

Sample 2012-13 Full-Year New Student Housing Contract  
(Sample Only – Actual contract must be completed on the Student Information System)

To go back click on your name above

**THIS STUDENT HOUSING CONTRACT IS A LEGALLY BINDING AGREEMENT FOR A FULL ACADEMIC YEAR AND APPLIES TO ANY RESIDENTIAL SPACE ON CAMPUS. STUDENTS SUBMITTING THIS STUDENT HOUSING CONTRACT ARE MAKING A COMMITMENT TO LIVE ON CAMPUS FOR ONE FULL ACADEMIC YEAR. STUDENTS WISHING TO RESIDE ON CAMPUS MUST PROVIDE DOCUMENTATION OF HAVING RECEIVED A MENINGITIS VACCINATION PRIOR TO MOVING INTO THE RESIDENCE HALLS.**

## Electronic Signature Agreement

**By choosing to review this Student Housing Contract, you agree to the following terms:**

- **Your use of this Student Housing Contract is conducted electronically and you agree that Residence Life may communicate with you electronically for all aspects of your use of this Student Housing Contract including sending you electronic notices.**
- **At the end of this document you will be asked to provide an electronic signature. By doing so you will be agreeing to the Terms and Conditions of this Student Housing Contract. Your electronic signature is legally binding.**
- **Students who are under 18 years of age at the time that they sign this Student Housing Contract must dually sign this Student Housing Contract with their legal guardian by clicking on the "I/We Agree" button.**
- **Students and their legal guardians are urged to carefully read the terms and conditions of this Student Housing Contract. We recommend you keep all records relating to this Student Housing Contract and print or make an electronic copy of these Terms and Conditions.**

If you plan to be here for only the SPRING 2013 term or are a Ford Asset or Honda PACT student in need of a short-term contract, please request a short-term contract by clicking on the appropriate link on the previous page. FALL only contracts are not available.

Check your address to make sure the correct [permanent address](#) is on file for you. If your address is not correct contact the Admissions Office at (800) 367-9222 option 2. You also may update this information on the [Student Information System](#).

Your Student Housing Contract will not be considered complete until your \$300 housing deposit is received.

**By electronically signing below, I/we understand and agree to the Electronic Signature Agreement stated above.**

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To go back click on "Contract Terms" above

**IMPORTANT: All confirmations will be sent to the e-mail address you provide. At the point you are issued a Penn College e-mail address, all future confirmations will be sent to that address.**

*If you (the student) do not currently have a cell phone number, please enter 000-000-0000 in the "Student's Cell Phone Number" field.*

Changes to the preferences on the following pages may be made after the Student Housing Contract is submitted by returning to the SIS and Residence Life housing contract page and clicking on New Student Academic Year 2012/2013 Preferences. As the assignment process will begin in early June, you will not be able to reenter the preference page to make changes after May 31, 2012.

### Student Information

*E-mail address	<input type="text" value="joestudent@gmail.com"/>
*Parent or Guardian Email Address	<input type="text" value="joestudentparent@gmail.com"/>
*Student's cell phone number	<input type="text" value="333-123-1234"/>

### Roommate(s) Preferences (optional)

You have the option to select a preference to be assigned with a particular roommate, however, assignment with a particular roommate is not guaranteed. To search for a roommate, press the "select" buttons below and input at least a partial name in both fields. In order for students to live together, they BOTH must request each other. They will not be put together if only one student requests the other. In the event that the search for a name returns many of the same results, knowing the requested roommates middle initial will be helpful to differentiate. If there are more than one exact name matches, please call the Residence Life Office and we can input your request for the correct roommate. During the initial roommate request, the word "unconfirmed" will appear to the right of each requested roommate. When the students' requested roommate also selects them, the word will then change to "confirmed". This can be checked by re-entering the contract page and selecting New Student 2012/2013 Academic Year Preferences

- Roommate Preference 1: [not selected] [select](#)
- Roommate Preference 2: [not selected] [select](#)
- Roommate Preference 3: [not selected] [select](#)
- Roommate Preference 4: [not selected] [select](#)
- Roommate Preference 5: [not selected] [select](#)

### Housing Style Preference

As there is no guarantee you will be assigned to your 1st preference of apartment style, be sure to select a different style for each preference. Please be aware that, while your preferences are used for making assignments, it is possible to get assigned to an apartment that is not in your list of preferences.

*Housing Style - 1st Preference	<input type="text"/>
Housing Style - 2nd Preference	<input type="text"/>
Housing Style - 3rd Preference	<input type="text"/>
Housing Style - 4th Preference	<input type="text"/>
Housing Style - 5th Preference	<input type="text"/>

Housing costs vary based upon the apartment style to which a student is assigned. Housing rates for 2012-13 will be approved in the spring of 2012 by the Board of Directors and posted on the Residence Life Website when approved. 2011-12 housing rates are on the Residence Life website and can be used for reference.

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To go back click on "Housing Preferences" above



**Special Needs** - In order for special needs to be considered for housing assignment purposes, documentation must be on file with the Penn College Disability Services Office. If you are a student with a documented disability requiring a housing accommodation, please visit the Penn College Disability Services Web site at <http://www.pct.edu/disabilityservices/> for details. All housing accommodation requests will be reviewed by Disability Services. Early application is encouraged.

### Housing Atmosphere

\*How would you describe your cleaning habits? ( Use pictures above to determine the best fit).

\*Would you prefer roommates within the same academic school?

\*How would you describe your sleeping habits?

\*How do you like to study?

\*Do you watch sporting events on television?

\*Do you participate in sports?

\*Do you smoke?

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To go back click on "Housing Atmosphere" above

**All new students residing on-campus must carry either a 14 or 19 meal/week Board plan.**

To complete this Student Housing Contract, students must select a 14, or 19 meal/week board plan below. If the student has previously selected another meal plan option through optional services on the Student Information System, the previously selected meal plan option will be voided and replaced with the board plan option selected on this Student Housing Contract at the time that the student is assigned to housing. Meal plan changes cannot be made after August 29th, 2012 at 4:30 pm.

The estimated meal plan costs are as follows:

- 14 meal/week board plan is \$1,640\*/semester
- 19 meal/week board plan is \$2,050\*/semester

\*Rate listed are for the 2011-2012 Academic Year. Rates for 2012-2013 will be announced prior the start of the 2012-2013 Academic Year.

Each plan contains a set number of meals a week (14 or 19) and \$200 in flex dollars that can be used to purchase additional items at cost. For more information on meal plans visit the Penn College [Dining Services](#) website.

\*Select either the 14 or 19 Meal a Week Board Plan

- Semester Board Plan (14 meals)
- Semester Board Plan (19 meals)

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To go back click on "Special Needs" above

On the next page you will be attaching your electronic signature to the Terms and Conditions of this Student Housing Contract by clicking on "I/We Agree". Before clicking on "I/We Agree" you will need to type your name in the box below and, if you are under the age of 18 on the date you are completing this Student Housing Contract, have your legal guardian type his or her name into the legal guardian name box.

**Student's Age Information**

Student's Date of Birth 1/1/1950

-Student's Age When Completing this Student Housing Contract Under the age of 18

**Student's Typed Signature**

Type your full name in this box to indicate that you have read and understood the paragraph above and will electronically be agreeing to the terms and conditions of this Contract.

-Student's Typed Signature Joe R. Student

**Legal Guardian's Typed Signature (Required if student is under the age of 18)**

If the student is under the age of 18, the legal guardian must print his or her name in this box indicating that he or she has read and understood the paragraph above.

Legal Guardian's Typed Signature: Jean M. Student Parent

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To go back click on "Housing Preferences" above

**PENNSYLVANIA COLLEGE OF TECHNOLOGY**

**STUDENT HOUSING CONTRACT**

THIS STUDENT HOUSING CONTRACT is made between PENNSYLVANIA COLLEGE OF TECHNOLOGY, hereafter referred to as "College" and the individual named below, hereafter referred to as "student". This Student Housing Contract does not constitute a commitment of admission to the College and may be terminated under the conditions specified herein. Students and their legal guardians, are urged to carefully read the terms and conditions of this contract.

## **TERMS AND CONDITIONS**

**Contractual Agreement.**

This Student Housing Contract is called the "Contract" in these Terms and Conditions. When this Contract is approved and executed by the College, these Terms and Conditions are a contract binding on the student. This Contract cannot be terminated or changed without the written consent of the College. By signing this Contract, the student also agrees to observe all rules, regulations, and policies in the [Student Handbook](#), the [College Catalog](#), the [Residence Life website](#) and other publications of the College, which are now in effect or as may be amended from time to time. All of those rules, regulations and policies are incorporated into this Contract. The student is responsible to make sure he or she is fully familiar with these rules, regulations and policies.

**Contract Period.**

This Contract is for a full academic year (Fall and Spring semesters) this period begins August 18, 2012 through 24 hours after the student's last exam or May 10, 2013 (which ever occurs first). This is called the "contract period". The student agrees to live in and pay for the College housing for one full academic year, if College housing is available.

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**One Semester Contracts; December Graduates**

Students who expect to graduate in December should not sign this Contract. They should contact Residence Life for further information about a one semester contract. Students who sign this Contract and graduate in December are obligated to pay the housing fee and residence life activity fee for both the Fall and Spring semesters.

**Occupancy.**

This Contract gives the student a limited license to use and occupy the assigned housing unit under these Terms and Conditions. In this Contract, the term "housing unit" means the room, apartment or other housing accommodation assigned to the student. This Contract does not establish a landlord/tenant relationship or give the student any property interest in the housing unit.

College housing is closed for designated vacation periods. Students are not permitted in College housing during these periods. Early arrivals and late departures are not permitted. For schedule of residence hall closures see the [Residence Hall Calendar](#).

**Fees and Payments.**

The **housing fee** and **Residence Life Activity Fee** for each semester in the contract period will be approved by the Board of Directors of the College in the Spring of 2012 and posted on the Residence Life website once approved.

The **damage deposit** fee is \$100.00. The **housing deposit** fee is \$200.00.

The damage and housing deposits must be paid by the student upon execution of this Contract. The housing fee and the residence life activity fee must be paid each semester by the student on or before the College's established tuition and fees due dates.

**Board Plan.**

As a requirement to reside in College housing, the student must purchase one of two board plans, either a 14 meal/week plan or a 19 meal/week plan. The student must select one of the two board plans when the student submits this Contract. By signing this contract, the student agrees to and has read the [disclosure statement](#). Board plan fees are payable on the College's established due dates. For more information on board plans and dining options visit the [Dining Services](#) website.

**Housing Status.**

The student's request for College housing will not be processed until the student has paid the damage and housing deposits. However, neither payment of these deposits nor acceptance and execution of this Contract by the College guarantees the student a housing unit.

When the student has completed this Contract and paid the damage and housing deposits, the student will be given one of the two following housing statuses:

*Assigned.* This means that the College has housing available for the student. However, the actual assignment to a specific housing unit begins for new students in mid June, 2012.

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*Waiting.* This means that the College does not have housing available for the student and the student is on a waiting list. If College housing becomes available, the College will assign a housing unit to the student and the student's status will change to assigned. Placement on the waiting list does not guarantee that College housing will be available for the student.

**Refunds.**

The College does not refund the housing fee, the residence life fee, or the housing and damage deposits, except as specifically set forth in this Contract. Student agrees that he or she is not entitled to any refund of these fees and deposits, except as set forth in this Contract.

*Housing deposit.* The College will not refund the housing deposit, unless the College is unable to provide a housing unit to the student. This means that only students on the waiting list are eligible for a refund of the housing deposit. The College does not refund the housing deposit to any other students. This means that a student who does not attend the College, who withdraws from the College, or who attends but chooses not to live in College housing will not receive a refund of the housing deposit.

*Damage Deposit.* The College will refund the remaining balance of the damage deposit at the point that the student has no outstanding contracts for on-campus housing. The College will also refund the damage deposit to a student who is registered to attend the College but then withdraws without attending.

*Residence Life Activity Fee.* The College does not refund the Residence Life Activity Fee.

*Housing Fee.* The College will refund the housing fee in only two circumstances-if the College is unable to provide housing to the student or the student does not attend or withdraws from the College by the deadline set by the College for housing fee refunds. Students who are evicted from College housing are not entitled to any refund of housing fees. Students who graduate in December or at any time prior to the end of the contract period do not receive a refund and must pay the housing fee and residence life fee for the Spring semester.

To obtain a refund of the housing deposit or housing fee when the College is unable to provide housing, the student must notify the Residence Life Office in writing that he or she wishes to be removed from the waiting list.

When a student does not attend the College or withdraws from the College, the amount of the refund, if any, depends on when the College is notified in writing that the student is withdrawing or not attending the College. If the notice is received after the deadline for housing fee refunds, the College will not make any refund of the housing fee. If the notice is received prior to the deadline, the amount of the refund will depend upon when the student notifies the College. For information on when and in what amount a housing fee may be refunded, see the [Refund Policy](#) web page.

Students having assigned status who choose not to live in the assigned housing unit remain bound by this Contract and must fulfill its terms. This includes payment of the housing fee for both semesters.

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**Meningitis Vaccine Documentation.**

All students who live in College housing are required to provide documentation that he or she has received the [Meningitis Vaccination](#), unless the College has granted the student a waiver for medical or religious reasons. Students must provide this documentation to the College before moving into his or her housing unit, unless the College granted the student a waiver.

**Housing Eligibility.**

College housing is normally available only to registered, full-time, degree-seeking students of the College. Students with assigned status who do not register as full-time degree-seeking students at the College may forfeit (lose) any assigned housing unit and the College may terminate (end) this Contract. The College reserves and has the right, in its sole discretion, not to terminate (end) this Contract if the student does not register as a full-time student of the College.

Students with waiting list status who do not register as full-time degree-seeking students at the College are removed from the waiting list. Registered, full-time, degree-seeking students who do not pay the housing fee and residence life fee by the established date forfeit (lose) any assigned housing unit.

Students who are required by Pennsylvania law or "Megan's Law" to be registered as a sex offender are not eligible for College housing.

**Housing Assignments.**

The assignment of a housing unit to the student is a matter for the sole determination of the College. While the student may request a particular type or location for his or her housing unit, the College gives no assurances that the student will receive his or her request or top preferences. The student may also request assignment to a housing unit with other specific individuals. While the College will attempt to accommodate mutually requested housing unit assignments, the College does not guarantee such assignments. This Contract remains a binding contract on the student whether or not he or she receives his or her preference for the housing unit and/or for roommate(s).

This Contract is not assignable or transferable by the student. This means that the student may not transfer his or her right to occupy a housing unit and may not sublet any part of a housing unit.

The College reserves and has the right, in its sole discretion, to change housing assignments and/or occupancy levels at any time and from time to time during the contract period.

The College reserves and has the right, in its sole discretion, to refuse to approve a Contract with a student. Once accepted, the College does not guarantee that College housing will be available to the student and reserves and has the right, in its sole discretion to evict a student from the housing unit. Students evicted from College housing remain bound by the terms of this Contract, including as to the payment of housing fees. The College may base the refusal or eviction on the student's current or past criminal activity or other behavior due to which, in the determination of the College, it would not be in the best interests of the College or its students to allow the student to occupy College housing.

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**Student Responsibility for College Housing.**

The student is responsible to maintain his or her housing unit and its furnishings with reasonable care. Upon moving into his or her housing unit, the student is provided an Apartment Inventory Form to review, sign and turn in. The student is responsible to make sure that he or she has reviewed, signed and turned in this form and to include any items of damage which exist at the time of move in. The student is also responsible to use reasonable care in using and maintaining common areas related to the housing unit or other College housing facilities.

**Damages.**

The student must pay for any damage to his or her housing unit and/or its furnishings. The student is jointly responsible with other students for damage to any common areas or other College housing facilities. Damages will be divided among all students responsible, unless the party responsible for the damage is identified. All charges for damages will be deducted from the \$100 damage deposit. Charges that exceed \$100 will be billed and must be paid promptly upon demand by the College.

**Liability.**

The College is not responsible for theft, loss or damage to the student's personal property. The College encourages the student to carry appropriate insurance on personal property. Personal property left after the student vacates or is required to vacate his or her housing unit will be considered abandoned property. The College will dispose of abandoned property. The student must pay any fees charged by the College.

**Room Entry and Searches.**

The College reserves, without restriction, the right to allow authorized personnel to enter the student's housing unit and, in certain circumstances, search the housing unit and property in the housing unit. Authorized personnel have the right to remove items from a student's housing unit which are in violation of the College's rules and regulations or applicable laws, rules or regulations. Additional information on room entry and searches can be found on the [Residence Life website](#).

**Enforcement, Financial Obligations.**

This Contract is governed by the laws of Pennsylvania. Student agrees to pay the College for any costs, including attorney's fees, which the College incurs to enforce this Contract. This includes collection action to recover unpaid housing or other unpaid financial obligations the student owes the College. In addition, if the student has an excess balance in the student's housing account, student agrees that the College may use this offset for other financial obligations the student has to the College.

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On the next page you will be given payment options for paying the housing deposit. If you plan on paying the \$300 housing deposit with a credit card, have your credit card ready before clicking on "I/We Agree" below. You can only get to the payment option page once by way of clicking on "I Agree" below. You can, however, return to any part of this contract prior to clicking "I/We Agree" below. The \$300 housing deposit can also be paid by check, money order, or cash. Instructions for paying by these methods are listed on the next page (the payment option page).

It is recommended that you print the contract at this point. Once you click "I/We Agree" below, you will not be able to return to this section to print the contract. A sample copy of this contract is available on the [Residence Life website](#).

## **ELECTRONIC SIGNATURE**

### **Read and Understand; Meaning of Signing this Contract**

By signing this Contract as instructed below, the student and, if signed by the student's legal guardian, the legal guardian agrees that he or she has read all of these Terms and Conditions and understands the Terms and Conditions. By clicking the "I/We Agree" button, the student and, if applicable, the student's legal guardian signs this Contract. In this Contract, signing means clicking the "I/We Agree" button.