

# SUMMER SCHOOL APPLICATION

## UNIVERSITY RESIDENCES UNIVERSITY OF NORTH ALABAMA

Those who do not turn in a completed packet, which includes the application and residence hall contract will not be eligible to receive a residence hall assignment.

### APPLICANT DATA

Name: \_\_\_\_\_ UNA Campus ID No. (L#): \_\_\_\_\_  
First Middle Last

Permanent Home Address: \_\_\_\_\_  
Street City State Zip

UNA Email Address: \_\_\_\_\_ Home Phone (\_\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_\_) \_\_\_\_\_ DOB: \_\_\_\_\_  
(mm/dd/yyyy)

Gender: ☐ Male ☐ Female Classification: ☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior ☐ Graduate

### EMERGENCY / PARENT / GUARDIAN CONTACT

Name: \_\_\_\_\_  
First Middle Last

Home Address: \_\_\_\_\_  
Street City State Zip

Email Address: \_\_\_\_\_ Home Phone (\_\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_\_) \_\_\_\_\_

### ASSIGNMENT PREFERENCES

\_\_\_\_\_ Mattielou Hall (All Classifications)

☐ Double

Select preferred roommate, if known or desired:

Name: \_\_\_\_\_ UNA Campus ID No. (L#): \_\_\_\_\_  
First Middle Last



# SUMMER SCHOOL APPLICATION

## UNIVERSITY RESIDENCES UNIVERSITY OF NORTH ALABAMA

### ASSIGNMENT PREFERENCES

Do you have a medical condition that requires special accommodations? ☐ Yes\* ☐ No

*\*If yes, please provide documentation that verifies special needs accommodation due to medical condition. Please see "Verification of Medical/Physical Condition" instructions at [www.una.edu/liveon](http://www.una.edu/liveon).*

### RELEASE OF PERSONAL INFORMATION

Please indicate whether you give permission for the Department of University Residences to release your personal information to your potential roommate. Information would include name, email, and telephone number.

☐ Yes, I give permission for my personal information to be released.

☐ No, I do not give permission for my personal information to be released.

### APPLICANT TERMS & CONDITIONS

The University of North Alabama residence hall housing contract should be read and understood by the student (and parent/legal guardian if the student is under 19) before signing. An assignment will not be made until a signed application and contract, is received by our office and the student is officially admitted to the University. Notification of assignment is sent to student prior to the start of the semester for which housing will begin.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
mm/dd/yy

Co-Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Parent / Legal Guardian If Student Is Under 19 Years Of Age mm/dd/yy

#### FOR OFFICE USE ONLY:

Item	Date	Time	Initials
Application			
Contract			



# SUMMER SCHOOL Contract

## UNIVERSITY RESIDENCES UNIVERSITY OF NORTH ALABAMA

### INSTRUCTIONS TO STUDENT:

The residence hall contract should be signed and returned to the Department of University Residences, UNA Box 5057, University of North Alabama, Florence, Alabama 35632-0001. **No student will be issued a room key until the contract is signed.** Failure to sign a contract will result in voiding the space assigned.

This contract is applicable to Summer School Housing in a traditional building only. Due to different printing dates of the university catalog and residence hall contract, contents may vary. It is the responsibility of the student to read the contract carefully and indicate the appropriate term of contract. Do not assume anything; please ask questions. All questions should be directed to the Department of University Residences. **This is a legally binding contract which is effective the day you sign it. As long as you are a student at the University you will be billed for the bed space that you requested for the length of time that you requested.**

### INSTRUCTIONS FOR COMPLETION:

This contract completes your application for a housing space in a university residence hall. If you accept this contract, you must sign and return to the Department of University Residences (see above for address). **You and your parents, guardian or other guarantor are urged to carefully read the contents of this contract.** When this form is signed and returned to the proper address, it becomes a binding agreement—a contract between you, your guarantor, and the University of North Alabama. The amount that you will be charged for housing will depend upon the options that you select here, on your housing application and on space availability. Prior to a room assignment being made, the Department of University Residences must have received your residence hall application and contract. **This contract takes precedence over the application if there are any inconsistencies in determining desired contract period. Please print clearly.**

### SELECT APPROPRIATE CONTRACT(S) FOR YOUR RESIDENCE HALL PREFERENCE(S):

- |  |   |
|--|---|
| <input type="checkbox"/> Summer Contract (Mattielou) | <input type="checkbox"/> Option 1: May 16 – July 1 (\$450.00 per student, per session)                  |
|  | <input type="checkbox"/> Option 2: July 2 – August 1 (\$450.00 per student, per session)                |
|  | <input type="checkbox"/> Option 3: Entire Summer, May 16 – August 1 (\$800.00 per student, per session) |

Date Of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
mm/dd/yy

Anticipated Date of Graduation from UNA: \_\_\_\_/\_\_\_\_/\_\_\_\_  
mm/dd/yy

By signing, you are stating that you and/or your parent, guardian, or other guarantor have read and accepted every provision of this contract including the STATEMENT OF TERMS AND CONDITIONS OF OCCUPANCY.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
mm/dd/yy

Co-Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Parent / Legal Guardian If Student Is Under 19 Years Of Age mm/dd/yy

Director of University Residences: *Kevin L. Jacques*

It is the policy of the University of North Alabama to afford equal opportunities in education and in employment to qualified persons regardless of age, color, creed, disability, national origin, race, religion, or sex, in accordance with all laws, including Title IX of Education Amendments of 1972, Title VII of the Civil Rights Act of 1991, and Executive Order 11246. The coordinator for all nondiscrimination policies for students is Irons Law Firm, 219 N. Court Street, Florence, AL 35630; for employees, the Director of Human Resources and Affirmative Action, Room 222, Bibb Graves Hall.



Department of University Residences • UNA Box 5057 • Florence, AL 35632

256.765.5558 • Fax 256.765.5840 • una.edu/liveon



# SUMMER SCHOOL RESIDENCE HALL CONTRACT

# UNIVERSITY OF NORTH ALABAMA

## STATEMENT OF TERMS AND CONDITIONS OF OCCUPANCY

This contract is an agreement between the University of North Alabama, hereinafter referred to as the University, and the student. If accepted by the University, this contract is a license to occupy space, meaning that, if space is available, the University agrees to provide student with residential space in one of its residence halls. This contract does not constitute a guarantee by the University that space will be available nor does it confer upon student a right to occupy any particular space in the university residence hall system. If the student is under nineteen (19) years of age, this contract is also an agreement between the University and his/her parent, guardian, or other guarantor. The parties to this agreement in consideration of the mutual covenants and stipulation set out herein agree as follows:

### I. Eligibility

- A. Any person who has been admitted or will be enrolled at least nine (9) undergraduate semester hours or six (6) graduate semester hours may enter into this contract with the University.
- B. Special permission must be secured from the Director of University Residences to continue on-campus residency for undergraduates with less than 9 hours enrolled or graduates less than 6 hours enrolled.
- C. If a student fails to enroll, or fails to pay fees which results in the loss of status as an enrolled student, the student agrees to vacate the premises within twenty-four (24) hours.

### II. Contract Period

- A. Option 1 is a contract that begins the first day of occupancy in the residence hall during Maymester and shall continue in effect until the last day of the Session I term.
- B. Option 2 is a contract that begins the first day of occupancy in the residence hall during Session II and shall continue in effect until the last day of the Session II term.
- C. Option 3 is a contract that begins the first day of occupancy in the residence hall during Maymester and shall continue in effect until the last day of the Session II term.
- D. This contract does not grant the student occupancy in a specific residence hall or a specific room for a specific room type.

### III. Adjustment of Summer School Contract Periods

- A. There shall be no buyout of any Summer School contract.
- B. Request for adjustment of any housing contract must be made in writing to the Director of University Residences at least 30 days prior to the need for adjustment. A request for adjustment does not guarantee that the adjustment will be granted.
- C. **Any student who signs this contract and is a student at the University during this contract must pay the room rent assigned for the entire contract period. There is no refund. No contracts will be adjusted to move to on-campus apartments.**
- D. With appropriate documentation, a student may seek approval for adjustment during the contract period without penalty for the following reasons:
  1. Marriage, with appropriate documentation. Prior approval from Director before signing contract required.
  2. A student is required to move from the area to fulfill academic requirements such as internship, fieldwork, or student teaching; appropriate documentation must be submitted from a supervising faculty at least thirty (30) days before semester.
  3. A student becomes ineligible to continue enrollment due to failure to meet academic requirements.
- E. If a student can no longer remain enrolled at the University after accepting a room key or signing a contract, then the student's room rent is prorated based upon the actual date the student properly checks out of the residence hall.

### IV. Room Assignments

- A. **All students, including those desiring housing with sorority designation, are required to complete a housing application and housing contract before an assignment can be made to any residence hall..**
- B. Roommate and hall preferences may be indicated on the application. When possible, these preferences will be granted. However, the application is for a space in a residence hall and not for a specific roommate, specific residence hall, specific room or specific room type.
- C. The University makes all assignments without regard to race, color, religion, or national origin and rejects all requests for change of assignment based upon reasons of race, color, religion, or national origin.
- D. The student agrees to observe the room change procedures established by the University and to have prior written approval before making a change of room assignment. Any student who changes their room without prior written approval will be fined \$150 and go through the student conduct process.
- E. If a vacancy occurs in the assigned room the remaining student agrees to accept another roommate as assigned or move into another room if requested.
- F. The housing contract may be canceled by the University for disciplinary reasons with no refund of rent.

### V. General Policies of the University

- A. The University agrees and shall:
  1. Grant the use of facilities from the published date that residence halls open, except during official recesses (Christmas, spring recess, and intervals between all terms), until the published date that residence halls close.
  2. Reserve the right to close the residence halls in any other period in which the University is not in session
  3. Reserve the right to cancel a contract if the student fails to meet the terms and conditions stated, if the student violates residence hall or university regulations as stated in the university catalog, the student handbook and/or any other official university publication, or if the University determines that the continued residence of the student would pose a danger to the general well-being of other members of the residential community. (Nothing in this contract shall be construed as granting to the student any right or property interest with respect to the residence halls. Nothing in this contract or its cancellation gives rise to any right to procedural or substitute due process on behalf of the student. This contract may be canceled by the University for any reason stated herein, as determined in the sole and final discretion of the University.)
  4. Reserve the right to enter student rooms under certain circumstances including, but not limited to, inspections for fire and life safety, health, general housing policy compliance, cleaning, inventory, epidemics, or other emergency, pest control, occupancy verification and/or general repair. If such inspections are of a routine or periodically recurring nature, reasonable effort will be made to give prior notice.
  5. Reserve the right to confiscate, discard, and hold or surrender to appropriate authorities any item in any room that violates residence hall or university regulations as stated in the university catalog, the student handbook, and/or any other official university publications.
  6. Not be liable for damage to or loss of personal property, failure or interruption of utilities, or injury to persons. Students are encouraged to provide their own health and personal property loss insurance.
  7. Terminate the Residence Hall contract in the event: (1) A student withdraws from school; (2) the student is suspended or dismissed due to academic or disciplinary reasons; (3) if student fails to meet financial obligations to the University.
- B. The Student agrees:
  1. To notify the Department of University Residences before dropping any class that will reduce the student's enrollment below 9 undergraduate, or 6 graduate, hours enrolled.
  2. To be responsible for the condition of the assigned space and shall reimburse the

University for damage to the space and damage to or loss of fixtures, furnishings or properties furnished under the contract. No alterations may be made to the area of furnishings provided by the University. All furniture in your room at the time you move in must stay there for the duration of your residency. You may not remove, store, or trade furnishings from your space. There is a \$50 charge for violating this policy. Additional furnishings brought into the room by the resident must be freestanding and clear of all existing furniture, fixtures, and walls. All additional furniture must receive prior approval from the Department of University Residences. Students must maintain room in a clean, healthy and safe manner. Fire and life safety checks will take place throughout the school year by staff members from the Department of University Residences.

3. That double rooms are occupied by two persons. In case one of the occupants does not claim his/her assigned room space or moves, the student who remains agrees to accept an assigned roommate or move to another double room upon request. Singles are granted only by priority date of original application and contract for the requested period.
4. That a room will be occupied only by students who are assigned to the room.
5. To officially check out of the residence halls with Department of University Residences staff and to clear all financial obligations to the residence halls.
6. That the University shall not be responsible or liable to pay for the loss of, or damage to the student's personal property.
7. That if the student withdraws from all classes during any semester, he/she will vacate the building within 24 hours, properly following all checkout procedures, unless approval has been given by the Director of University Residences. All requests must be made prior to student withdrawing at the Office of the Registrar.
8. To assist and cooperate in general cleanliness and upkeep of the premises and to immediately report to the staff any breakage, damage, or need for repairs.
9. To be responsible for accommodation assigned and shall reimburse the University for all damages to assigned space and/or community area.
10. As a member of a residential community, each student is responsible for community areas including but not limited to, hallways, bathrooms, stairwells, elevators, lounges, study rooms, laundry rooms, and kitchens. Residents are expected to take every precaution to assure that communal property is not abused. In halls or areas where the University has determined that there is abuse or destruction of University property and the responsible individual(s) cannot be identified, all residents will be held responsible for paying a prorated portion of repair and/or replacement costs. When organizations have exclusive use of an area such as RHA or sororities, these organizations are responsible for reimbursing the university for the cost from damages to communal property if the responsible individual(s) cannot be identified.
11. Not to smoke within the residence halls, to abide by designated smoking locations and to discard all cigarette butts appropriately.
12. To be responsible for knowing and observing university regulations as set forth in official publications, which are incorporated herein and any reference made part hereof.

### VI.

#### Contract appeals

- A. Any student that wants to break the Residence Hall Contract period must provide written documentation of exigent circumstances. The student needs to complete a Contract Release Form available on the University Residences website and submit along with all supporting documentation. The Director of University Residences will then notify the student via UNA email of final outcome. If the student is not satisfied with the decision rendered by the Director; they can appeal to the Vice President of Student Affairs