





# Housing and Meal Plan Contract

## Terms and Conditions

The undersigned student wishes to reside in a Lawrence Technological University residence hall and agrees to pay the housing and meal plan application and contract fee in the amount of \$250 (must be paid prior to contract period). This payment becomes the student's housing deposit. It will be kept on file and does not need to be paid again as long as the student continues to reside in University Housing. If the student cancels at any time during the academic year, the deposit is forfeited.

**Typing your initials (first name initial, last name initial) in the spaces provided below certifies that you understand these terms and conditions:**

\_\_\_\_\_ This contract covers housing for the entire academic year, fall and spring semesters, or from the time of arrival through the end of the spring semester. Housing fees will be charged to the student's account on a semester basis. If the student wishes to terminate the contract, a Contract Cancellation Request must be submitted to the Office of University Housing. If the student cancels prior to June 30th, they will receive a full refund and the housing fee/deposit will be returned to them as long as there is no balance on their student account. If the student cancels after July 1st, they will receive a full refund but will forfeit their \$250 housing deposit. If the student cancels after August 1st, they will receive a full refund but will forfeit their \$250 housing deposit and will incur an additional \$250 cancellation fee. If the student cancels after the first day of classes, they will forfeit the housing deposit and will incur a \$500 cancellation fee; they may be eligible to receive a refund according to the refund policy. If the student's cancellation request is denied, the student remains responsible for the cost of the room for the full academic year.

\_\_\_\_\_ The cost of the meal plan will be charged to the student's account on a semester basis. The student's fall meal plan choice will roll over to the spring semester unless the student submits a Meal Plan Change Request form to the Office of University Housing by the end of the second week of classes in the spring semester. Changes for the fall semester may be made through the end of the second week of classes and must be made in writing. If a student's request to cancel their meal plan is approved, the student will be charged for the amount of the meal plan already used if they cancel before the end of the second week of classes. Any cancellations approved after the second week of classes will still be assessed the full amount of the meal plan.

The student agrees to read and abide by all University Housing policies as listed in the *University Housing Guidelines*, the *Student Code of Conduct*, or any other published Lawrence Tech document. Violations of any of the policies, or any other conduct deemed to be such as to require removal of a student from a residence hall in the best interests of the other residents, shall be grounds for termination of the contract by the University.

Receipt of the completed application and fee by the Office of University Housing does not guarantee a specific assignment to a residence hall. Final assignment will be determined by the Office of University Housing. The student must be officially admitted and enrolled for credit-bearing coursework at Lawrence Tech and making satisfactory academic progress to live in the residence halls. All undergraduate students must be enrolled for at least 12 credits and all graduate students in at least one course to live in University Housing. Exceptions may be made by the Executive Director of Residence Life. The Office of University Housing reserves the right to reassign and consolidate residents at the University's discretion at any time. Room space cannot be sublet nor can a contract be transferred, sold, or assigned to another person. The student may not conduct or solicit

business in the residence hall, including from within the student's room, without prior approval from the Executive Director of Residence Life.

The student is responsible for damages beyond normal wear and tear to the room and furnishings. University Housing staff will inspect rooms throughout each semester to ensure safety and room quality and will conduct a damage assessment of each room at the end of the housing contract period and charge all roommates as deemed appropriate. Damages will also be assessed after all room changes.

Lawrence Technological University is not responsible for the personal property of the student or the loss, damage, or destruction of that property. All personal property of the student and any property in the student's custody belonging to a third party is the sole responsibility of the student.

The University will release student contact information to roommates unless the student notifies the Office of University Housing in writing at the time of application not to do so.

If the student wishes to live in the residence halls over the summer semester, a separate summer application and contract must be submitted and includes acceptance of a new room assignment, which would likely differ from his or her current assignment.

**Notice of Non-Discriminatory Policy**

Lawrence Technological University adheres and conforms to all federal, state, and local civil rights regulations, statutes, and ordinances. No person, student, faculty, or staff member will knowingly be discriminated against relative to the above statutes. Lawrence Technological University is an equal opportunity employer.

**Application Certification**

I acknowledge that by typing my name on the line below, I am providing my e-signature certifying that I understand that any misrepresentation or omission of facts in my application will justify denial or cancellation of acceptance to University Housing before or after enrollment. I also understand the terms of the contract and all policies that must be adhered to.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

***I acknowledge that by typing my name on the line below, I am providing my e-signature certifying that I agree to accept full responsibility for all debts to the University incurred by this applicant, who is a minor (less than 18 years of age).***

\_\_\_\_\_  
Parent or Legal Guardian Signature

\_\_\_\_\_  
Date



## Emergency Contact and Insurance Information

### Student Information

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Student Last Name	Student First Name	MI
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Banner ID	Birthdate	Preferred Name
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### Emergency Contact

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Name	Relationship to You
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Address	City, State, Zip
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Telephone #1	Email
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### Health Insurance

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Policy Holder Name
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Address	City, State, Zip
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Relationship to Participant
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Insurance Provider	Effective Date
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Address	City, State, Zip
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Phone Number
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Group Number	Policy Number	Contract Number
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Employee Number
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## Missing Person Contact Information

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the University is required to collect the name of one individual to whom notification would be provided in the event you are determined to be missing.

You may list the same person you listed as your Emergency Contact for your Missing Person Contact.

### Student Information

Student Last Name Student First Name MI

Banner ID Birthdate Preferred Name

### Missing Person Contact

Name Relationship to You

Address City, State, Zip

Telephone #1 Email