

2014-2015 SINGLE STUDENT APARTMENTS APPLICATION & AGREEMENT

Welcome to Multnomah University Residence Life! We're excited to have you as part of our living community. Please read this form thoroughly, fill it out, and submit it along with a \$200 refundable housing deposit as your Application and Housing Agreement for the 2014-2015 academic year.

HOUSING ELIGIBILITY

Students must be enrolled at least three-quarter time in their program to remain eligible for campus housing (9 credits per semester for undergraduate students and 6 credits per semester for graduate students).

STUDENT INFORMATION

Full Name _____

ID No. (current students) _____

Date of Birth _____

Age _____

Gender: Male FemaleStudent Status: New ReturningThis application is for: Fall 2014 Spring 2015New to campus housing? Yes No**Academic Program** Traditional Undergrad Adult Degree Completion

Anticipated Credit Hours: _____

 Seminary Graduate Non-Seminary

Anticipated Graduation (Mo/Yr): _____

CONTACT INFORMATION

Permanent Address _____

City/State/Zip _____

Home Phone _____

Cell Phone _____

Email Address _____

HOUSING PREFERENCE**Ambassador Apartment-Style Housing* (does not include meal plan)**

- 2 bedroom, 1 bath (\$2,600 per semester per person)
- 3 bedroom, 1 bath (\$2,400 per semester per person)
- 4 bedroom, 1.25 bath (\$2,100 per semester per person)

Ambassador Placement Priority:1st: Current residents**2nd: Graduate-level students**3rd: Undergraduates, 21 & over (number of completed credits, age, and/or program may be considered)*

Apartments are not furnished, but do include all kitchen appliances and access to on-site laundry facilities.

ROOMMATE PREFERENCE

Please note that roommate and living area preferences cannot be guaranteed. Specific roommate requests must be mutual to be considered.

 I would like to live with a specific roommate(s) Please assign my roommate(s)**Specific Roommate Request (Specific requests must be mutual)**

Name _____

Name _____

Name _____

Please continue this form on the next page. →

2014-2015 SINGLE STUDENT APARTMENTS APPLICATION & AGREEMENT**HABITS AND PREFERENCES**

Please complete the Habits and Preferences section of this form, even if you are requesting specific roommates.

Room Neatness (required)

1 2 3 4 5 6 7 8 9 10
Very Messy Very Neat

Hobbies and Interests (circle all that apply)

Art Photography
Computers/Gaming Reading
Sports Shopping
Fitness/Health Sports
Music Studying
Movies Other

Sleeping Habits (required)

I wake up about: _____ I go to bed about: _____
(time) (time)

Music Preferences (circle all that apply)

Acoustic Jazz
Alternative Latin American
Classical Pop/Top 40
Contemporary Christian Rap
Country Rock and Roll
Heavy Metal Other

Please briefly describe your study habits and needs. _____

Is there anything else you would like us to know about your housing or roommate request? (Please include a description of special needs if applicable.) _____

HOUSING APPLICATION & AGREEMENT

I, _____, understand that this Housing Application and Agreement is in effect for the entire academic year and I agree to the policies and guidelines laid out on pages 3 and 4 of this document. I also agree to abide by the policies outlined in my 2014-2015 Apartment Housing Handbook and my 2014-2015 Student Handbook, and to accept an alternate room assignment if my stated preferences are not able to be accommodated.

Signature

Date

APPLICATION SUBMISSION

Please submit this application with a \$200 deposit by the most convenient means for you:

Email: housing@multnomah.edu
Online Payments: www.multnomah.edu/payments
Fax: 503.251.5367

Mail: Multnomah University
ATTN: Student Accounts
8435 NE Glisan Street
Portland, OR 97220

*See cancellation & deposit policies on page 4

2014-2015 SINGLE STUDENT APARTMENTS APPLICATION & AGREEMENT**HOUSING APPLICATION DEADLINES****Returning Students**

Returning students must apply for housing by April 11, 2014. Failure to do so may result in an additional \$100 late fee. All other MU balances must be paid in full by June 1, 2014 to guarantee and secure placement in MU housing for the 2014-2015 year. If all balances are not paid by June 1, 2014, the \$200 security deposit on file may be applied to outstanding balances and the reserved housing space may be forfeit.

New Students

Priority housing and early assignment notification will go to incoming students who apply by the following dates. Please note that assignments are still subject to change prior to move-in.

- May 1 for the upcoming fall semester
- November 1 for the upcoming spring semester

AGREEMENT TERM

This housing Agreement is in effect for a full academic year (9 months) unless the student begins enrollment at MU in the spring semester. The specific dates of the Agreement term are as follows. These dates may be modified for students in non-traditional year-round programs.

- For students enrolling at MU for the fall 2014 semester, the Agreement term dates are August 20, 2014 – May 9, 2015.
- For new students beginning MU in the spring 2015 semester, the Agreement term dates are January 7, 2015 – May 9, 2015.

LEAVES OF ABSENCE

If a student must take a leave of absence from his/her academic program and wishes to remain in MU housing, the student must request approval from the Dean of Student Services. Approval or denial of this request will be determined on a case by case basis.

MOVE-INS & MOVE-OUTS

- Fall semester move-in day is **Wednesday, August 20, 2014**. Spring semester move-in day is January 7, 2015.
- Final move-out of apartment housing must take place by 4:00 p.m. on Saturday, May 9, 2015 if the student has not signed an Agreement for summer housing.
- Residents will be given the opportunity to sign summer housing Agreements prior to May 9, 2015 should he/she wish to do so. More information on summer housing will be made available through the Student Services office.

MEAL PLANS

Meal plans are optional for students living in MU apartment-style housing. If a student wishes to purchase a meal plan, he/she may do so by purchasing a Commuter Meal Plan directly through Dining Services or a full access meal plan through Housing Operations.

PRIVATE PROPERTY

Multnomah University does not insure a student's private property. We recommend that students carry renter's insurance to cover their personal belongings should they incur any harm or theft.

Please refer to the Fees schedule on page 4 of this document for information on policies and fees.

2014-2015 SINGLE STUDENT APARTMENTS APPLICATION & AGREEMENT**FEES**

Refundable Housing Deposit ¹	\$200
Application Cancellation ²	\$100
Late Application Fee ³	\$100
Mid-year Academic Withdrawal ⁴	\$200 Agreement Termination fee plus room cost for the remainder of the current semester (or current academic term for DCP & MAC students)
Improper Room Check-Out ⁵	\$25
Lost Key Card	\$15
Lost Room Key.....	\$50

1. The single student apartment-style housing deposit will remain on file until the student vacates MU housing. The deposit may be withheld to cover damage fees, cleaning fees, lost key charges, or outstanding balances owed to MU. The remainder of the deposit will be refunded within one month of the student vacating MU housing.
2. If you need to withdraw your housing application prior to the Agreement term, please notify us as soon as possible. \$100 will be withheld from your deposit as a cancellation fee. A student is liable to fulfill the entirety of the contract if he/she has not withdrawn prior to the Agreement start dates shown on page 3.
3. Late application fee applies only to returning students who submit their applications after the returning student application deadline (see page 3).
4. If a student is withdrawing from MU before the end of the Agreement term, he/she must move out of campus housing. The specific move-out date will be arranged with housing staff. The student is responsible to pay the room cost for the remainder of the current semester (or academic term) plus a \$200 Agreement Termination fee.
 - a. If the student is completing fall semester but not enrolling at MU for the spring, gives advance notice to housing staff, and vacates in the proper manner by 5 p.m. on December 12, 2014, only the \$200 fee will apply, and no additional room costs will be charged.
 - b. In all cases, the student is still responsible for room damages, cleaning, improper check-out, or lost key charges, in addition to the \$200 Agreement Termination fee.
5. Proper move-out instructions are included in the student's *Apartment Housing Handbook*. Failure to abide by the proper check-out procedures will result in a \$25 fee charged to the student's account, in addition to any other room damage, cleaning, or lost key charges the student is responsible for.

Notes

- A resident who moves out during the term of his/her Agreement must schedule a meeting with the Dean of Student Services or his/her designee. The student will be provided with the appropriate move-out form (depending on the circumstances). This form must be filled out in its entirety and turned in to the Student Services office.
- Some fees may be waived by the Dean of Student Services or his/her designee due to extenuating circumstances (i.e. academic dismissal, serious personal or family illness or death, etc.).