



Office of Residence Life

Housing Agreement 2017-2018

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Terms of Housing

1. **Housing Requirements:** All Students are required to live on campus until they have 90 credit hours or turn 21 years of age; unless they are married, have a child that lives with them, or are living with their parents or guardians within 50 miles of campus. Exemptions must be approved through the Office of Residence Life or an off-campus fee will be assessed according to the housing policy set forth in the Maggie. The student must be enrolled in a minimum of 12 credits (full time) to stay in the residence hall. If the student falls below full time status he/she will be dismissed from the residence hall. Students with residential-related scholarships are required to live on campus according to the terms of their scholarship agreement.
2. **Agreement:** The Housing Agreement is a binding contract which obligates the student to live in College operated residence halls for a full academic year or remainder thereof, exclusive of vacation periods. This Agreement may not be cancelled after July 1 of any given year unless a student withdraws from the College, is graduating, or participating in an off campus academic endeavor. After July 1st, cancellation of this Agreement will result in a cancellation fee equal to one semester's room rate. Additionally, if any student does not meet the off campus criteria and does not live on campus, there will be a charge of \$1500.
3. **Move-in:** New Students that are not instructed otherwise by their coaches or who are non-athletes will move in Friday August 25th between 8am and noon, and Returning Students will move in the Saturday August 26th from 8am to noon. Requests for early move-in must be made to the Office of Residence Life. Early move-ins are subject to a fee of \$30 per night.
4. **Assignment:** The College will make every attempt to honor the requests of students in regard to residence hall room assignments; however, the College reserves the right to make all final decisions regarding all housing assignments depending on availability. Additional costs required by their assignment may be assessed. Students receiving housing accommodations for a disability are not assessed additional fees related to single, suite-style, or air-conditioned rooms. Assignments are made without regard to race, color, or national origin. Students must not sell, rent or sublet his/her assigned residence hall room, or assign this agreement to anyone without the prior written consent of the Office of Residence Life. Room change requests must be submitted to the Office of Residence Life.
5. **Room Consolidation:** The Office of Residence Life will run a room consolidation process at least once a semester. During this process any student who is in a double room without a roommate may be consolidated with another student. Students will receive notice and instructions about the consolidation through campus email. If a student chooses not to be consolidated or is not assigned a roommate that student will be assessed a fee to have a single room. If consolidation is not possible by no fault of the student he/she will not be assessed a charge. The Office of Residence Life reserves the right to set dates, times, and assignments related to room consolidations; or change or cancel consolidation procedures as deemed necessary. Housing accommodations for students with disabilities and/or medical singles are not included in room consolidation.
6. **Closing:** Students must vacate the assigned residence hall by 6:00pm on the last day of classes before a break period or within 24 hours following his/her last final examination at the end of any semester (whichever is sooner). A student may receive permission from the Office of Residence Life for an extended period of occupancy. Approved housing extensions are subject to a \$30 per night charge.
7. **Guests:** The student agrees to abide by the policy concerning guests and overnight guests as outlined in the Maggie. Violations of the guest policy will result in sanctions up to and including dismissal from the residence hall.

- 8. Withdrawal/Dismissal: Students must vacate the residence hall within 24 hours following their withdrawal, suspension, or dismissal from the College and/or residence hall.
- 9. Personal Property Damage/Loss: The College is not responsible for any personal property loss or damage that occurs within the residence halls, regardless of the cause. Residents are encouraged to check their parents’ homeowners’ insurance policy for coverage or take out renters insurance to protect their belongings.
- 10. College Property Damage/Loss: Students responsible for damage or loss in the residence halls or any other building or property belonging to the college will be liable for the costs associated with the damage/loss. Disciplinary action for damage or loss to College property will include sanctions up to and including removal from College residence.
- 11. Communication: The primary form of communication for Housing Related Information will be through email (MAC email address). All students should check their MacMurray email regularly for updates on policies, expectations, closing information, etc.
- 12. Drugs and Alcohol: The student agrees to abide by all drug and alcohol policies as outlined in the Maggie. Violations of the drug and alcohol policies are subject to disciplinary action up to and including removal from College residence.
- 13. Room Search and Entry: The College respects the privacy of students. The student agrees to comply with the policies set forth in the Maggie related to room search and entry for probable cause including suspicion of illegal drugs, alcohol violations, weapons, health/safety/fire concerns, and other probable cause concerns as outlined in the Maggie.
- 14. Policies: By signing this agreement a Student accepts and agrees to all of the College/residence hall rules and regulations, including those outlined in the most current MacMurray College Handbook (The Maggie) found in the Student Life Section on the MacMurray College website (http://www.mac.edu/student_affairs/index.asp).
- 15. Acknowledgment: By signing below, I acknowledge that I am fully responsible for knowing the content of The Maggie. If the actions of the student are found by the College to be in violation of the above referenced rules and regulations, or detrimental to the welfare of the student’s fellow residents, the student may be required to move to a different residence hall, may be subject to college disciplinary action, or may be required to vacate the College’s residence hall. Violation by a student of any terms of this Agreement may result in immediate termination of the agreement by the College. The College may agree to release the student from this agreement, prior to its termination, upon receipt of written notice to the Office of Student Life. Upon early termination of this agreement by student, any refund of room and board charges to student will be made in accordance with the College’s published refund policy. If the College fails to enforce any provision of this Agreement, the College is not deemed to have waived such provision and is not prevented from enforcing such provision thereafter. I hereby certify that I understand and accept the housing terms, and that I will comply with college rules and policies found in the Maggie and other publications. The College reserves the right to refuse housing to anyone.

Entrance Year _____ Term _____

Student Signature: _____ Date: _____

Student Name (please print): _____

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On Campus Housing Requests 2017-2018

Fall _____ Spring _____

Last Name: _____ First Name: _____ Middle Initial: _____

Home Address _____

City: _____ State: _____ Zip: _____

Personal Email Address: _____

Age: _____

Student Cell Phone: _____ Home Phone: _____

Gender: Male FemaleHousing Preference Information1. I am a... Freshman Transfer Readmitted Student Current Student2. Specific Roommate Request: _____
(Must be mutually submitted for approval)

3. Room Accommodation Request:

 I request a single room as an accommodation for a documented disability. I request an air conditioner as an accommodation for a documented disability.

The Office of Disability Services works in conjunction with Residence Life to coordinate necessary and approved housing accommodations. These accommodations may include a ground floor room, single room, air conditioned room, a visual fire alarm, or a visual door signaler. Students requesting a housing accommodation should contact the Disability Services Office as soon as possible to begin the housing assignment process. Air-conditioning and single rooms are limited and are assigned on a first come, first served basis.

 I request a single room based on medical need. I request an air conditioner based on medical need.

Students needing housing accommodations for a medical need must provide medical documentation that includes a diagnosis and treatment plan including the need for a single room and/or air conditioner. This documentation must be submitted to Office of Residence Life each academic year prior to August 15th of that year. Air-conditioning and single rooms are limited and are assigned on a first come, first served basis.

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- I request a single room if available (additional fee applies)
- I request an air conditioner unit if available (additional fee applies)

Air-conditioning and single rooms are limited and are assigned on a first come, first served basis.

- 4. Do you smoke? Yes No
- 5. Would you live with a smoker? Yes No
- 6. I generally keep my room... Always Clean Usually Clean Rarely Clean
- 7. On weeknights I generally go to sleep... Before 11pm Between 11pm-1am After 1am
- 8. I enjoy having groups of people in my room... Always Often Sometimes Never
- 9. I'm involved in the following sports/organizations/activities:

For Office Use Only:

Name of Roommate Assigned: _____

Building Assigned _____ Room # _____

Room Accommodations (confirm with Disability Services Office and Health Services):

- Documentation received
- Single Room (charged at double rate)
- Suite-style (additional fee waived)
- Air Conditioner (additional fee waived)

Regular Room Assignments:

- Double Room
- Single Room (additional fee)
- Suite-style (additional fee)
- Air Conditioner (additional fee)

Director of Residence Life

Date