

Residence Halls Housing Manual Summary

Please initial before each number and fill in any blanks provided. This list does **not** contain all policies. You must read the Residence Hall Housing Manual and Community Handbook prior to signing this contract. If you have questions, please ask them prior to signing this contract and initialing below.

- _____ 1. I have read the Residence Halls Housing Manual. I fully understand that if at any time I default on any policy stated in the Residence Hall Housing Manual or Community Handbook immediate removal from housing is expected.
- _____ 2. I am fully aware that the university has access to all Residence Hall rooms for maintenance, repair, and inspections with or without notice. An appropriate effort will be made by the University's personnel to respect the rights of privacy of the residents at all times.
- _____ 3. I am fully aware that alcohol, illegal drugs, tobacco products and weapons are strictly prohibited on Northwest University campus. If I am found with any of the above stated items, I understand that I may be removed from housing immediately. Further disciplinary actions may also accompany this action.
- _____ 4. I am fully aware that all damages must be noted on my check-in form and that any changes will need to be made within _____ hours. I also understand that when I check-out all damages will be assessed based off what I noted at the time of check-in ONLY. I have reviewed the damage/cleaning & Fines schedule.
- _____ 5. I am fully aware that when I check-out, the room must be thoroughly cleaned, furniture returned to the original configuration (including re-bunking the beds) and laundry card returned. I also understand that I have _____ days from the date of checkout to appeal damage charges.
- _____ 6. I am fully aware that I must have a phone _____ to my telephone line in my room. I understand that I must reset my voicemail to reflect the current residents in the room. I also understand that I must check messages on my voicemail and e-mail at least _____ a week.
- _____ 7. I completely understand that NO pets or animals are allowed on in the Residence Halls.
- _____ 8. I completely understand that NO furniture may be removed from my dorm room.
- _____ 9. I am fully aware that no guest of the opposite gender is allowed in the halls, room or overnight. Exceptions are made periodically for visitors at select time periods. I am also aware that an overnight guest must be reported by turning in a Guest Registration Form.
- _____ 10. I completely understand that NO PARKING is allowed on _____rd Ave. and _____th Ave south of the complex, when visiting residents in the student apartments. ALL campus parking will be limited to specifically designated spots dependant on the color of my parking permit. Parking permits may be purchased at _____.
- _____ 11. I am fully aware that if I have a double room and no roommate has been placed yet or if my roommate moves out, I can receive a roommate at **any** time. Notification of a placement will be sent to my NU e-mail address
- _____ 12. I am fully aware that if I need to stay past the last day of the semester, I must APPLY for _____ housing and pay the appropriate fees ahead of time.
- _____ 13. I am fully aware that at no time may I _____ of electrical items in the garbage bins including TVs, radios, computer monitors, refrigerators etc...., or furniture, large items, or leave any "free" items anywhere on campus; or dispose of room-garbage in the _____.
- _____ 14. I am fully aware that at no time I can have more than _____ electrical items plugged into one wall outlet.
- _____ 15. I am fully aware that if I choose to do my laundry outside of the residence hall laundry room, I may **not** use the washers and dryers located in the University owned _____. These are for contracted residents only.
- _____ 16. I am fully aware that my room must remain clean and sanitary to avoid health problems. If found in poor condition, the room may be cleaned by an outside company and charged to my student account.
- _____ 17. I am fully aware that all room or roommate _____ must occur **at the semester break**. Exceptions are granted in extenuating circumstances approved by the RD, Director of Community Life and Director of Housing.

NU Residence Hall Housing Contract

Please carefully read the Residence Hall Housing Manual and the Community Handbook completely before signing this contract. When signed, this contract becomes a legal and binding contract and governs the conditions under which Northwest University agrees to provide space in a room for the student who is party to this agreement.

PARTIES TO THIS CONTRACT: _____ and Northwest University.
 Last (Print neatly) First

EFFECTIVE DATES OF CONTRACT: Occupancy of campus housing commences according to timeline below. Students who arrive early are subject to additional charges.

Fall Semester:

Check-in: Friday, August 28, 2009 at 10:00 a.m. or approved date: _____
 Check-out: Saturday, December 19, 2009 by 5:00 p.m. (If you are not returning to on campus housing)

Spring Semester

Check-in: Friday, January 8, 2010 at 10:00 a.m.
 Check-out: Saturday, May 8, 2010 by 5:00 p.m.

REQUIRED FORMS: The following forms must be completed and signed at check-in:

- Residence Hall Contract
- Residence Hall Housing Manual Summary (Back of contract)
- NU Residence Hall Check-in and out Form
- The Choice to Live in a Christ-Centered Community

INTERIM HOUSING: Students are not permitted to participate in Christmas or Summer Interim housing if they are NOT enrolled full time in classes for the following semester. Students must apply for Interim Housing through the Housing Department and be approved in order to stay past the final semester check-out dates. A separate contract attached to the Interim application must be completed and turned in.

ROOM CHARGES (per semester)

Unit Type	Double Charge	Private Charge
Residence Hall Room	\$3362.00	\$4095.00
Room with "senior discount"	\$2857.70	\$3480.75

Prorated Billing Amount/Other Conditions

CANCELLATION OF UNIVERSITY HOUSING:

If at anytime you withdrawal from school or check-out mid semester you are required to notify the housing office and vacate your room immediately. Withdrawal or cancellation will result in the forfeiture of deposit and any additional fees/damages will be charged to your student account. In the event that a student withdraws from school or checks out, a refund will be made on a prorated basis, according to the reimbursement schedule listed in the academic catalog. **Please Initial** _____

By signing below, I acknowledge that I have fully read and understood the content of The Residence Hall Housing Manual and the Community Handbook, and am willing and able to comply with all terms and conditions mentioned therein. *Please complete the bolded sections below:*

_____ AM/PM _____
Date **Time** **Student Signature** **Student ID #**

Official Use Only	
<input type="checkbox"/> Residence Hall Contract & Housing Manual Summary	Deposit on file? _____ Confirmed by _____
<input type="checkbox"/> 3 Days/3 Ways Emergency Contact	
<input type="checkbox"/> NU Residence Hall Check-in and out Form	Notes:
<input type="checkbox"/> The Choice to Live in a Christ-Centered Community	