



Michigan Tech Housing and Residential Life
1400 Townsend Drive • Houghton, MI 49931-1295
906-487-2682 • housing@mtu.edu • www.mtu.edu/housing

Office Use

Req. Rm # _____
B _____ R _____ BanWeb _____
Tech Express _____

Please complete this residence hall application and mail it with your residence hall contract using the enclosed envelope.

Resident Last Name _____ First Name _____ Middle _____

Home Address _____

City _____ State _____ ZIP _____

Michigan Tech ID/M No. _____ Home Telephone _____

Michigan Tech Email _____ Alternate Email _____

Date of Birth _____ Age _____ Gender M F Transgender*

**Roommates are assigned by the same biological gender. Students in transition with special needs should contact Housing at housing@mtu.edu as early as possible to arrange accommodations.*

Do you smoke? Yes No

All residence halls are smoke-free buildings. Smoking is permitted only at designated exterior entrances.

Do you object to a roommate who smokes? Yes No

Have you ever been convicted of or plead guilty or no contest to a crime other than a traffic violation? Yes No

If yes, please attach a letter detailing relevant facts along with this application. If a “no” changes to a “yes” after this application is submitted, you must send a letter to Housing detailing relevant facts within seven business days. This information will be reviewed by a University committee to determine if the University’s best interests would be best served if the applicant is not permitted to reside in the residence halls.

Student Status

- First-Year Student
- Transfer Student
- Re-applicant
 - Current Room/Hall _____
 - No Current Room/Hall
- Re-admit
- Other _____

Class Standing

as of Semester You Enter

- First-Year
- Sophomore
- Junior
- Senior
- Graduate
- Other _____

Semester You Plan to Enter

- Spring 2012 Fall 2012
- Summer 2012 Spring 2013
 - Full Session Summer 2013
 - Session A only Full Session
 - Session B only Session A only
 - Session B only Session B only

Required Meal Plan Choice

Meal plans can only be changed during the first two weeks of the semester.

- Silver—unlimited meals + 4 guest meal passes per semester + 200 Dining Dollars
- Gold—unlimited meals + 8 guest meal passes per semester + 300 Dining Dollars
- Platinum—unlimited meals + 16 guest meal passes per semester + 600 Dining Dollars

- continued -

Michigan Technological University

Residence Hall Preferences

Please note that you are indicating preferences; we cannot guarantee choices. Assignments are determined by priority date, which is the date we receive your completed residence hall application and contract.

Hall Preference

- Douglass Houghton Hall Wadsworth Hall
 McNair Hall Wadsworth Hall with bathroom in room.*

**Two-person room with private bathroom (not available in Learning Communities); additional weekly charge of approximately \$25 per resident.*

Additional Residence Hall Preferences

Alcohol-Free Yes No

Alcohol-free housing is offered in all three of our residence halls. This option is open to residents who have chosen to live an alcohol-free lifestyle. The use and/or possession of alcohol and/or alcohol-related items are not permitted by the residents or their guests.

Learning Community

Learning Communities are specially designed with activities and peer staff to help you achieve academic and personal success. Please note that if you request a Learning Community, you will be placed in this community as space permits. If space is not available, you will be assigned a room based on your residence hall preferences. To learn more about these communities, see page 6.

- No, I do not want to live in a Learning Community
 Yes, I would like to live in the (please rank your top three preferences)

- _____ Computer Science Learning Community
McNair Hall
- _____ First Year Experience
Wadsworth and McNair Halls; alcohol-free; not available for transfer students
- _____ Forest Resources and Environmental Science Learning Community
Wadsworth Hall; alcohol-free
- _____ Global Village
McNair Hall
- _____ Leadership Learning Community
Wadsworth Hall; alcohol-free
- _____ Summit House
McNair Hall; alcohol-free
- _____ Visual and Performing Arts Learning Community
Wadsworth Hall
- _____ Women in Engineering
McNair Hall; alcohol-free

Medical/Personal Information

Do you have any medical and/or personal needs that may require special housing arrangements? Yes No
If yes, please provide information here and attach medical documentation. _____

Do you have any medical and/or personal needs that you would like us to be aware of but do not require special housing arrangements? Yes No If yes, please provide information here. _____

Emergency Contact

Please visit www.banweb.mtu.edu to complete your emergency contact information for the University.

The following materials must be returned together using the enclosed envelope in order for your housing to be processed:

- 1) Signed Residence Hall Application
- 2) Signed Residence Hall Contract (see pages 13–14.)

Resident Signature _____ Date _____

Please keep a copy for your records.





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Please print

Resident Last Name _____ First Name _____ Middle _____

Michigan Tech ID/M No. _____

Contract Terms and Conditions

University Residency Requirement

All single first-year students are required to live in University housing and select a meal plan. This does not include transfer students, graduate students, or commuting students living at home with their parent(s)/guardian(s).

I. Term and Fees

- A. The term of this contract is for the entire academic year (defined as fall and spring semester), or for the remainder of the academic year if entered after the start of fall semester, or for the duration of the semester if entered during the spring semester or summer session. The contract may be terminated prior to completion of this specified term only upon graduation, academic or disciplinary dismissal, complete withdrawal from the University, or approval of early termination by the University. Notwithstanding termination, room-and-board charges will continue until the student checks out, in accordance with established University procedures.
- B. First-year contracted students deciding not to enroll at the University must inform the admissions office in writing by May 1 to be eligible for refund of the enrollment deposit. The enrollment deposit is nonrefundable if notice of cancellation is received after May 1.
- C. Upper-class re-contracted students deciding not to enroll at the University must inform the Registrar's Office by June 1 to avoid cancellation fees. A \$100 fee will be charged if notice of cancellation is received after June 1 for the fall semester. For spring semester and summer session, a 30-day notice prior to the start of the summer is required.
- D. The University reserves the right to terminate this contract and take possession of the room for violation of this contract, violation of University policies, or failure to make timely payment of room-and-board charges.
- E. Room-and-board rates are established in the early summer each year for the following academic year. Students agree to make timely room-and-board payments to the Student Service Center in accordance with the University's then-current payment and rate schedule.
- F. When a student properly checks out of a residence hall concurrent with a permitted termination, all advance payments on room-and-board charges in excess of the charge for actual weeks in residence will be refunded, except that no refunds are made to students leaving the residence halls during the final two weeks of any semester. Residents who fail to check out of their room properly and/or fail to return room keys may be responsible for ongoing room-and-board charges and will be assessed a fee as determined by the University.
- G. Applicable room-and-board rates are prorated on a weekly basis upon permitted termination.
- H. The University reserves the right to adjust room-and-board charges during the year. In establishing board rates, consideration has been given to expected absenteeism, and no allowances can be made for meals missed.
- I. Residents are assigned their room rate based on their current occupancy. Room rates may increase when the room occupancy decreases at any time during the academic year.
- J. In view of its own obligations, the University is limited in its ability to terminate housing contracts. Only residents with serious medical, financial, or unusual extenuating circumstances may request termination of this contract. This contract shall not be terminated to move to a private home, fraternity or sorority house, or other housing, or to commute during the period covered by this contract. The University will consider only those requests by residents who have incurred a significant change in circumstances beyond their control since the date they signed this contract and reserves the right to grant or reject any such requests. A \$300 administrative fee will be assessed if early contract termination is approved.
- K. The upper-class submission of this contract takes place online with an electronic signature, which is considered by the University as the student's official signature.
- L. The University may terminate or temporarily suspend the contract without notice in case of an emergency that would make continued operation of student housing and dining not possible. This contract is subject to change or termination as provided in the conditions below and due to strikes, lockouts, labor disputes, or other circumstance beyond the University's control which adversely affect the health and/or safety of students or the ability of the University to function.

Michigan Technological University

II. Conditions of Assignment

- A. The University does not discriminate on the basis of age, race, religion, color, ethnicity, national origin, gender, sexual orientation, or disability in the assignment of residence hall rooms.
- B. Submission of this contract does not guarantee accommodations in the residence halls. Should the University have more applicants than it has regular spaces and rooms available, it reserves the right to assign applicants without prior notice to temporary accommodations as provided below until regular accommodations become available.
- C. Students do not have a residence hall room assignment until notified. The University reserves the right to fill vacancies and make and adjust room assignments as necessary.
- D. When the demand for housing exceeds the number of regular accommodations available, students are assigned to converted accommodations. Converted accommodations are regular student rooms with one additional resident assigned over the normal capacity (i.e., three residents to a regular two-person room, etc.). A reduced rate will be charged while the resident is in converted status. Students in converted rooms will be assigned to regular accommodations as vacancies occur.
- E. Failure to occupy your assigned room before the end of the first day of regular instruction in any semester without giving prior notice of delayed arrival may result in the loss of assigned accommodations. Such loss of assigned accommodations shall not relieve the student of the responsibility to accept other available residence hall accommodations.

III. General Conditions

- A. The student agrees to comply with all University rules, regulations, and procedures applicable to the residence halls. Students will be held accountable for any violations of these regulations. The University reserves the right to change, take possession of, suspend living in, deny visitation privileges, or cancel a housing and/or dining assignment or contract at its discretion in the interest of order, health, safety, discipline, and/or to resolve interpersonal conflicts.
- B. No student shall sublet or assign his or her assignment to another person. No unauthorized persons are allowed to reside in the rooms.
- C. The student shall not use the residence hall rooms or any public areas in a manner that is detrimental to the health, safety, and welfare of the hall community.
- D. No student shall bring, keep, or possess any animal/pet (with the exception of fish in a twenty-gallon tank) in the residence or dining hall with the exception of a certified guide or service dog by an accredited school for guide-dog training that has been approved by the University.
- E. The University staff may enter residence hall rooms according to established University policy.
- F. The University is not liable for the loss of and/or damage to money, property, or valuables belonging to the student or guests. The student is responsible for acquiring any liability and property damage insurance, if so desired.
- G. The student accepts full responsibility for the condition of the assigned room and furnishings and agrees to pay any charges for damages that may result from lack of care by the student or any visitor. The University reserves the right to assess students for damages to community areas of the residence hall.
- H. The University may require students to vacate University housing accommodations if they fail to maintain full-time student status (12 credits), or if they are not making satisfactory academic progress.
- I. The student will occupy the assigned space solely as a residence. The student agrees not to use the room, phone, computer lines, or any part of the University housing to advertise, sell, solicit, conduct, or serve as an agent for a business.
- J. The University reserves the right to determine at its discretion that, due to past or current behavior and/or criminal activity on the part of the applicant or current student, the University's best interests would be best served if the applicant or student is not permitted to reside in the residence halls. Any such determination by the University shall be final.

My signature acknowledges that I have read and understand the Residence Hall Contract, and I agree to the terms and conditions.

Student Signature

Date

Signature of Parent/Legal Guardian (If student is under age 18)

Date

Please keep a copy for your records.

