



Office Use Only
Date Received: Building:
\$300 Received: Unit:
Meal Plan:

Application for Housing and License Agreement

Please type or print. Read this document before signing as it contains legally binding obligations. Please include a check for \$300.00 (U.S.) payable to Concordia University, Irvine - Room Reservation Advance Payment.

Applicant Information

(Please Print Clearly)

Name: Last Name First Name M.I. E#: Concordia Student ID Number
Mailing Address: E-mail Address:
City: State: Zip Code: Telephone:
Date of Birth: Gender: Male Female Cell Phone:

Current Class Standing: Freshman Sophomore Junior Senior Graduate Transfer Student: Yes No
Are you a member of an official Concordia University athletic team: Yes No If yes, what sport?

Housing Preferences

Roommate / Suitemate Requests

The University considers requests for roommates and suitemates when all requests are mutual. Keep in mind that not all requests will be able to be accommodated - particularly those which are received late.

Name of requested roommate:
1.
Name of requested suitemate(s):
1.
2.

Special Interest Floors

If you are interested in living on a special interest floor, please indicate your selection below. For additional information, refer to special interest floor attachment.

Substance Free Intercultural Transfer

Housing Location - Returning Resident ONLY

Rank your two preferences for housing location (#1 and #2)

Chi Rho Chi Sigma Upper Quads Lower Quads

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.

Housing Placement Survey

Housing Services will consider your answers to the following questions in assigning your roommate and suitemate(s). Please check one box only per question.

- 1. Do you smoke? Yes No
2. Can you live with someone who smokes? Yes No
3. I would describe my current bedroom as: Spotless Neat Messy Very messy
4. I listen to music at this volume level: Very loud Loud Moderate Softly
5. I would describe myself as: Very outgoing Friendly Somewhat reserved Very reserved
6. I prefer to study: Morning Afternoon Evening Late night
7. I plan to study mostly: In my bedroom In my living room Library/Off Campus/Quiet study lounges
8. I spend my free time: Always with other people Mostly with other people/sometimes alone Mostly alone/sometimes with others Mostly alone

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's Code of Conduct contained within the Student Handbook and all other University publications apply and are fully incorporated into this Agreement. The Student Handbook is available on-line and copies are provided to students upon request. The Office of Residential Education and Services reserves the right to supplement, amend, elaborate or clarify this housing license agreement through the issuance of 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 2008-2009 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. 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 all full time students who will be 21 or younger as of August 23, 2008 to 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 Residential Education and Services after May 1, 2008. Returning resident appeals must be submitted prior to July 15, 2008 for consideration. First time residents may appeal this requirement until August 23, 2008.
- 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. Persons of the opposite gender shall not be permitted to be assigned to the same room or unit. Part-time students may be eligible for University housing on a "space available" basis at the sole discretion of the Office of Residential Education and Services.
- i. Students 25 and older as of August 23, 2008 are not eligible for on-campus housing.
 - ii. Graduate students may enter their name on a waiting list for on-campus housing and will be contacted if space becomes available to house graduate students.
 - iii. 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.
- C. Anticipated Housing Rates:** Chi Rho and Chi Sigma-- \$2,320 per semester. Upper and Lower Quads--\$2,510 per semester. (Rates are subject to change.)
- 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:**
- i. Licensee may cancel this Agreement if they will not be attending Concordia University during the 2008-2009 academic year. Under no circumstances will licensee receive back any portion of the housing reservation fee. To cancel an Agreement, the licensee must notify the Office of Residential Education and Services in writing. Notices of cancellation received after June 30, 2008 will result in a \$250 License Agreement Cancellation Fee. Date of notification will be considered as the date that a notice is postmarked.
 - ii. 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 2009 semester. Notices must be received prior to January 1, 2009 to avoid a \$250 License Agreement Cancellation Fee.
 - iii. After occupancy begins, the University will consider 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 formal request in writing to the Office of Residential Education with supporting documentation for consideration. The University may grant or deny any and all requests. If a request is granted, licensee will be charged a \$250 License Agreement Cancellation Fee.
 - iv. Licensees who marry during the term of this Agreement may cancel this Agreement by notifying the Office of Residential Education and Services in writing no less than 30 days in advance of planned move-out date. Licensee will be required to submit copy of marriage license within 30 days of marriage or will have all charges reinstated. Giving less than 30 days notice will result in a \$250 License Agreement Cancellation Fee.
 - v. 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 in writing no less than 7 days in advance of planned move-out date. Giving less than 7 days notice will result in a \$250 License Agreement Cancellation Fee. Licensee understands that Housing Services must be contacted directly and must not rely on another University department to convey a notice of withdrawal to Housing Services. Licensee is liable to continue to be charged according to the terms of this Agreement unless this notification is received. Licensee agrees to pay all such charges.
 - vi. Licensees who were under 18 when signing this Agreement may only request a termination of said Agreement when request is accompanied by the written consent of the parent or legal guardian who also signed this Agreement.
 - vii. The University reserves the right to cancel this Agreement, and/or reassign the residential space for the failure to pay fees, for violation of University or Residential Education and Services policy, or 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 are required to purchase a 14 meals a week plan or greater. Non-freshman are required to purchase a 10 meals a week plan or greater. 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 refer to the Meal Plan Contract.
- i. Request forms to reduce or eliminate the meal plan requirement are available in the Office of Residential Education and Services. Requests must be submitted prior to Friday, September 12, 2008 (fall semester) or Wednesday, February 4, 2009 (spring semester) for consideration. The University may grant or deny any request. Additional information is available on the request form.
 - ii. Meal plan service for the fall semester begins with dinner on Tuesday, August 26, 2008 and ends with dinner on Friday, December 19, 2008. Meal plan service for the spring semester begins with breakfast on Tuesday, January 20, 2009 and ends with dinner on Thursday, May 14, 2009.

- iii. Limited dining options may be available during official University breaks. Meal plans will not be active during these times. Flex dollars and/or cash will be accepted. Please check with Bon Appetit for specific information regarding dining options during University breaks.

II. Period of Residence*

- A. **Opening and Closing Schedule:** The University will furnish the student a room in a residence hall and will open and close the residence halls according to the following schedule. Note that no early arrivals or late departures will be permitted. Students who fail to abide by the following dates and times will be fined \$75 per hour or portion thereof.

Fall Semester	Spring Semester
<p>Residence Halls Open for New Students* Saturday, August 23, 2008</p> <p>Residence Halls Open for Returning Students* Tuesday, August 26, 2008</p> <p>Classes Commence Thursday, August 28, 2008</p> <p>Residence Halls Close for Christmas Break Friday, December 19, 2008 at 7:00pm</p> <p>* Dates and times are subject to change. Please refer to assignment letter and/or orientation pack for updated times and dates.</p>	<p>Residence Halls Open for Returning Students* Monday, January 19, 2009</p> <p>Residence Halls Open for New Students* Tuesday, January 20, 2009</p> <p>Classes Commence Wednesday, January 21, 2009</p> <p>Residence Halls Close for Summer Break Saturday, May 16, 2009 at 2:00pm</p>

- B. **Christmas Break:** Students desiring housing during Christmas Break must submit an individual housing application with the Office of Residential Education and Services by December 1, 2008 by 5:30pm. A flat fee of \$350 will be assessed to all students for any duration of extended stay in the residence halls after official closure date. The University does not modify this amount based on individual circumstances. Forms will be available in the Office of Residential Education and Services beginning in November. Students who fail to follow break request procedures (including late submission of requests) will be assessed an additional \$50 fine.

III. University Responsibilities

- A. **Assignment:** Assignments are made at the University's discretion, based on information provided by the licensee. Fall assignments are made during mid-summer; students will be notified before the beginning of the semester. Spring assignments are made in December; residents will be notified prior to the beginning of the Spring Semester. The University reserves the right to reassign residents at any time, for any reason, at its sole discretion. Students will be notified of changes. (Chi Rho and Chi Sigma residence halls have a maximum capacity of 5 residents and the Quad apartments have a maximum capacity of 5 residents.)
- B. **Roommates:** Requests for specific roommate(s) will be considered if the request is mutual and applications are submitted before June 30, 2008 (for Fall) and December 31, 2008 (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.
- D. **Right of Entry:** University officials may enter residence halls for health and safety checks, facility repairs and checks, or for "reasonable cause" such as a medical emergency or a probable violation of University policies. Students are not to add personal locks or change locks to any doors within their assigned space.

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 resident to financial responsibility for pre-existing damage. Failure to check-in with the Office of Residential Education and Services will result in a \$75 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.
- B. **Late Arrival:** Licensee shall notify the Office of Residential Education and Services in writing prior to August 1, 2008 (for Fall) or January 1, 2009 (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 reassigned and the student will be placed in the next available room.
- C. **Christmas Break:** Unless licensee receives permission to stay on campus during Christmas Break (see Section II above), licensee agrees to vacate the premises by 7:00pm on December 19, 2008 in order for the premises to be locked and secured for the break. Licensee also agrees to not return until assigned move-in date/time as specified in Section II of this Agreement. Students departing late or arriving early will be charged the \$350 Interterm Housing Charge.
- D. **Check-out:** Licensee agrees to vacate the premises by 2:00pm on May 16, 2009. The student shall remove all personal property, leave the unit in a clean and orderly condition to avoid cleaning fees, and return the key to the Office of Residential Education and Services to avoid re-keying charges. Students vacating after 2:00pm on May 16th, 2009, will be assessed a late charge of \$75 per hour or portion thereof.
- E. **Occupancy:** Licensee shall not permit any other person to occupy the 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.
- F. **Unit exchanges:** Once assignments are distributed, no changes will be made until September 15, 2008 (for Fall) or February 9, 2009 (for Spring). Students will not be allowed to exchange units after December 1, 2007 (for Fall) or April 24, 2009 (for Spring). Permission may be

granted or withheld at the University's sole discretion. Students who move rooms without permission or do not follow University instructions will be fined \$300 for each and every unauthorized move.

- G. Keys:** Residents will be required to pay for lock changes if keys are lost or stolen, or if keys are not returned at check-out to the Office of Residential Education and Services (\$75.00). Keys are not to be loaned to others or duplicated. Residents may be required to return keys to the Office of Residential Education and Services prior to break closings. 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 Safety and Security for assistance.
- H. Abandoned Personal Property:** Personal property left in the student's room after expiration, termination, or cancellation of this license agreement will be disposed as seen fit by the University. The University is hereby relieved of any liability for personal property left on the premises. Students who leave personal property on University premises will be charged a \$150 disposal fee.
- I. Eagles' E-Mail:** Licensee is responsible to check their Eagles' e-mail accounts on a regular basis. Eagles' e-mail accounts will be the primary means of communication between the Office of Residential Education and Services and residential students. Students will be held responsible for all information sent to their Eagles' e-mail addresses.
- J. 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.

V. Liability

- A. University:** The University shall have no liability for the loss 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' e-mail 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 agrees to pay such charges. Licensee shares financial liability with all other residents of the residence hall or complex for the condition for the residence hall or complex and its furnishings, if individual liability cannot be determined.

VI. Agreement

- A.** This is a legal binding license agreement: 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. 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 2008-2009 academic year.

Signature of parent/guardian: _____

Date: _____

Relationship to applicant: _____

Licensee Checklist

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

- Fill out all sections of application.
- Sign the License Agreement.
- Include \$300 Room Reservation Advance Payment.
- Include Meal Plan designation form.
- Make a copy of this Agreement for personal reference.

Return All Forms To:
Concordia University Irvine - Admissions (New Students) or
Residential Education and Services (Returning Students)
1530 Concordia West
Irvine, CA 92612