



housing & license agreement & meal plan contract



Housing Application

2013-2014 ACADEMIC YEAR

Dear New Concordia Eagle,

Welcome to Concordia University! It is an exciting time of year for us in Residential Education and Services (RES) as we begin to look forward to the 2013-2014 academic year and your arrival on our campus.

In this packet, you will find the 2013-2014 Application for Housing and License Agreement and the 2013-2014 Meal Plan Contract. In addition, we are providing you with information regarding our special interest living options.

As you work through these materials, please remember to submit your application no later than June 1, 2013 for priority placement. By submitting your application in by that date, you will improve your chances of receiving a housing assignment which best matches your preferences. In addition, you will be able to find out who your roommates will be during the CU Soon! Summer Orientation Event on Saturday, July 13.

Please feel free to contact me with any questions you might have. You can reach me at davis.garton@cui.edu.

Sincerely,

Davis Garton

Davis Garton
Director of Housing Services

Please be sure to remember the following...

1. READ CAREFULLY

We understand that reading through the housing application and license agreement is not the most exciting part of becoming a new CUI student. However, it is important. The housing application and license agreement contains a great deal of very important information. We highly recommend that you make a copy for your records.

2. ACT FAST FOR LIVING AND LEARNING COMMUNITIES

If you are interested in living in a Living and Learning community, make sure to submit your housing application ASAP. Spaces on those floors are limited and may fill up quickly. Please see the next page for more information about Living and Learning Communities at Concordia University.

3. START CHECKING YOUR EAGLES EMAIL ACCOUNT

Starting now, your Eagles email account will be the official means of communication between the Office of Residential Education & Services (RES) and you. Make sure to check your account regularly throughout the summer for important updates and information.

IMPORTANT DATES

- **SATURDAY, JUNE 1**
Priority placement deadline for new resident students
- **SATURDAY, JULY 13**
CU Soon! Summer Orientation Event: Meet your future classmates, order your books, take your student ID & yearbook pictures and get a head start for Fall orientation!
- **FRIDAY, AUGUST 16**
Move-in day for new resident students
- **FRIDAY, AUGUST 16 – SUNDAY, AUGUST 25**
W.O.W. Student Orientation Program
- **TUESDAY, AUGUST 20**
First day of classes



Living & Learning Communities at CUI

CUI will be offering some students a chance to reside in one of two Living & Learning Communities during the 2013-2014 academic year. Both communities will provide opportunities for intentional interaction with other students, staff and faculty. Both communities require a separate application that will be sent out to those who are interested. Space is limited.

1. **Holos House:** This community is about education and community based on healthy living.
2. **Global Village:** This community will focus on international learning and cross cultural education. If you are interested in learning about other cultures, this could be a great opportunity.

For more information on either of these Living & Learning opportunities, please contact the Office of Residential Education & Services at: 949.214.3052.

Rho Residence Hall

Rho will be designated primarily for incoming freshmen. In essence, Rho is intended to house a majority of new freshmen and the community will be designed for the needs of these particular students. Only a limited number of rooms will be eligible for returning students in Rho and only in certain circumstances as specified by the Office of Residential Education & Services.

If you have any questions about the 2013–2014 Housing Application & License Agreement or about on-campus housing at Concordia University, please contact the Office of Residential Education & Services at: 949.214.3052.



OFFICE USE ONLY	BUILDING: _____
DATE RECEIVED: _____	UNIT: _____
\$500 NEW STUDENTS: PAID _____	MEAL PLAN: _____

2013–2014 Application for Housing and License Agreement

Please type or print. Read this document carefully before signing as it contains legally binding obligations. We recommend that you keep a copy for your reference. If you have any questions about this application and license, please contact the **Office of Residential Education and Services at: 949.214.3052**.

New Students: The Office of Residential Education and Services accepts applications for on-campus housing after the University has received your \$500 enrollment confirmation advance payment. Out of this advance payment, \$300 goes towards your first semester housing costs. This advance payment is nonrefundable. Application deadline for priority placement is June 1, 2013.

APPLICANT INFORMATION *(Please Print Clearly)*

NAME/LAST: _____ FIRST: _____ MI: _____ CONCORDIA STUDENT ID NUMBER: _____

MAILING ADDRESS: _____ EMAIL ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____ TELEPHONE: () _____

DATE OF BIRTH: / / GENDER: MALE FEMALE CELL PHONE: () _____

CURRENT CLASS STANDING: FRESHMAN (*New Student*) FRESHMAN (*Returning*) SOPHOMORE JUNIOR SENIOR GRADUATE

Are you a new transfer student (transferring at least 24 units from another college and/or university): Yes No

Are you a member of an official Concordia University athletic team: Yes No If yes, what sport? _____

HOUSING PREFERENCES

New freshman students are typically placed in the Rho residence hall. New transfer students are typically placed with other students of similar age and class standing.

Roommate / Suitemate Requests:

The University considers requests for roommates and suitemates when all requests are mutual and are received prior to June 1, 2013. Persons of the opposite gender shall not be permitted to be assigned to the same room or unit.

Name of requested roommate:

1. _____

Name of requested suitemate(s):

1. _____

2. _____

Explanatory Note: A roommate is someone who will share the same bedroom/side of a suite. A suitemate is someone who will occupy a different bedroom within one apartment or suite.

CUI will be offering some students a chance to reside in one of two Living & Learning Communities during the 2013-2014 academic year. Both communities will provide opportunities for intentional interaction with other students, staff and faculty. Both communities require a separate application that will be sent out to those who are interested. Space is limited. Please check the box if you are interested in participating in a living & learning community.

Holos House: This community is about education and community based on healthy living.

Global Village: This community will focus on international learning and cross cultural education. If you are interested in learning about other cultures this could be a great opportunity.

For more information on either of these Living & Learning opportunities please contact the Office of Residential Education & Services: 949.214.3052.

Living & Learning Communities:

HOUSING PLACEMENT SURVEY

Housing Services will consider your answers to the following questions in assigning your roommate and suitemate(s). *(Check those that apply)*

1. Are you: a. Early riser (before 8am) Late riser (after 8am) b. Early to bed (before 11pm) Late to bed (after 11pm)
 c. Noisy Quiet d. Messy Average Neat
 e. Smoker Non-smoker Willing to live with someone who smokes outside the room

2. My study habits are: a. Morning Midday Night
 b. In-room Library Social Setting A Little Noise Silence

3. I am interested in (hobbies): Art/Photography Reading Community Service Outdoor Activities
 Sports Student Leadership

4. My anticipated major is: _____ 5. My favorite type of music is: _____

6. My top two areas of compatibility with my roommate are: _____

EMERGENCY CONTACT INFORMATION

RELATION TO APPLICANT: _____ NAME/LAST: _____ FIRST: _____ MI: _____

HOME PHONE: () _____ CELL PHONE: () _____

I. Terms of License Agreement

This Agreement is made between the applicant and Concordia University Irvine, and contains the primary terms and conditions of occupancy. Additionally, the Student Code of Conduct, Student Handbook, Housing Handbook, and all other University publications apply and are fully incorporated into this Agreement. Student handbooks are available online. The Office of Residential Education and Services reserves the right to supplement, amend, elaborate or clarify this housing license agreement through the issuance of electronic or non-electronic memoranda, rules, regulations or directives during the period of occupancy defined by this Agreement.

The University grants the individual student permission to occupy a residence space in facilities owned/operated by Concordia University Irvine as a license on the terms and conditions contained herein, and upon proper completion of the Housing Application procedures. This Agreement obligates the student to pay all charges due and owing under the terms hereof for the full 2013-2014 academic year, which consists of the Fall and Spring terms. Applications will not be processed until a non-refundable \$300 advance payment is received by the University. This advance payment constitutes a housing reservation and is applied toward the total license agreement amount for the first semester of occupancy. Acceptance of this license does not guarantee assignment or reserve specific spaces. The only circumstance under which a licensee is eligible for a refund of this advance payment is if the University reaches maximum capacity and is unable to house additional students.

- A. University Residency Requirement:** Concordia University Irvine requires that all full-time undergraduate students who will be 21 years of age or younger as of Friday, August 16, 2013 live in on-campus housing. Students who will be 21 and under who desire to reside off-campus must appeal this requirement. Additional information regarding the appeals process can be obtained by contacting the Office of Housing Services. Returning resident appeals must be submitted prior to August 1, 2013 for guaranteed consideration.
- B. Eligibility:** Students are eligible for housing if they are full-time enrolled undergraduate students of Concordia University Irvine for the entire academic year. Students who fail to register for classes by the deadline set by the University will not be eligible for housing. The University shall retain the sole and exclusive right to define what constitutes full-time, regular, and continuous enrollment.
- Part-time and graduate level students may be eligible for University housing on a "space available" basis at the sole discretion of the Office of Residential Education and Services.
 - Students 25 years of age and older as of Friday, August 16, 2013 may not be eligible for on-campus housing.
 - Post-Baccalaureate student teachers are eligible for on-campus housing while they complete their student teaching assignments as long as they are not ineligible for on-campus housing due to their age.
 - Students who have been found responsible for violating Residential Education and Services (housing) and/or University policies may be denied on-campus housing.
- C. Anticipated Housing Rates:**
Chi Rho and Chi Sigma, \$2,500 per semester.
Upper and Lower Quads, \$2,700 per semester.
(Estimated costs. Subject to change.)
- Super-Singles:** If a student indicates a desire to occupy a single room ("super-single") and is placed into one, he/she will be charged the standard rate indicated above for their first space plus an additional 50% of the standard rates above for their second space. Note: The additional charges for a super-single assignment are subject to change. Students who are placed in a Super-Single housing assignment must fill out a separate Super-Single Agreement Form available in the Office of Residential Education and Services. Students assigned to a super-single space may be assigned a roommate if the space is needed as determined by the office of Residential Education and Services. If a student assigned to a super-single space is assigned a roommate, the additional charges for the super-single space will be removed or prorated.
- D. No Tenancy:** This housing license agreement shall not constitute a tenancy. Residents shall have the non-exclusive license to use an assigned space during the term of this housing license agreement only, but shall not have the right to occupy any specific room or unit. This document is not a lease.
- E. Cancellation of Housing & License Agreement / Release Requests:**
- Licensee may cancel this Agreement if they will not be attending Concordia University during the 2013-2014 academic year. To cancel an Agreement, the licensee must notify the Office of Residential Education and Services by submitting a Cancellation of License Agreement Request Form. Forms received after August 1, 2013 will result in a \$250 License Agreement Cancellation Fee. Date of notification will be considered as the date that a form is postmarked.
 - Licensees entering housing for the first time at spring semester may cancel this Agreement if they will not be attending Concordia University during the spring 2014 semester. Notices of cancellation received after January 1, 2014 will result in a \$250 License Agreement Cancellation Fee. Date of notification will be considered as the date that a notice is postmarked.
 - After occupancy begins, the University will consider a request from licensee to release him/her from this Agreement if licensee encounters a severe financial, physical, or emotional hardship which is exacerbated by living on campus and cannot be remedied by alternative means. Licensees must submit a Cancellation of License Agreement Request Form to the Office of Residential Education with supporting documentation for consideration. The University reviews all requests on a bi-weekly basis and may grant or deny any and all requests. If a request is granted, licensee will be charged a \$250 License Agreement Cancellation Fee in addition to all contractual obligations and associated fees.
 - Licensees who withdraw from the University during the term of this Agreement may cancel this Agreement by notifying the Office of Residential Education and Services by submitting a Cancellation of License Agreement Request Form. The licensee will be charged a \$250 License Agreement Cancellation Fee in addition to all contractual obligations and associated fees.
 - Cancelling the contract between semesters will result in a \$250 License Agreement Cancellation Fee in addition to all contractual obligations and associated fees. This includes licensees who cancel when withdrawing from the University.
 - Licensees who were under 18 years of age when signing this Agreement may only request a cancellation of said Agreement when request is accompanied by the written consent of the parent or legal guardian who also signed this Agreement.

- The University reserves the right to terminate this Agreement, and/or reassign the residential space for the failure to pay fees or for judicial sanctions (Judicial Termination) resulting from a violation of University or Residential Education and Services policy. Licensees whose agreements are terminated under these circumstances will be responsible for all contractual obligations and associated fees which will include all charges for the full 2013-2014 academic year. In addition, the licensee will be charged a \$250 License Agreement Cancellation Fee.
- The University reserves the right to cancel this Agreement when a resident ceases to be enrolled as a full-time student.

- F. Mandatory Meal Plan:** All resident students are required to purchase a University meal plan. Freshman residents are required to purchase at least a 14 Meal Plan. All other resident students are required to purchase at least a 10 Meal Plan. Any student who lives in a residence hall and does not sign up for a meal plan will automatically be signed up for the minimum requirement and billed accordingly. For additional information regarding meal plan options and prices, please reference the Meal Plan Contract (last page of document).
- Request forms to reduce or eliminate the meal plan requirement are available in the Office of University Services. The deadline to appeal the meal plan requirement for the Fall 2013 semester is August 2, 2013. The deadline to appeal the meal plan requirement for the spring 2014 semester is December 27, 2013. Additional information regarding the stipulations of these requests is available on the request form.
 - Meal plan service for the fall semester begins with dinner on Monday, August 19, 2013 and ends with dinner on Friday, December 13, 2013. Start and End dates for meal plan service for the spring semester will be available after the start of the fall semester.
 - Limited dining options may be available during official University breaks, if dining halls are open (including, but not limited to, Thanksgiving, Christmas, and Spring Break). Meal plans will not be active during these times. Flex dollars and/or cash will be accepted. Please check with Bon Appétit for specific information regarding dining options during University breaks.
- G. Payment of Housing and Meal Plan Fees:** The student shall pay all fees by the Bursar's office published due date. Failure to pay fees when due shall be considered a breach of this Agreement and may result in one or more of the following actions:
- Denial of housing and meal services
 - Inability to register for classes
 - Withholding of University records or diploma
 - Turning the matter over third party to collections
- *When the University is forced to turn the account to a collection agency, the student shall be responsible for all additional costs of collection including attorneys' fee and cost. In the event of court action to enforce this Agreement, the student shall be responsible for paying all court costs and fees, including attorneys' fee and cost.*
- H. Cancellation of Housing License Agreement:** Residents who have not paid within seven calendar days of the date of occupying their residence may be subject to a Cancellation of Housing License Agreement notice. A 72-hour written Cancellation of Housing License Agreement notice will be delivered if the Bursar's Office determines they have not made satisfactory payment arrangements.

II. Period of Residence

- A. Opening and Closing Schedule:** The University will furnish the student a housing assignment in a residence hall and will open and close the residence halls according to the following schedule. Please note that no early arrivals or late departures will be permitted except with the written permission of the Office of Residential Education and Services. Students who fail to abide by the following dates and times will be fined \$25 per hour or portion thereof.

FALL SEMESTER	SPRING SEMESTER
Residence Halls Open for New Students* 8:00am, Friday, August 16, 2013	Residence Halls Open for New Students* 1:00pm, Saturday, January 4, 2014
Residence Halls Open for Returning Students* 10:00am, Sunday, August 18, 2013	Residence Halls Open for Returning Students* 10:00am, Sunday, January 5, 2014
Residence Halls Close for Thanksgiving Break 7:00pm, Friday, November 22, 2013	Residence Halls Close for Spring Break 7:00pm, Friday, February 21, 2014
Residence Halls Open after Thanksgiving Break* 8:00am, Sunday, December 1, 2013	Residence Halls Open after Spring Break* 8:00am, Sunday, March 2, 2014
Residence Halls Close for Christmas Break 7:00pm, Friday, December 13, 2013	Residence Halls Close for Summer Break (except graduating seniors) 7:00pm Friday, May 2, 2014
Licensee are expected to vacate their on-campus housing assignment within 24 hours after the end of his/her last final exam period.	Licensee are expected to vacate their on-campus housing assignment within 24 hours after the end of his/her last final exam period.
<i>*Dates and times are subject to change. Please refer to assignment letter and/or orientation pack for updated times and dates.</i>	Residence Halls Close for Summer Break— Graduating Seniors Only 1:00pm, Sunday, May 4, 2014

- B. Christmas Housing:** Standard housing rates do not include Christmas Break. Students desiring on-campus housing during Christmas Break have to make individual arrangements with the Office of Residential Education and Services and pay associated costs. A minimum stay may be required. Additional costs do not include meal plans. Students must turn in room keys before leaving for Christmas Break.

III. University Responsibilities

- A. **Assignment:** Assignments are made at the University's discretion taking into account, whenever reasonable, information provided by the licensee. The University will endeavor to email a notice of housing assignment to licensee's Eagles email address prior to the beginning of each semester. The University reserves the right to reassign residents at any time, for any reason at its sole discretion. The University will endeavor to notify affected students of a reassignment in advance. Chi Rho and Chi Sigma residence halls have a maximum capacity of five residents and the Quad apartments have a maximum capacity of five residents.
- B. **Roommates:** Requests for specific roommate(s) will be considered if the request is mutual and both applications are submitted before June 1, 2013 (for fall) and December 27, 2013 (for spring).
- C. **Unit Consolidation:** The Office of Residential Education and Services reserves the right to reassign residents or consolidate units occupied at less than full capacity at any time. If a student occupying a super-single is assigned a roommate, the University will refund a prorated amount of super-single charges based on the date the new roommate moves into the unit.
- D. **Right of Entry:** University officials may enter residence hall rooms when reasonable cause exists. Examples of such reasonable cause may be for an emergency, for closing periods when a building lockdown is required, or when deemed necessary by administrative staff. Please reference the 2013-2014 Student Code of Conduct for a detailed overview of the Right of Entry Policy for residence hall rooms.
 - i. Students are not to add personal locks or change locks to any doors within their assigned space.
- E. **Fines:** Fines may be assessed to the licensee at the discretion of the University. Please reference the 2013-2014 Housing Handbook or the Student Code of Conduct.

IV. Student Responsibilities

- A. **Check-in:** Licensee is required to officially check-in with the Residential Education and Services Office prior to moving into their housing assignments. Residents are responsible for examining all furnishings, fixtures, appliances and must record the condition of their assigned space and its contents on a University-provided unit condition form within 48 hours of occupancy. Failure to do so subjects the licensee to financial responsibility for preexisting damage. Failure to check-in with the Office of Residential Education and Services will result in a \$50 fine per day until check-in is completed. Students will not be allowed to check into their housing assignments prior to their assigned move-in date without the permission of the Office of Residential Education and Services.
- B. **Late Arrival:** Licensee shall notify the Office of Residential Education and Services in writing prior to August 1, 2013 (for fall) or December 27, 2013 (for spring) if they intend to occupy their assigned space after their assigned check-in date. If this is not done, the space may be re-assigned and the student will be placed in the next available room.
- C. **Check-out:** Licensee agrees to vacate the premises within 24 hours after the end of their last final exam period and no later than 7:00pm on Friday, May 2, 2014, whichever occurs first. The student shall remove all personal property, leave the unit in a clean and orderly condition to avoid cleaning fees, arrange furniture to its original position at move-in, and return his/her key to the Office of Residential Education and Services to avoid re-keying charges. Students vacating after 7:00pm on Friday, May 2, 2014 will be assessed a late charge of \$25 per hour or portion thereof.
 - i. Students whose Housing and License Agreements are cancelled, either through Licensee's request or University action, must vacate their housing assignment within 72 hours of being notified of such cancellation or other deadline specified by the University. Failure to abide by this requirement will result in financial charges of \$25 per hour, or portion thereof, and/or other consequences as specified by the University.
- D. **Occupancy:** Licensee shall not permit any other person to occupy their assigned space. Licensee shall observe all aspects of University guest policy and will not permit an individual to stay in assigned unit except as permitted. Licensee understands that failure to comply may result in administrative and/or judicial action.
- E. **Unit Changes:** In order to change housing assignments, students must submit a Change of Housing Assignment Request Form to the Office of Residential Education and Services. Once the form is submitted, the request must be approved by the Office of Residential Education and Services before the change can take place. Once housing assignments are distributed, students must wait until September 9, 2013 (for fall) or January 27, 2014 (for spring) to submit a Change of Housing Assignment Request Form. Change of Housing Assignment Request Forms will not be accepted after November 11, 2013 (for fall) or March 31, 2014 (for spring). Approval of Change of Housing Assignment Request Forms may be granted or withheld at the University's sole discretion. Students who move rooms without approval or do not follow University instructions may be fined up to \$300 for each and every unauthorized move.
 - i. Students are assigned to specific spaces within suites and units. Students wishing to change assignments within their suite/apartment must still submit a Change of Housing Assignment Request Form and it must be approved by the Office of Residential Education and Services. Failure to receive approval before changing assignments within their suite/apartment may result in a student being required to move back to assigned space and a fine of up to \$300.
- F. **Keys:** Residents will be required to pay for lock changes if keys are lost/stolen or if keys are not returned at hall closing or at check-out to the Office of Residential Education and Services (\$75). Keys are not to be loaned to others or duplicated.
 - i. Students who lock themselves out of their rooms can visit the Office of Residential Education and Services during posted business hours to check out a temporary key. Students who lock themselves out after normal business hours need to contact the Office of Campus Safety for assistance.
 - ii. Students who fail to pick up assigned keys after a room is rekeyed will be charged a \$5 per day fee beginning on the third business day after notification of room rekeying until assigned key is retrieved.
 - iii. Students must turn in room keys before leaving for Christmas Break. Failure to do so may result in a \$50 fine.
- G. **Abandoned Personal Property:** Personal property left in the student's room after expiration, termination, or cancellation of this license agreement (or after checking into a new assignment) will be disposed of as seen fit by the University. The University is hereby relieved of any liability for personal property left on the premises (or in a previous housing assignment after checking into a new assignment). Students who leave personal property on University premises will be charged a \$150 disposal fee.
 - i. Personal property left in common areas (lounges, programming areas, etc) in the residence halls will be disposed of by the University at its discretion. Licensee is hereby advised to not leave any property in such areas for any amount of time. Students who are found responsible for leaving personal property in common areas may be charged disposal and/or service fees.

- H. **Eagles Email:** Licensee is responsible to check their Eagles email accounts on a regular basis. Eagles email accounts will be the primary means of communication between the Office of Residential Education and Services (including Judicial Affairs) and residential students. Students will be held responsible for all information sent to their Eagles email addresses.
- I. **Guest Behavior:** Licensee is responsible for ensuring that guests are informed about and abide by the rules of the University, residence hall regulations, and the terms outlined in this license agreement. The student will be held liable in those instances when their guests do not abide by such rules or regulations or for behavior which is detrimental to the welfare of the residents or the physical property of the residence halls. Please reference the 2013-2014 Student Code of Conduct for a detailed overview of the Guest Policy.
- J. **Room Arrangement:** The University has standard room arrangements. While Licensee is allowed to rearrange furniture within an assigned space, he/she must (1) not violate any University and/or housing policies in doing so and (2) must return all furniture to its original arrangement prior to vacating the assigned space.

V. Liability

- A. **University:** The University shall have no liability for the loss, theft, or destruction of or damage to the student's property kept in the residence halls or caused by any third party. The University assumes no liability and provides no insurance or financial protection for the student's personal property. The University assumes no liability for injuries, loss or damage, including death, due to student use of residence hall facilities, including, but not limited to, stairs, kitchens, recreational equipment, furniture, etc. The University shall not be held responsible or liable for the student's accommodation if an assigned space is rendered uninhabitable due to circumstances beyond the reasonable control of the University, including but not limited to "Acts of Nature", e.g. flood, earthquake, and unusual weather conditions. The University also reserves the right to make special room assignments to accommodate those conditions.
- B. **Student:** Licensee shall be liable for any loss or damage caused to the rooms or furnishings provided by the University and shall pay any and all damage charges upon presentation (via licensee's Eagles email account) to the student of a statement of charges. Licensee will also be responsible to pay for all necessary cleaning of their housing assignment during and/or after occupancy which arise from licensee action(s). Licensee shares liability with roommates and/or suitemates for all loss, damages, and/or necessary cleaning in relationship to licensee's housing assignment and accepts that they may be charged for loss, damages, and/or necessary cleaning caused by roommates/suitemates when the University does not have adequate information to charge a particular individual and licensee agrees to pay such charges. Licensee shares financial liability with all other residents of the residence hall or complex of the condition for the residence hall or complex and its furnishings, if individual liability cannot be determined.

VI. Acknowledgement of CUI Student Code of Conduct & CUI Housing Handbook (2013-2014)

- A. I acknowledge that I am fully responsible for all University policies including all policies outlined in the 2013-2014 CUI Student Code of Conduct and the 2013-2014 CUI Housing Handbook.

SIGNATURE OF APPLICANT: _____ DATE: _____

VII. Agreement

- A. **This is a legal binding license agreement for the full academic term of 2013-2014:** The undersigned understands and agrees to the housing license agreement and acknowledges that, if enrolled at Concordia University Irvine and accepts a space in a University residence, the student shall be obligated to pay for the full-academic year, as well as adhere to all University policies. Cancelling the contract between semesters will result in a \$250 License Agreement Cancellation Fee in addition to all contractual obligations and associated fees. The undersigned understands and acknowledges that this license shall remain otherwise fully binding at all times unless the student is released in full or in part by an authorized representative of the University. The undersigned fully accepts responsibility for all terms and conditions of the housing license and all other applicable policies and procedures of the University. The undersigned certifies that the statements made on this application are truthful and the signature(s) hereon is/are valid. The undersigned hereby enters into, agrees to the terms of, and accepts full financial responsibility for any and all payments and other financial obligations to Concordia University Irvine by reason of this application and housing license.

SIGNATURE OF APPLICANT: _____ DATE: _____

If applicant is under 18 years of age, please provide parent/guardian signature.

I, _____, as parent or legal guardian of the above named student acknowledge and understand that by signing this application I become party to this Agreement and accept full responsibility for all the terms hereof and am subject to all of the terms and conditions of this application and housing license. I have read the terms and conditions of the housing license. I understand this Agreement is binding for the full 2013-2014 academic year.

SIGNATURE OF PARENT/GUARDIAN: _____ DATE: _____

RELATIONSHIP TO APPLICANT: _____

Meal Plan Contract

All resident students are required to purchase a University meal plan. New freshman residents are required to purchase at least a 14 Meal Plan. All other resident students are required to purchase at least a 10 Meal Plan. Any student who lives in a residence hall and does not sign up for a meal plan will automatically be signed up for the minimum requirement and billed accordingly. This contract is entered into between the student and Concordia University Irvine and grants the student a right to the meal plan designated. Student understands that he/she will be responsible to pay, in full, for the meal plan selected. This agreement covers both Fall and Spring semesters. Students may reduce their meal plan to the minimum allowed until Tuesday, September 3, 2013 (fall semester) or Tuesday, January 21, 2014 (spring semester).

Students who withdraw from the University during the term of the Housing License Agreement may cancel their meal plan by notifying the Office of Residential Education and Services by submitting a Cancellation of License Agreement Request Form. Student agrees to pay all associated charges. For additional information and details regarding meal plans at Concordia University Irvine, refer to the Student Handbook/Housing Handbook. Students are advised to keep a copy of this contract for his/her records. Please refer to section I-F of the 2013-2014 Housing and License Agreement for additional details.

Meal Plan Options for Resident Students Please Select One Option Below

- 19 Flex Plan (\$1,880 + \$100)* 19 Meals per week, \$110 Flex Dollars per Semester
- 14 Flex Plan (\$1,825 + \$100) 14 Meals per week, \$110 Flex Dollars per Semester
- 10 Flex Plan (\$1,680 + \$100) 10 Meals per week, \$110 Flex Dollars per Semester
- 19 Meal Plan (\$1,880) 19 Meals per week, No Flex Dollars
- 14 Meal Plan (\$1,825) 14 Meals per week, No Flex Dollars
- 10 Meal Plan (\$1,680) 10 Meals per week, No Flex Dollars

*Prices listed are from 2012-2013 and are subject to change for 2013-2014. Prices are per semester. Unused flex dollars roll over from the fall semester to the spring semester but not to the next academic year.

NAME: _____ STUDENT E#: _____

SIGNATURE: _____ DATE: _____

Licensee Checklist

Make sure that you have completed all the steps listed below:

- Fill out all sections of application
- Acknowledge you have read and understand the terms of the agreement by signing the License Agreement
- Include Meal Plan Contract form
- Make a copy of this Agreement for personal reference
- Returning Students: Pay Room Reservation Advance Payment in the Bursar's Office

Return all forms (including all pages of the Housing Application & License Agreement and the Meal Plan Contract) to the Office of Residential Education & Services or mail the forms to:

Residential Education & Services
Concordia University Irvine
1530 Concordia West, Irvine, CA 92612

