





# Housing Contract

## Terms and Conditions

The undersigned student wishes to reside in a Lawrence Technological University residence hall and agrees to pay the housing 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 summer semester, 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 summer term and if continuous stay is selected, until the following fall semester begins. 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 May 1st, they will receive a full refund but will incur a \$250 cancellation fee or forfeit their housing deposit. If the student cancels after the first day of classes, they 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 summer term.

The student agrees to 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 students residing in University Housing during the summer term must be enrolled in at least one on ground class at the University or have prior approval from 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

---

Student Last Name	Student First Name	MI
-------------------	--------------------	----

---

Banner ID	Birthdate	Preferred Name
-----------	-----------	----------------

### Emergency Contact

---

Name	Relationship to You
------	---------------------

---

Address	City, State, Zip
---------	------------------

---

Telephone #1	Email
--------------	-------

### Health Insurance

---

Policy Holder Name
--------------------

---

Address	City, State, Zip
---------	------------------

---

Relationship to Participant
-----------------------------

---

Insurance Provider	Effective Date
--------------------	----------------

---

Address	City, State, Zip
---------	------------------

---

Phone Number
--------------

---

Group Number	Policy Number	Contract Number
--------------	---------------	-----------------

---

Employee Number
-----------------



## 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
--------------	-------