

APPLICATION FOR HOUSING



RETURN TO:

Gillespie Hall
Harris-Stowe State University
3025 Laclede Avenue
St. Louis, MO 63103
Office Phone: (314) 340-5005
Fax: (314) 340-5520

FOR GRH OFFICE USE ONLY

App # _____ Date Received: _____
Payment: _____ Balance Due: _____ Due Date: _____
By Whom: _____
Approved: _____ Yes _____ No – Date Applicant Notified: _____
By Whom: _____

PLEASE PRINT

☐ Male ☐ Female

Name	Social Security Number	Harris-Stowe Student ID #	Date of Birth
Home Mailing Address	City	State	Zip
E-Mail Address	()	()	Drivers License Number
Emergency Contact Name	Home Phone Number	Cell Phone Number	
()	Relationship		
Emergency Contact's Phone Number	()		
	Emergency Contact's Alternate Phone Number		

Occupancy to Begin: ☐ Fall/Spring Semester ☐ Spring Semester Only ☐ Summer Semester Only Year _____

Have you ever been convicted of or plead guilty to a crime including, but not limited to, a felony or misdemeanor, or are any criminal charges now pending against you? ☐ Yes ☐ No If so, please specify the nature and circumstances of the offense, the date it occurred, the name and location of the court, and the sentence imposed. Please submit court documentation and parole officer contact information, if applicable.

Applicants who have been convicted of or plead guilty to a misdemeanor or felony may be required to go through an interview process and background check before being admitted to the Residence Hall. The Director of Residential Life will make all final decisions regarding admission to the Residence Hall and may impose conditions on the student's admission to the Residence Hall.

EMPLOYMENT STATUS

Present Employer	Phone	Position
Address	City	State
Gross Monthly Income	Zip	Employment Start Date
Supervisor's Name	Phone	

VEHICLE INFORMATION

Make	Model	Color
Year	State	License Plate Number

Please submit your application along with the \$150.00 (non-refundable) security deposit and a \$25.00 (non-refundable) application fee made payable to Harris-Stowe State University. Applications submitted without the required deposit and application fee will not be considered. Please do not send cash. The application fee and deposit are both non-refundable, if you cancel and/or change your mind for any reason. The \$150.00 security deposit will be retained for liquated damages unless otherwise considered disapproved.

AUTHORIZATION & RELEASE

You declare that all your statements in this application are true and complete. By submitting this application, you authorize Harris-Stowe State University and/or its affiliates to verify this information through any means, including consumer reporting agencies and other rental housing owners. If you fail to answer any question or give false information, Harris-Stowe State University may reject your application, retain all deposits as liquidated damages for its time and expense, and terminate your right of occupancy. Giving false information is a serious criminal offense. In lawsuits relating to the application or Lease Contract, the prevailing party may recover all attorneys' fees and litigation costs from the losing party. Harris-Stowe State University may, at any time, furnish information to consumer reporting agencies and other rental housing owners regarding your performance of your legal obligations, including both favorable and unfavorable information about your compliance with the Lease Contract, the rules and financial obligations.

Signature

Date

Parent's Signature (If student is under 18 years of age)

Date

HARRIS-STOWE STATE UNIVERSITY HOUSING CONTRACT

Contracts are not terminated, if desired space is unavailable.

CONTRACT TERMS: This legal contract and agreement is entered into between Harris-Stowe State University and the undersigned student. This contract is not transferable or assignable by the undersigned student. A new contract shall be signed in each academic year for the Fall and Spring semesters. Separate application must be made for the Summer session.

The University agrees, under the terms of this contract, to provide a space in one of the rooms in the residence hall. The student agrees to pay the room/board in accordance with the schedule of fees, which has been published for the current year. The University reserves the right to increase rates for room, food service, and other service options at anytime(s) during the term of this contract upon giving 45 days written notice to the student. Residents are prohibited from being in the residence hall during Thanksgiving, Christmas, and Spring vacations, as designated by the University. However, at the University's sole discretion, residents may be granted an interim contract for housing during such breaks. Residents may be asked to change rooms and be temporarily housed in another room during such breaks. The University reserves the right to deny a student housing during Thanksgiving, Christmas, and Spring vacations.

1. The student shall be responsible for payment of the full amount of the charges for the entire contractual period. Failure to occupy an assigned room or call the Office of Residential Life after the contract is in force does not constitute cancellation of this contract. When a reservation has been made and a contract signed for an upcoming year, cancellations can be made before the specified deadlines with no penalty, except for first time applicants. Cancellations after July 1st for the Fall semester and/or after December 1st for the Spring semester will result in forfeiture of the security deposit for all applicants. For first time applicants choosing not to accept a housing assignment prior to July 1st for the Fall semester or prior to December 1st for the Spring semester, the security deposit will be refunded, less a twenty-five dollar (\$25.00 U.S.) processing fee. A student who cancels his or her room reservation after the hall closes for Christmas break, but prior to the first day the hall opens for the Spring semester, must remove all belongings either before or on the first day the residence hall opens for the semester. A fifteen dollar (\$15.00 U.S.) fee will be assessed each day a room is occupied with non-resident student belongings. A student may not occupy the room if he/she cancels.

2. The student agrees to pay the one-time security deposit. The deposit may be carried forward to a residence hall contractual lease agreement for the following Summer session or academic school year. (The one-time security deposit may be used toward room damage charges at the end of the current academic school year; however the student will have to pay a security deposit prior to receiving a room assignment the following academic year.)

3. Room Assignment. No room assignment will be made until verification of full-time enrollment, an application form, a signed contract, and the current security deposit are received by the Office of Residential Life. Reasonable consideration will be given the student's preferences for accommodations, room, and roommate(s). However, the contract is for space in University housing and not for a particular accommodation, room, and/or roommate. The student's failure to claim his/her room may result in reassignment of the student's room or may relieve the University of its obligation to provide a room for the student in University housing. The student must claim his/her assigned room before 5:00 p.m. on the first day of classes for any given semester. The student claims his/her room by checking into the room in person or by notifying the Office of Residential Life that his/her arrival will be delayed. The student's failure to claim her/her assigned room could result in reassignment or forfeiture of room assignment.

4. The University agrees to furnish each room with basic furniture, such as, but not necessarily, a desk, chair, bed, mattress, and drawer space. Students are responsible for keeping their rooms, furnishings, and fixtures clean and in good condition. The student agrees to submit a complete inventory form indicating the condition of the room, its fixtures, and furnishings to the Office of Residential Life within three (3) days after check-in. Failure to submit this form within the time specified shall constitute conclusive proof of acceptance by the student of the room and its fixtures and furnishings as being in good condition. Upon check-out, the student will pay for missing furniture and for the repair of any damages (beyond normal wear and tear) required to restore the room and/or furnishings to the condition noted on the inventory form. Unless it can be otherwise conclusively determined, all students assigned to a room will be responsible for an equal share of liability.

5. The University reserves the right to make room assignments. The University also reserves the right to remove any student whose behavior is judged to be detrimental to the quality of the living environment. A move because of disciplinary sanctions may occur until the last day of each semester.

6. The University agrees to provide the building with the basic utilities consisting of heat, cooling, hot and cold water, electricity, telephone services, cable television, and wireless internet access. Temporary interruption of such services shall not constitute grounds for cancellation of the contract or a partial refund of the room charges.

7. The current security deposit will be refunded to the student for the following reasons:

a. The University is unable to assign a room to a student due to lack of space.

b. University non-acceptance; admittance to an academic program is not granted by the University during any term of the contractual agreement, provided the student notifies the Office of Residential Life, in writing, of their non-acceptance by the University within seven (7) days of the date their notice of non-acceptance was received.

- c. The University, in its sole discretion, determines to release the student from his or her obligations under the contract (described below).
8. During the contractual period, the student may be released, in the University's sole discretion, from the contract at semester break for the following reasons:
- Graduation.
 - If fire or other casualty makes the room uninhabitable.
 - Called to active duty for (i.e. Army, Navy, Marines, etc...)
9. The University reserves the right to cancel the contract if the University determines, in its sole discretion, that the continued residency of the student may pose a problem to the interest of order, health, discipline, environment, or general well-being of other members of the residence hall community. The University reserves the right to immediately remove a resident who, in the opinion of University staff, is a danger to herself/himself (due to psychological or medical reasons) until the situation is assessed and a determination can be made regarding continuation of the Housing Contract. The University also reserves the right to expel any resident for failure to observe residence hall policies. Upon such circumstances, the student is still liable for any charges due the University as set forth in his/her contractual agreement.
10. Withdrawal from a residence hall during the semester will result in no refund of the room portion of the residence fee. The board portion will be pro-rated, only if withdrawal occurs prior to the mid-semester date.
11. The student agrees to abide by all of the laws and the housing and University rules as published in the Student Handbook and the Residence Hall Handbook, (which are incorporated herein by this reference) as they are now stated and as they may be duly adopted or revised and distributed by the University to students during the term of this contract.
12. The student living in Gillespie Residence Hall agrees to accept responsibility for living in an alcohol and drug free building. If a student drinks or possesses alcohol in Gillespie Residence Hall, the student will be fined and may be subject to additional disciplinary sanctions.
13. Smoking is prohibited in Gillespie Residence Hall. If a student smokes in the hall, the student will be fined and may be subject to additional disciplinary sanctions.
14. The student accepts responsibility for and is held liable for the conditions of accommodations assigned and shall reimburse the University for all damages done within or to said accommodations. The student accepts full responsibility for the conduct of his/her guests.
15. **WITHDRAWAL/EVICTION NOTICE:** Should a resident withdraw from the University for any reason or be evicted from the residence hall, the resident agrees to vacate the residence hall within 24 hours. Residents who have completed final exams at the end of a semester are required to vacate the residence hall within 24 hours or at the time the hall closes, whichever comes first, unless the proper arrangements are made.
16. **COMMON AREA DAMAGE:** At the end of the semester, each student will be assessed for unclaimed vandalism that occurs on his/her floor. The repair or replacement cost of the vandalism will be divided among each floor resident. If vandalism occurs in a common lounge area, all students residing in that hall will be assessed a portion of the repair or replacement cost. To avoid having to pay this cost at the end of the semester, students will need to take pride in the appearance of his/her floor and develop a watchful eye. Reports of vandalism should be made promptly to the Office of Residential Life.
17. The student agrees to follow the prescribed check-out procedure, before vacating the halls. The check-out procedures are:
- Making an appointment in advance with Residential Life staff, so as to be sure that a staff member will be present when the resident is ready to leave. This is the student's responsibility.
 - Clean the room as well as the common area and rest room. The student is responsible for leaving his/her room in a clean condition. Failure to do so will result in a cleaning charge being assessed.
 - Turn in the room /entrance door keys, swipe card, and mail box key.
 - Have the room inspected by a Residential Life staff member.
 - Sign the room condition form. Failure to complete this check-out procedure fully by the published time deadline will result in the imposing of late check-out fines.
18. The University reserves the right to designate a representative to enter a residence hall room for purposes including, but not limited to: maintenance; health and safety inspections; to insure personal health, safety, and security of hall residents; or to enforce residence hall rules, when there is reasonable cause to believe that rules are being violated. An attempt will be made to notify the student, in advance, of all inspections except routine maintenance. Residents are advised that, as a routine procedure, student rooms are entered over vacation periods for maintenance, safety, and health inspection(s).
19. Items or personal belongings which are left in the residence hall after the end of the contractual period will be considered abandoned and may be removed or disposed of after 30 days. When items are removed, a charge may be assessed.
20. The University accepts no responsibility for loss of or damage to resident's property. The student is responsible for acquiring or extending family insurance to cover their personal belongings, if such coverage is desired.
21. Residents living in Gillespie Residence Hall are required to purchase a meal plan. The University reserves the right to adjust meal plan options, hours of service, and location(s) of operation at its discretion. Special dietary requirements may result in additional charges to be paid by the student. The student meals are non-transferable; no refunds will be granted for meals missed due to conflicting class or work schedules. Temporary interruption of such service shall not constitute grounds for cancellation of the contract or a partial refund of board.
22. The student agrees not to loan out his/her entrance card or to have his/her room key copied. Students found with illegal keys or cards will be fined one hundred dollars (\$100.00 U.S.), the costs of a lock change and are subject to removal from the dormitory. Students agree to practice responsible and cautious safety procedures. Students agree not to prop exterior entrance doors open, and any student caught doing so will be assessed a fifty dollar (\$50.00 U.S.) fine. Students will be assessed a fifty dollar (\$50.00 U.S.) fine, if room key and/or entrance card are loaned out to non-residents.
23. Students who engage in dangerous behavior or disruptive behavior, including but not limited to excessive noise and interfering with another student's ability to sleep, study, or live, will be subject to disciplinary actions including dismissal from residence hall. In addition to other discipline, students may be required to remove stereos and other musical instruments or equipment that produces the disruptive noise.
24. The student agrees to maintain a GPA of at least 2.0. If the student's GPA falls below 2.0, the student will be placed on residence hall probation. The student will be required to participate in an Academic Support program while on probation. The student's academic performance, as well as their participation in the Academic Support program, will determine whether or not the student will be allowed to remain in the residence hall. (If a student is placed on residence hall probation more than two consecutive semesters, he/she will not be allowed to reside on campus.)

(continued on back)

25. The student must be registered as a full-time undergraduate student, as defined in the University catalog, to qualify for on-campus housing. While residing in on campus housing a student cannot be enrolled in less than 8 credit hours. Exceptions may be made at the discretion of the Office of Residential Life.

Should any clause or portion of this contract be held invalid, the other portions will be considered in force.

Please print name above

I.D. # _____

Signature

Date

Harris-Stowe State University does not discriminate on the basis of race, color, gender, religion, age, gender orientation, national or ethnic origin, or disability in the administration of its educational, admission, and housing policies; scholarship and loan programs; and athletic or other school programs.

ROOMATE REQUEST

Roommate request and/or assignments will not be processed until all applicable fees and deposits have been received. Due to space limitations, request may not be honored. Please enter the first and last name of your roommate request.

1. _____ 2. _____
3. _____ 4. _____

Circle the appropriate answer:

Yes No No Preference

Y N NA I typically wake before 6:30AM

Y N NA I go to bed before 11PM

Y N NA I consider myself to be an outgoing, social person

Y N NA I would like the opportunity to live with an international student

Y N NA I like all types of music

List:

Y N NA I would like a roommate with similar hobbies
These are:

Y N NA I intend to be active in campus activities
List if known:

Y N NA My major or area of interest is:

Y N NA I intend to participate in the following. (circle)
Baseball Basketball Choir Softball Trivia Team
Cheer Dance Soccer Volleyball Theater

The information you provide will only be used for the sole purpose of matching you with your ideal roommate. HSSU cannot ensure the validity of the information students provide on this form. Furthermore, HSSU cannot promise that the roommate(s) assigned to you will match all of the criteria you selected. By signing below, you authorize us to release your contact information to potential roommates who have the same or similar preferences. The release of this information will allow potential roommates to talk and meet one another prior to move-in.

Signature _____ Date _____