



AURORA UNIVERSITY

Please mail this completed contract with your \$100 damage deposit made out to Aurora University (check or money order) to: Office of Admission, Aurora University, 347 S. Gladstone Ave., Aurora, IL 60506.

FRESHMAN/TRANSFER STUDENT 2012-2013 RESIDENCE HALL CONTRACT

Both the contract and deposit must be received before you will be eligible to receive a room assignment.

Name: Last First Middle

Home Address: Street City State Zip

Home Phone: Cell Phone:

Sex (circle one): M F Date of Birth: College Standing (circle one): Freshman Transfer

Intended Major:

Housing needed for: Fall and Spring Semesters 2012-2013 Fall Semester 2012 Only Spring Semester 2013 Only

Freshman: Residence hall preference Watkins Memorial Transfer: Residence hall preference (Watkins hall is air conditioned. Most Memorial rooms are not air conditioned. Residence hall preference cannot not be guaranteed.)

ROOMMATE MATCHING INFORMATION

Do you use tobacco? (Please circle) Yes No

Would you consider yourself (please check one in each pair):

- Reserved or Outgoing
Night Owl or Early Riser
Neat or Messy

STUDY INTENSIVE OPTION

Please check if you are interested in living in a Study Intensive Community, featuring additional quiet hours and targeted academic success programming. (Not guaranteed)

Recruited to participate on an AU athletic team? Yes No If yes, which sport(s)?

What are your interests/hobbies?

Roommate Preference/s (optional): (Students wishing to room together must put each other's name on their corresponding contract for that request to be considered.)

Physical or health conditions to be considered in room assignment (must be accompanied by a doctor's note):

MEAL PLAN CHOICE

(Please check one. Note: If you do not select a meal plan, you will be charged the Premium meal plan rate).

- Premium (14 meals/week + \$275 in points) Block 175 (175 meals/semester + \$150 in points)
Basic (9 meals/week + \$100 in points) Block 125 (125 meals/semester + \$400 in points)

AFFIRMATIONS My signature below affirms that I agree to the following:

- I understand and agree to the terms and conditions listed on both sides of this contract.
I will abide by the policies in the AU Student Handbook (A-Book) and the Residence Life Guidebook.
I understand that Aurora University is an alcohol-free and smoke-free campus and will abide by this expectation.

Student Signature: Date:

Parent/Guardian Signature: Date: (Required if student is under 18 years of age when signing this contract)

FOR OFFICE USE ONLY

Contract Date Deposit Date Room Assignment

ADDITIONAL TERMS AND CONDITIONS

Your signature on the reverse side of this contract indicates that it is mutually agreed that all provisions from the A-Book, all provisions and policies of the Office of Student Life and the Office of Residence Life, all University regulations, and all federal, state, and local laws are binding upon this contract.

ASSIGNMENTS OF SPACE

1. Every effort will be made to comply with a student's preference; however, the Office of Residence Life reserves the right to make assignments as it deems necessary.
2. Room assignments and changes to room assignments may only be made by and with the approval of the Office of Residence Life.
3. The Office of Residence Life reserves the right to move or reassign a resident during the contract period. If this occurs, a commensurate change in billing rate may apply.
4. The Office of Residence Life reserves the right to consolidate vacancies by relocating residents at any time during the contract period.
5. The Office of Residence Life further reserves the right to require a student to vacate the halls on a temporary or permanent basis for any of the following reasons: (a) failure to meet financial obligations to the University, (b) exhibiting behavior posing a threat or disruption to the community of the residence halls, (c) failure to remain in good standing with the University, (d) University academic breaks, (e) violation of any University or residence hall policy, (f) renovation of space, or (g) other valid reasons.
6. Housing will be assigned on a first-come, first-served basis, as space is available. Both the contract and deposit need to be received in order for a space to be assigned. As occupancy begins to reach capacity, a housing waitpool may be established and students will be notified of their housing assignment as it is made.
7. Students under the age of 18 are required to provide parental or legal guardian permission to live in the residence halls.
8. All new residents must submit a \$100 damage deposit and a completed contract prior to a housing assignment being made. This will be held by the University throughout the student's on-campus residency.
9. All returning residents must submit a \$100 room reservation deposit, which acts as a pre-payment for the subsequent term housing charge, in addition to their completed contract, prior to a housing assignment being made. This deposit is non-refundable.

CANCELLATION OF CONTRACT AND REFUND OF DEPOSITS

1. **The \$100 damage deposit is refundable according to the following terms:**
 - a. For current residents not returning to the residence halls, the damage deposit is refundable upon completion of all formal check-out procedures with a Residence Life staff member to include: scheduling a check-out time with the student's Resident Assistant (RA), or another member of the Residence Life staff, completing a room inspection and room condition report (RCR); return all keys to proper departments; and completing an exit survey in the Office of Residence Life. **All steps must be completed or the damage deposit is forfeited and an improper check-out fee will be applied to the student's account.**
 - b. All new contracts for fall semester must be cancelled in writing or via email to reslife@aurora.edu on or before June 1st.
 - c. All new contracts for spring semester must be cancelled in writing or via email to reslife@aurora.edu two (2) weeks prior to the start of spring semester.

The \$100 room reservation deposit (required of returning residents) is NON-REFUNDABLE. It can be applied to fall tuition charges if the contract is cancelled in writing or via email to reslife@aurora.edu on or before June 1st.

2. Students who terminate occupancy during a term are eligible for a room refund according to the following: 100% during the first week, 90% during the second week, 50% during the third week, after the third week, students are responsible for the full term bill.
3. Meal plans can be changed only during the first 3 weeks of the semester, as described in the Residence Life Guidebook.
4. Meal plan is pro-rated as of the Thursday following the last date of occupancy.

LIABILITY

Aurora University assumes no responsibility for liability for the personal property of students. This includes damage, loss, water damage, fire, theft, flooding, etc. Students wanting this protection must make their own arrangements. Please consult an insurance company of your choice.

OCCUPANCY

This contract is for academic periods only. Students wishing to occupy the halls during University breaks must submit a break housing contract, available from the Office of Residence Life. Charges for break periods are billed directly to the student's account, based on that contract. Students must have a zero balance and meet the other criteria listed on the break contract in order to reside in University housing during break periods.

INSURANCE

All residence hall students will be charged for Student Health Insurance unless an online waiver providing proof of comparable insurance is completed at www.gallagherkoster.com/aurora by the posted deadlines on the Aurora University web page.

PHYSICAL EXAMINATION

All new residence hall students must have a physical examination form on file with the Wellness Center. This must be done by the end of the second week of the semester when entering the residence halls.