

THE HOUSING APPLICATION PROCESS

In order to be considered for a space in The University Village, a prospective resident must have the following completed and on file with the Department of Housing and Residential Education: **(1)** a completed Housing Contract, **(2)** a non-refundable application fee of \$20.00, **(3)** a refundable housing deposit of \$200.00, and **(4)** a completed Immunization Form (the Immunization Form must be submitted directly to the Student Health Services Center on campus). The housing deposit is refundable until the Housing Contract is signed by the Director of Housing and Residential Education. **Submitting a completed Housing Contract and a \$200.00 housing deposit does not guarantee a room assignment.** Room assignments are limited and will be available on a first-come, first-served basis. A room assignment is reserved only upon execution of the Housing Contract by all parties. Housing costs are subject to change.

PROSPECTIVE RESIDENT DATA

Name: _____ () _____ ☐ Home ☐ Cell ☐ Other
FIRST MIDDLE LAST BEST CONTACT PHONE

Permanent Address _____
STREET CITY STATE ZIP CODE

PUC ID: _____ Are you a veteran or presently serving in the Armed Services? ☐ Yes ☐ No
PURDUE CALUMET IDENTIFICATION NUMBER

E-mail Address: _____ Date of Birth: _____ ☐ Male ☐ Female
REQUIRED FOR ROOM ASSIGNMENT NOTIFICATION MONTH / DAY / YEAR

Home Telephone: () _____ Work Telephone: () _____
EMERGENCY CONTACT

PUC Standing as of Today: ☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior ☐ Graduate Have you ever lived in the University Village community: ☐ Yes ☐ No
If yes, what year: _____

Have you ever been convicted of a felony? ☐ Yes ☐ No _____
REASON

How did you learn about The University Village at Purdue University Calumet? _____

SPECIAL NEEDS

We provide reasonable housing accommodations/access for students with documented disabilities.

☐ Yes ☐ No Comments: _____

RESIDENCE HALL PREFERENCE / SUITEMATE REQUEST

Requests are not guaranteed: If space is available, it will be assigned on a first-come, first-served basis.

Residence Hall Preference: ☐ University Village Phase 1 (N/A for Summer) ☐ University Village Phase 2 **Suite Preference:** ☐ 4 BEDROOM ☐ 2 BEDROOM* (Phase 2 Only)

**There are a very limited number of 2 bedroom suites available. There is a separate assignments process with specific criteria for these particular suites.*

If you have suitemate preferences in mind, please indicate their name(s) below. **All suitemate choices must be mutual in order to be placed together.** Please keep in mind that all assignments are made on a first-come, first-served basis. It is imperative that your preferred suitemates submit their housing contracts as early and as close to the same time as possible.

NAME 1 NAME 2 NAME 3

If suitemate preferences are left blank, the following personal information and lifestyle indicators will assist the Department of Housing and Residential Education in matching suitemate. Please be open and honest about your personal information and lifestyle indicators. Please note that everyone's definition of these indicators may be different.

Please keep in mind that the later you submit your housing contract, the less flexibility we have in trying to match similar lifestyle indicators. We are unable to guarantee suitemate compatibility, but open communication goes a long way in helping to develop a strong suitemate relationship.

WHAT IS YOUR MAJOR? _____ CHECK HERE IF UNDECIDED _____
Study Habits? ☐ Morning ☐ Afternoon ☐ Evening
Neatness? ☐ Neat ☐ Casual ☐ Messy
Sleeping Habits? ☐ Early riser ☐ Stay up late
Do you Smoke?* ☐ Non-Smoker ☐ Smoker *Purdue Calumet is a Smoke Free Campus.

RECEIVED DATE

RECEIVED BY

PROCESS DATE

CONTRACT TERMS. TO SELECT A CONTRACT TERM, INITIAL TO LEFT OF THE TERM.

ACADEMIC YEAR

Fall 2012/Spring 2013 – (8/17/12 to 5/11/13)
4 BEDROOM – \$5,170.00 | 2 BEDROOM* – \$6,020.00

ANNUAL YEAR*

Fall 2012/Spring 2013/Summer 2013 – (8/17/12 to 8/3/13)
4 BEDROOM – \$6,204.00 | 2 BEDROOM* – \$7,224.00

SUMMER ONLY

Summer 2013 – (5/13/13 to 8/3/13)
4 BEDROOM – \$1,551.00 | 2 BEDROOM* – \$1,806.00

The Student will be expected to vacate the assigned space 48-hours after the Student's last final **OR** on the end date specified at the end of the term of the Contract (whichever comes first), with the exception in the event an emergency is declared by the University. ****If student has annual year contract and has been assigned to Phase 1 for Fall/Spring, they must move to Phase 2 for Summer.***

RENT.

In consideration for the Resident's rights and privileges hereunder, the Resident agrees to pay Owner the amount the selected Contract term designated in section called Contract Terms. Financial obligation must be paid in full or payment plan approved before move-in date. Housing rent costs are split evenly between Fall and Spring semesters (with the remainder being allocated to the Summer for residents with Annual Year contracts). Residents have the following options regarding payment of their housing rent costs:

TO PAY BY CASH/CHECK/MONEY ORDER	TO PAY BY CREDIT CARD	TO PAY USING FINANCIAL AID	TO PAY USING FACTS PAYMENT PLAN
Payment must be made at the Student Accounts window in Lawshe Hall.	Payment must be made at the Student Accounts window in Lawshe Hall or online via PC Star/MyPUC.	Inquire with the Office of Financial Aid and Student Accounts by calling their office at 219/989-2301 or check your Financial Aid status online via PC Star/MyPUC.	Set up a monthly payment along with your tuition and fees using the FACTS payment plan. Inquire with Student Accounts by visiting Lawshe Hall, calling 219/989-2301, or online via PC Star/MyPUC.

OTHER CONDITIONS: IN ADDITION TO THE PROVISIONS SET FORTH ABOVE, OWNER AND RESIDENT AGREE THAT ALL OF THE TERMS AND PROVISIONS SET FORTH IN THE HOUSING CONTRACT AND RESIDENT HANDBOOK, ARE BY THIS REFERENCE INCORPORATED HEREIN AS IF ALL OF THE PROVISIONS CONTAINED THEREIN WERE SET FORTH ON THIS PAGE.

If you fail to answer any question, or if you have given false information: (1) we are entitled to reject this application; (2) we may retain all processing fees and deposits as liquidated damages for time spent and expenses; (3) we will terminate any right to a room assignment; and (4) you will be considered in violation of the housing contract.

By my signature I attest that the information contained herein is correct. Purdue University Calumet and the Department of Housing and Residential Education are authorized to verify my credit history, and all other submitted information for the purpose of evaluating this document in the housing application process.

Resident Signature: (REQUIRED)

RESIDENT NAME (PRINT) RESIDENT SIGNATURE DATE PUID #

Parent or Guardian Signature: (REQUIRED ONLY IF RESIDENT IS UNDER THE AGE OF 18)

Name: FIRST MIDDLE LAST () BEST CONTACT PHONE ☐ Home ☐ Cell ☐ Other

Address: STREET CITY STATE ZIP CODE

PARENT OR GUARDIAN SIGNATURE DATE RELATIONSHIP TO RESIDENT

HRE/PURDUE CALUMET Administration Signature:

Purdue University Calumet
INSTITUTION NAME (PRINT) UNIVERSITY REPRESENTATIVE SIGNATURE DATE

PROCESSED BY

RMS DATE

APPLICATION
FEE
☐

DEPOSIT
☐

IMC DATE

RES HALL
☐ P1 ☐ P2

ROOM #

SUMMER
RES HALL
☐ P1 ☐ P2

SUMMER
ROOM #

PURDUE UNIVERSITY CALUMET | DEPARTMENT OF HOUSING AND RESIDENTIAL EDUCATION | HOUSING CONTRACT 2012-2013

1. **TERM.** Subject to the terms of this Contract, the University agrees to provide housing for the Student for the 2012-2013 Academic Year/Annual Year/Summer beginning at 8:00 a.m. on the selected term beginning date and ending 48 hours after the Student's last final OR on the end date specified at the end of the term of the Contract (whichever circumstance comes first), with the exception in the event an emergency is declared by the University. The Student agrees to make payment of the assessed rates to the University for the assigned room for the term of this Contract according to the payment option and payment method selected. **ONCE THE STUDENT SIGNS AND RETURNS THIS CONTRACT, THE STUDENT WILL BE EXPECTED TO FULFILL ALL CONDITIONS STATED IN THE CONTRACT FOR THE ENTIRE PERIOD OF THE CONTRACT.**
2. **EARLY OCCUPANCY AND LATE CHECK OUT.** Early arrival and/or late departure **MUST BE** pre-approved by the Assignments Coordinator or Director of the Department of Housing and Residential Education (HRE). An additional per day charge will be assessed over and above the stated rate for the CONTRACT for early occupancy and/or late check out.
3. **ROOM ASSIGNMENT.** The acceptance of a housing application and a \$20.00 non-refundable application fee DOES NOT ensure a room assignment. Upon completion and with submission of the Housing Contract and the \$200.00 housing deposit a room assignment will be considered. A completed immunization form must also be on file with the Student Health Services Center in order to be considered for a room assignment. A room assignment is ensured **ONLY** when the Assistant Director or Director of Housing and Residential Education signs the Housing Contract.
The housing deposit is refundable until your Housing Contract is signed by the resident and Director. Submitting a complete Housing Contract and a \$200.00 deposit does not guarantee a room assignment. Room assignments are limited and will be available on a first come, first served basis. A room assignment is reserved only upon execution of the Housing Contract by all parties.
HRE reserves the rights of room assignment and of reassignment for the benefit of the individual student or the group. HRE endeavors to assign students to rooms based upon the housing preference of the individual Student. However, a specific housing assignment based upon the Student's preference is not guaranteed or implied. HRE's inability to honor housing preferences or preliminary room assignments shall not constitute a breach of this contract. HRE reserves the right to change room assignments for any reason deemed appropriate. In the event of a national or regional emergency, HRE reserves the right to reassign a Student and to increase the occupancy of rooms.
4. **SUMMER ASSIGNMENTS.** Student residents with Annual or Summer Only contracts will be assigned to The University Village Phase II residence hall during the summer months. University Village Phase I residence hall will be used for special summer contracts and summer conference groups throughout the summer months.
5. **E-MAIL NOTIFICATIONS.** All assignment communications and information will be disseminated using the e-mail address provided by the prospective resident on the housing contract.
6. **IMPROPER CHECK OUT.** Student agrees that a fee of \$25.00 will be assessed by HRE for failure to properly check out of the assigned room at the end of the Contract term.
7. **USE OF ROOM.** The Student agrees that the room assigned shall be used solely as a personal residence related to the Student's enrollment at Purdue University Calumet and, in no event, shall the Student conduct any commercial activity. The Student agrees to keep the assigned room sanitary and safe at all times. The Student agrees to pay a reasonable cleaning fee if the Student fails to clean the assigned room after reasonable notice of the need to do so from HRE. If the Student's housing assignment includes a suitemate or suitemates, the Student agrees to refrain from behavior that makes the room inhospitable to the suitemate or suitemates. The assigned room shall be occupied only by students to which the room is assigned. Occupancy for more than two (2) consecutive nights more than once per semester by any other person, shall constitute a breach of this contract. Furniture shall not be removed from the assigned room without prior approval. HRE reserves the right to enter the Student's room for routine maintenance, health and safety inspections, and for emergency purposes consistent with the Student's constitutional right to be free of unreasonable search and seizure. The Student agrees to be responsible for all damage to University property in the Student's room. Additionally, the Student agrees that HRE may assess a general breakage charge for damage to common areas in cases where the identity of the responsible individual is not known. The Student agrees that a general breakage fee may be assessed to a floor, unit, wing or the entire housing unit to which the Student is assigned.
8. **LOSS OR DAMAGE TO PROPERTY.** The University shall have no responsibility for the theft, destruction, or loss of property belonging to or in the custody of the Student, from any cause whatsoever, whether such losses occur anywhere in The University Village or in baggage handling related to shipment. Students are encouraged to carry their own renter's or personal property insurance.
9. **GENERAL PROVISIONS.**
 - a. A student must be enrolled at Purdue University Calumet to be eligible to live in The University Village. The execution and performance of the provisions of this Contract by the University are conditioned upon the Student's fulfilling and maintaining the admission requirements, registration requirements, and financial requirements of Purdue University Calumet and HRE.
 - b. The Student agrees that compliance with the terms of this Contract and all of the rules and regulations (as may be in force from time to time) of Purdue University Calumet, including those of The University Village, is a condition of this Contract. Violation of any term of this Contract or any rule or regulation of Purdue University Calumet and/or HRE shall entitle the University, at its sole option and without notice, to cancel this contract. An election by the University not to exercise this option under this section shall not preclude or waive the exercise of that option in the event of continuing or subsequent violations.
 - c. The Student agrees to accept responsibility for the actions of the Student and for the actions of their guests.
 - d. Students and their guests are prohibited from consuming, transporting, and distributing alcohol; possessing or being in the presence of alcohol; or exhibiting disruptive behavior influenced by the use of alcohol. Regardless of age, alcohol is not allowed on the premises.
 - e. Smoking is not permitted anywhere within The University Village, on University Village property, or on the Purdue Calumet campus.
 - f. The HRE staff strives to maintain a substance-free living environment. Possession or consumption of illegal substances will result in resident conduct proceedings and possible legal consequences.
 - g. All weapons are strictly prohibited in The University Village or on campus property, which includes all parking lots.
 - h. The University reserves the right not to enter into and/or to terminate an Contract for anyone who, in the sole discretion and judgment of HRE, represents a threat to the health or safety of University students, employees, or others in the The University Village community.
 - i. The University reserves the right, in its sole discretion and judgment, to determine that past behavior including but not limited to criminal activity is such that the interests of the University, University Students and employees and the The University Village community, would best be served by the termination of the Contract. It is the policy of HRE that convicted sexual offenders shall not reside in The University Village. If the University becomes aware that a student has a record of criminal conviction(s) or other actions that could pose a risk to person or property and/or could be injurious or disruptive to the The University Village community environment, the University may not accept or may cancel the Contract.
 - j. The Student agrees not to sell, sublease, or assign this Contract to any one.
 - k. The Student agrees to pay charges assessed under this Contract as provided in the Term, Early Occupancy and Late Check Out, Improper Check Out, Use of Room, Voluntary Cancellation and Non-Voluntary Cancellation Fees sections.
 - l. The University reserves the right to cancel this Contract due to the inability or refusal of the Student to adjust to the concept and requirements of living in a student residence environment.

10. **VOLUNTARY CANCELLATION BY THE STUDENT.** The Student may voluntarily cancel this Contract at any time prior to 21 days before the end of the Contract upon paying the Voluntary Cancellation Fee. Cancellation for any reason other than 1) withdrawal from the University, 2) being dropped by the University, or 3) cancellation by the University pursuant to Paragraph 7 of this Contract, 4) enters into a marriage, 5) requires a medical release, or 6) demonstrates a significant family concern that is documented and proven to directly impact the student shall be considered voluntary. The Voluntary Cancellation Fee shall be calculated as follows:

- The Daily Rate = $[(\text{the total amount due under this Contract}) \div (\text{the number of days between the Starting Date and the Final Date})]$
- Voluntary Contract Cancellation Amount = $[(\text{the Daily Rate}) \times (\text{the number of days between the Starting Date and the cancellation date}) + \{(.60) \times (\text{the Daily Rate}) \times (\text{the number of days between the cancellation date and the Final Date})\}]$
- Voluntary Cancellation Fee = $[(\text{Voluntary Contract Cancellation Amount}) - (\text{the amount previously paid by the Student under this contract})]$

If the amount previously paid by the Student under this contract exceeds the Voluntary Contract Cancellation Amount, the University will refund the excess to the Student . . . pending confirmation that all fees and/or fines that may have been assessed by HRE have been paid in full.

11. **NON-VOLUNTARY CANCELLATION OF CONTRACT.** If the Student cancels this Contract because the Student withdraws from the University or is dropped by the University, the Student will be charged a \$200.00 cancellation fee. If cancellation under this Paragraph 9 occurs at the end of the Fall semester, the \$200.00 cancellation fee will be waived if check out is completed no later than 48 hours after the residents last final exam.

If the Student cancels this Contract under this Paragraph 9, and if the Student subsequently re-enrolls at the University within 330 days following the Starting Date, the Student will be deemed to have voluntarily cancelled this Contract pursuant to Paragraph 8. At the time of re-enrollment, the Student shall therefore pay the Voluntary Cancellation Fee calculated under Paragraph 8, less any Non-Voluntary Cancellation Fee which the Student shall have paid under this Paragraph 9. Failure to pay the full amount due will cancel the re-enrollment.

If the University cancels this Contract pursuant to Paragraph 7 of this Contract, the Student shall be charged a \$200.00 cancellation fee and also be required to pay the Daily Room Rate (the total amount due under this contract) \div (the number of days between the Starting Date and the Final Date) for the balance of the term of the Contract.

12. **ENCUMBRANCE.** The Student hereby agrees that for so long as there are any sums due the University and related to this Contract, the University, at its sole option, may encumber the Student's academic records. For purposes of this Contract, the term "encumber" shall mean that the University may lawfully refuse to surrender transcripts of the Student's grades and courses and may refuse to permit the Student to enroll or register at the University for any academic term. This section shall not be construed as a waiver by the University of its right to maintain any legal action against the Student in a court of competent jurisdiction. In the event the University files such legal action, the Student shall be liable for the University's attorneys' fees and any judgment entered shall be without relief from valuation and appraisal laws.

13. **RATES SUBJECT TO CHANGE.** Rates are subject to change by the Board of Trustees of Purdue University at the beginning of any semester or session. The Student shall either reject such new rates in writing within ten days after notice thereof has been forwarded to the Student or be conclusively deemed to have accepted such rate increase.

14. **LATE ARRIVAL.** Unless a Student requests an extension of the arrival period in writing from HRE, HRE is not obligated to hold a space reservation past 12:00 noon on the first day of classes. If the Student fails to check in prior to 12:00 noon of the first day of classes, and appears subsequently, assignment elsewhere will be made if space is available. If no space is available, the Student is subject to forfeiture of their housing deposit.

15. **ABANDONMENT.** HRE may determine in its sole discretion that the Student has abandoned the assigned room if 1) the Student, in HRE's reasonable judgment, appears to have moved out; or 2) either the Contract Term has expired or the Student has not been in the room for five (5) consecutive days while any amount owed under this Contract is due and unpaid. If the Student has abandoned the Student's room, then HRE may remove and dispose of the Student's personal property. In addition, HRE will terminate this Contract and the Student will be charged 100% of this Contract term unpaid by the Student.

16. **GOVERNING LAW.** This Contract is to be governed by and construed in accordance with the laws of the State of Indiana. If any of the terms or conditions hereof conflict with such law, then such terms or conditions shall be deemed inoperative and null and void insofar as they may be in conflict therewith and shall be deemed modified and amended to conform to such law. Venue for any action hereunder shall be Lake County, Indiana and the Student hereby consents to service of process from such courts.

17. **SEVERABILITY.** The invalidity of any provision of this Contract or of its application to any person or circumstance as determined by any governmental agency or court, shall in no way affect the validity of any other provision hereof and all the terms of this Contract shall be valid and enforceable to the fullest extent permitted by law.

18. **CONVERSION POLICY.** The Housing Contract may be converted from an Academic contract term to an Annual contract term if space allows. There is a conversion fee of \$200.00 to convert the housing contract from an Academic to an Annual contract term. The resident, however, may not convert the contract from an Annual to an Academic contract term. To inquire about the conversion process, the resident should see either the Assignments Coordinator or the Director for assistance. Residents wishing to convert their contracts may need to be reassigned for summer housing.

19. **IMMUNIZATIONS.** All University Village Residents are required to submit a completed Immunizations Information form to the Student Health Services Center. This document is enclosed with your housing contract packet.

20. **HEADINGS.** The headings preceding each paragraph herein are inserted merely as a matter of convenience, and shall not be deemed to be a part of the Contract terms.

21. **DESCRIPTION OF PREMISES.** Owner does hereby lease to Resident, does hereby lease from Owner, the premises described as an accommodation/bedroom in an apartment suite consisting of: four private bedrooms, two semi-private bathrooms, a shared living/dining area and a kitchen including a refrigerator, range, microwave and dishwasher. Two bedroom suites consist of two private bedrooms, one semi private bathroom, a shared living/dining area and a kitchen including a refrigerator, range, microwave, and dishwasher.

22. **FURNISHINGS.** Owner will furnish the Resident's apartment suite with only the following: a single bed, mattress, a study desk, a desk chair, a chest of drawers and nightstand. Owner will also furnish the shared living/dining area with only the following: a dining table w/ four chairs, a couch, a side chair, an end table, an entertainment center and a coffee table.