

# 1. RESIDENT INFORMATION (\* Required fields)

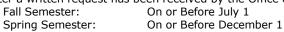
Last Name* Permanent Address*		First Name*		M.I.
		City*	State*	Zip Code*
Current Telephone Number*	Cell Phone Number	University Email Address*		_
Social Security Number*	Date of Birth*	Student # *	Personal Email Address # *	
Your Gender*:N	1aleFema	aleOther		(write in)
Class standing for (for 20	19-2020 academic year	): 🔲 FR 🗌 SC	) JR SR	Graduate
	Faculty	Staff/Intern	OTHER:	
2. Emergency Contact Last Name		First Name		_
Email Address		Cellular Phone	Home Phone	e
3. PARENT/GUARDIAN	<b>INFORMATION</b> (if ap	plicant is under 18 yeaı	rs of age at time of sig	ning)
Last Name		First Name		
Address		City	State	Zip Code
Current Telephone Number*	Cell Phone Number	Email Address*		_
Social Security Number*	Date of Birth*	License # *		

# 4. General Information

- PURPOSE: The primary purpose of the housing contract is to provide a framework for the occupancy agreement between a. the individual resident student and Lincoln University of Missouri. In addition to the provisions outlined in this contract, resident students agree to abide by all provisions and regulations outlined in the Residential Life Handbook and Student Code of Conduct, as well as any other adopted and distributed policies by the University. ADDITIONALLY, THE STUDENT AGREES TO ABIDE BY ALL STATE, LOCAL, AND FEDERAL LAWS.
- **b. RESIDENT INFORMATION:** The resident (and parent if under age of 18) must provide accurate and correct information at the time of filling out the contract. Failure to do so may be grounds for the termination of the contract and immediate revoking of the right to occupancy of the resident. If someone requests information on the resident or resident's rental history for law enforcement, governmental or business purposes, we can provide it without notice to you or any further consent.
- ELIGIBILITY: Only full-time Lincoln University students may reside in residence halls unless prior written approval is c. granted by the Director of Residential life and Housing or Associate Vice President - Dean of Students. A student may not live on campus if they are not enrolled in or attending classes.
- d. **ENTITLED:** Students are not entitled to a housing assignment and the placement in University housing is contingent upon available space. If space is not available, the University may terminate this contract. The student agrees to accept any accommodation the University assigns, including temporary space.
- OCCUPANTS AND SUBLET: The contract is between the student and the University for the sole use of the assigned bed e. space and common areas. The contract may not be sold, subleased, or assigned to another individual. The assigned space is to be used as a residence and for no other purpose such as running a business or solicitation. Lincoln University reserves the right to place a new resident in any unoccupied bed space that is not occupied. Residents may not use the bed space, closet, furniture, etc... of an unassigned bed space so that another student may be placed in that space.
- f. ENFORCEMENT: The University reserves the right to enforce any part of this contract and any regulation relating to the proper maintenance or the general well-being of its residents. Violations of the University, Contract, or Residence Hall regulations or expectations may result in student conduct action according to the procedures outlined. Lincoln University also reserves the right to dismiss any student from the residence halls, terminate any housing contract, or sanctions residents as deemed necessary.
- CHANGES: The University, by action of the Board of Curators, reserves the right to alter any conditions of this contract, g. including rates, upon 30 day notice. The University reserves the right to change the room assignment and require the student to move to other accommodations when it is deemed necessary, in which case, the student's account shall be credited or charged with any difference in room rates.
- h. OCCUPANCY TERM: Unless otherwise put in writing, residential spaces are available for move in starting from 8:00 a.m. on the official first day the Residence Halls open. Residential spaces must be vacated and personal property removed within 24 hours after the resident's last scheduled final examination /academic commitment or by 2:00 p.m. on the day the official closing date of the Residence Halls; whichever is earlier.
- i. BREAK PERIODS: Unless otherwise put in writing, the Residence Halls close over breaks.
- **TEMPORARY ACCOMMODATIONS:** The University reserves the right to assign students to temporary living j. accommodations when deemed necessary.
- VISITORS/GUESTS: Residents are responsible for their guests and visitors' behavior and adherence to the rules and k. regulations in the residence halls. Failure to follow those rules may result in the revoking of visitation privileges and/or banning of individuals from campus, residence halls, or off campus properties owned or maintained by the University.

#### **Provisions Pertaining to Cancellations** 5.

- **RELEASE:** Requests for cancellation by the student are at the sole discretion of the University as well as any payment or settlement fee. A written request is required for all cancellations. A "Cancellation Request Form" may be obtained from Office of Residential Life.
- b. NO SHOWS: Two (2) weeks after the official move in date, incoming students who fail to contact the Office of Residential Life for a late check-in date, move-in, or fail to cancel the contract properly will be automatically assessed a cancellation fee of **\$1000** and may have their room reassigned to another individual. Other appropriate charges may also apply.
- THREE (3) WEEKS: Cancellations that are approved for students who have moved into the residence halls at the beginning c. of each academic semester may include a prorated amount calculated by the University for the room and board for the resident's stav in housing. This prorated amount will begin on the day that the residence halls open or the day the resident was allowed to move in, whichever is earlier. The prorated amount will end on the approved move-out date listed on the cancellation form. After the first three weeks from the starting date of the academic semester, the University reserves the right to charge the semester or contract price in full as applicable.
- **BOARD:** As room and board are mutually inclusive. Prorated amounts will include the costs of both. d.
- **INCOMING STUDENTS:** Students who have not yet moved into the residence halls may cancel this contract without e. penalty only after a written request has been received by the Office of Residential Life on or before the following dates:



On or Before May 1 Summer Semester:

Incoming Students that have not yet moved in may cancel after these dates but before the first day of classes for the upcoming semester and pay a cancellation fee of **\$250**. After classes have begun, a cancellation fee of **\$1000** will be assessed as long as the incoming student has not moved in and has officially canceled with the Office of Residential Life.

f. PRIOR TO END OF FALL: Contracts are for the FULL academic year or the REMAINDER thereof. If you are assigned housing at any time, your contract will continue to the end of the Spring Semester. There is NO FALL ONLY lease contracts available. You must complete the terms of your contract unless the following specific criteria are met:

- Student is transferring to another university or is graduating at the end of Fall semester.
- No longer Enrolled for SPRING Semester or participating in a Study Abroad or Internship Program outside the area.
- Student has become married, pregnant, or has an unforeseen health ailment resulting in a medical withdrawal.
- Student has been called to active duty for military service.

Current students that meet these criteria will not be charged a cancelation fee but will be asked for proof such as medical documents, proof of transfer, a copy of official military orders, proof of graduation, etc. Residents that wish to cancel due to this criteria will be charged the current semester in full and will be expected to move out by the end of the semester.

g. APPEALS: Residents must file a written request to the Office of Residential Life Appeals Board, c/o Vice President for Student Affairs, 303 Young Hall, Jefferson City MO 65101. All decisions of the Appeals Board are final.

### 6. Provisions Pertaining to Termination

- a. VICE PRESIDENT: The University reserves the right to terminate this contract upon action by the Vice President for Student Affairs or authorized designee for behavior including but not limited to an unwillingness or inability to abide by the terms and conditions of the housing contract, unwillingness or inability to make payments per the established deadline dates, failure to maintain enrollment in the university, and/or engagement in behavior deemed detrimental to the health, safety, welfare, and/or security of self or other residents.
- b. SUSPENSION & DISMISSAL: The University reserves the right to terminate this contract when the resident has been suspended or dismissed from the University for poor academic standing, or when a summary suspension has been imposed on a student for violations as listed in the this contract, Student Handbook, Residential Life Handbook, Parking Rules and Regulations, Student Code of Conduct, as well as any other adopted and distributed policies by the University.
- c. DEREGISTRATION & WITHDRAWAL: The University reserves the right to terminate this contract if a resident fails to maintain full time status, has been deregistered for any reason, or has withdrawn from classes. A student may not live on campus if they are not enrolled in classes for any reason.
- d. CHARGES: The University reserves the right to charge the full contract amount, if applicable, to any resident whose contract is terminated for cause, dismissal, or withdrawal. In cases of summary suspension or deregistration, the University reserves the right to charge the full contract or a prorated amount as determined in the sole discretion of the Student Affairs Office.

## 7. SIGNATURES AND ACKNOWLEDGMENT

By signing this Lease Contract, I am acknowledging that I have received, read and understand and agree to the terms contained in this contract as well as the <u>Residential Life Handbook</u> and the <u>Student Code of Conduct</u> . I acknowledge that I am entering into a legal and binding contract which has financial obligations. Further I understand that the contract is for the entire academic year (or balance thereof) and cannot be cancelled, except as specified in the Terms and Conditions.
I berefy authorize a signature by me, by faccimile or other electronic transmission, to be as valid and hinding

I hereby authorize a signature by me, by facsimile or other electronic transmission, to be as valid and binding as my original signature.

Student Signature

Parent Signature (if applicant is under 18)

By signing below; Lincoln University, the Office of Residential Life, or designated authority acknowledges and confirms this Housing Contract

I hereby authorize a signature by me, by facsimile or other electronic transmission, to be as valid and binding as my original signature.

**Designated Authority** 

Date

Date

Date

Printed Name

Printed Name

Printed Name