input type="checkbox"/> 2012 Spring Semester |
| <input type="checkbox"/> 2012 Spring Term | |
| <input type="checkbox"/> 2012 Summer Term | |

Student Information:

Name: _____ Student ID: _____
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: ____/____/____

Emergency Contact Information:

Name of Emergency Contact: _____

Telephone: (____)(____) _____ (Home), (____)(____) _____ (Mobile)
(International country code)(Area code)(Telephone Number) (International country code)(Area code)(Telephone Number)

Emergency Contact Email: _____

Permanent Address: _____
Street Apt. No. City State Zip

Roommate Request (consent must be mutual) _____

Mandatory 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) 735-4733.

The Contract period shall be for enrollment in Fall, Winter, Spring, Summer Term, Fall and/or Spring Semester. Chaminade registered and full-time Graduate students 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

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 _____

Contract Conditions

1. It is understood and agreed that this is a Housing Application/Contract ("Contract") for residence hall accommodations. 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 Fall, Winter, Spring, Summer Terms, Fall and Spring Semester. It is agreed that this Contract becomes effective and binding once the student has received the room or apartment key and/or is checked into the room or apartment by a Residential Life staff member.
4. It is agreed that in consideration of housing accommodations provided by the University, the student, and the student's parents or guardian(s), 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 room occupancy. 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).
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 terms 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 term during which a student was suspended, dismissed, or removed. However, payment for the following term 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.
 8. 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.

9. The University reserves the right to withhold all grades and transcripts until all amounts due the University are paid in full.
10. It is agreed and understood that the University will furnish room 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 at the student's expense.
11. 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 term, or pursuant to other reasonable and appropriate circumstances.
12. 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.
13. The University reserves the right to reassign any room a new student does not occupy by the day after required housing check-in. 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 terms.
14. 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.** With regard to the alcohol and illicit drug policy, in accordance with federal and Hawaii State Law, which mandates sanctions and policing of substance abuse at the country's institutions of higher education, Chaminade University does not permit the purchase, possession, manufacturing, consumption or furnishing of alcohol by persons under 21 years of age. Intentionally or knowingly providing alcoholic beverages to persons under the age of 21, or to persons obviously inebriated, is not permitted on property owned or controlled by the University. (Please refer to The Guide to Residential Life page 31.)
15. 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.
16. 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.

17. 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.
18. 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.
19. 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.
20. 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.
21. The option of staying in the residence halls between terms may be contracted separately, with a fee to be established for such housing. Such housing may be made contingent upon a student's disciplinary record.
22. It is agreed that the student will abide by all the parking regulations pertaining to all residence halls and apartments.
23. Students in housing are expected to pay their student account to the University . Students with delinquent accounts will be asked to vacate the residence hall and forfeit future housing privileges. Students who are asked to vacate due to delinquent accounts at the end of the any term and return for another term will be responsible for the cost of housing.
24. No children are allowed overnight. Visiting children must be accompanied by the resident at all times. Children must not be allowed to visit other residents or be unsupervised in the common areas.

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