

SAMPLE 2011-12 PENNSYLVANIA COLLEGE OF TECHNOLOGY STUDENT HOUSING CONTRACT.

ACTUAL CONTRACT MUST BE SUBMITTED ON THE STUDENT INFORMATION SYSTEM

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 2012 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 at least one [emergency contact](#) has been entered AND your \$300 housing deposit is received.

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

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 2011/2012 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 27, 2011.

Student Information

E-mail address

Student's cell phone number

Roommate(s) Requested (optional)

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 2010/2011 Academic Year Preferences

Roommate 1: [not selected] [select](#)

Roommate 2: [not selected] [select](#)

Roommate 3: [not selected] [select](#)

Roommate 4: [not selected] [select](#)

Roommate 5: [not selected] [select](#)

Apartment Style Preference

As there is no guarantee you will be assigned to your 1st choice of apartment style, be sure to select a different style for each choice. 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 choices.

Apartment Style - 1st Choice

Apartment Style - 2nd Choice

Apartment Style - 3rd Choice

Apartment Style - 4th Choice

Apartment Style - 5th Choice

Housing costs vary based upon the apartment style to which a student is assigned. Housing rates for 2010-11 will be approved in December by the Board of Directors and posted on the Residence Life Website in January. 2009-10 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



Neat

Somewhat Neat

Messy

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 accomodation, please visit the Penn College Disability Services Web site at <http://www.pct.edu/disabilityservices/> for details. All housing accomodation requests will be reviewed by Disability Services. Early application is encouraged.

Learning Communities -Penn College is excited to offer Living Learning Communities in Dauphin Hall. The learning communities will offer first-year students the opportunity to expand their learning outside of the classroom. Faculty and staff from several distinct programs will offer special programs, field trips, and resources to students living in the learning communities. Each of the communities will be housed in the new Dauphin Hall.

Benefits of participating in the learning communities are:

- * Being in class with students who live near you and share your interests
- * Participating in activities outside of class fosters stronger student/professor relationships and promotes deeper learning and academic confidence
- * Living with students with similar interests encourages dialogue and collaboration on coursework and activities around campus

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?

Living Learning Communities

•Would you be interested in living in one of the Living Learning Communities?

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To go back click on "Housing Atmosphere" above

All students residing on-campus must carry either a 10 meal/week or 14 meal/week Board plan.

To complete this Student Housing Contract, students must select a 10, 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 24th, 2011 at 4:30 pm.

The estimated meal plan costs are as follows:

- 10 meal/week Board plan is \$1,450*/semester
- 14 meal/week board plan is \$1,600*/semester
- 19 meal/week board plan is \$2,000*/semester

*Rate listed are for the 2010-2011 Academic Year. Rates for 2011-2012 will be announced prior the start of the 2011-2012 Academic Year.

Each plan contains a set number of meals a week (10, 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 10, 14, or 19 Meal a Week Board Plan Semester Board Plan (14 meals) v

Next >

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 3/19/1991

Student's Age When Completing this Student Housing Contract At least 18 years old v

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 John Smith

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: Florance Jones

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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 13, 2011 through 24 hours after the student's last exam or May 5, 2012 (whichever occurs last). 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.

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.

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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.

Fees and Payments.

The **housing fee** for each semester in the contract period will be approved by the Board of Directors of the College in December, 2010 and posted on the Residence Life website in January, 2011.

The **damage deposit** fee is \$100.00. The **housing deposit** fee is \$200.00. The **Residence Life Activity Fee** is \$18.00 per semester.

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 three board plans—a 10 meal/week, a 14 meal/week plan, or a 19 meal/week plan. The student must select one of the three board plans when the student submits this Contract. 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 in mid June, 2010.

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.

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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 damage deposit at the end of the contract period, if there has been no damage to the housing unit. 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.

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.

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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.

Student Responsibility for College Housing.

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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 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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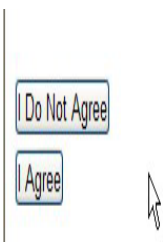
On the next page you will be given payment options for paying the housing deposit. If you plan on paying the \$300 housing deposit with a credit card, have your credit card ready before clicking on "I/We Agree" below. You can only get to the payment option page once by way of clicking on "I Agree" below. 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.



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Your housing Student Housing Contract has been submitted.

The next step in the application process is to submit the housing deposit.

New Students and Returning Students who are residing on-campus for the first time must submit a \$300 deposit. (\$200 housing deposit and a \$100.00 damage deposit).

Returning Students who are currently residing on-campus must submit a \$200 housing deposit (the balance of the \$100 damage deposit carries over from year to year).

Note: Your Student Housing Contract will not be complete until your payment is received and approved.

Payment Options:

Paying by Check or Money Order:

Mail payment to:

Residence Life Office, DIF #106
Pennsylvania College of Technology
One College Avenue
Williamsport, PA 17701-5799

Make Checks and Money Orders Payable to:

Penn College

Please include a letter with your payment stating your name, student ID#, the date you submitted the housing contract online, and the semester and year for which you are applying.

NOTE: Payment must be received within five (5) business days of submitting the online Student Housing Contract to confirm your placement in the housing application process. Returned checks will delay your placement into the housing application process.

Paying by Cash:

DO NOT SEND CASH THROUGH THE MAIL! If you would like to pay by cash, you can drop your payment off, in person, at the Residence Life Office located in the Student & Administrative Service Center on the Pennsylvania College of Technology campus. The office is open from 8 a.m. to 4:30 p.m., Monday through Friday with the exception of times in which the College is closed.

NOTE: Payment must be received within five (5) business days of submitting the online Student Housing Contract to confirm your placement in the housing application process.

Paying by Credit Card:

If paying by credit card, use [this link](#) to submit your payment information. Credit card information should be submitted prior to finalizing the online Student Housing Contract process. Pennsylvania College of Technology accepts MasterCard, Visa, and Discover. Denied credit card information will delay your placement into the housing application process.