



LRCC HOUSING APPLICATION

379 Belmont Road, Laconia, NH 03246 • PH: 603-524-3207 • www.lrcc.edu

Student Information

Print or type

Name: _____ LRCC ID#: _____
 Date of Birth: _____ (month/day/year) Gender: Female Male
 Home Address: _____
 (Street) (City) (State) (Zip code)
 Home Phone: _____ Cell Phone: _____ Email: _____
 Are you a: New LRCC student Returning student Transfer student Over 21years of age
 Semester: Fall Spring Program of study: _____

Housing Preferences

Units are shared, furnished 2 or 3 bedroom apartments. Students can choose a single or double room. **Preferences cannot be guaranteed.**

Single bedroom \$4,450 Double \$3,950 (shared bedroom) No preference
 Single-sex apartment Co-ed apartment

*Student Housing Fees are subject to change July 1, 2018

About You

Please accurately check all that apply:

I am: a smoker (***Note: all rooms are smoke free**) a non-smoker can live with a smoker
 quiet/reserved loud/outgoing a little of both
 I like to study in silence I like to study with background noise I can study in any environment
 I keep my room: clean and organized with some clutter, but clean messy and disorganized
 I like: to go to bed early to go to bed late to wake up early to sleep in late
 to have guests visit often to have guests visit occasionally don't like guests in my room

Roommate matches are not an exact science and we cannot guarantee compatibility. Provide any other information that would help us pair you with a roommate. If you have a preferred roommate, please provide a name and phone number. As long as the desire to room together is mutual, we will do our best to match you. **Note: it is important that the individual you are interested in rooming with lists you on his/her application.**

I require special accommodations. Please describe: _____

Have you ever been convicted of a felony or have charges pending against you? Yes No
If answering "yes" please submit a written statement to the VP of Student Services and Enrollment Management with your application explaining your case.

Emergency Contact Information

Name: _____ Relationship to you: _____
Address: _____
(Street) (City) (State) (Zip code)
Phone: _____ Email: _____

Health Forms / Directory Information

A health survey along with proof of insurance must be submitted to the Student Affairs office prior to taking occupancy of your room. The Health Form can be found from <http://www.lrcc.edu/student-resources/student-life/housing>.

LRCC considers the following to be Directory Information: Student's name, address, email and telephone number. LRCC will share this information with your assigned roommate(s) unless otherwise notified in writing.

Room Reservation / Housing Deposit / Refund Policy

Students are expected to be full time (minimum of 12 credits/semester) and must be registered for classes in order to be assigned housing. **Your completed application form and your \$150 housing deposit must be received by the Business Office in order to be considered for housing.** Payment can be made at LRCC's Business Office located in Student Services.

The housing deposit is refundable if written cancellation is received by the Student Affairs office (elawton@ccsnh.edu) by the end of the last business day before the student is to take occupancy of the assigned room. After the student takes occupancy of the assigned room, the housing deposit is non-refundable. Once the housing assignment is accepted by a student, the \$150 damage deposit will be held to cover any housing-related damage or fines the student may accrue throughout the academic year. Students will not be considered for housing until all required housing forms and the deposit are received.

Housing assignments will only be made for those students who have completed all required housing forms including, the application, contract and health form. A student must be in residence no later than the first day of class unless the student gives prior notice of late arrival. Failure to give such notice or failure to remain in residence during the academic year, may result in the loss of space originally reserved for the student. In case of loss of space or termination of contract by LRCC, the student shall be held responsible for the housing charge based on the refund housing policy.

If by Friday of the second week of classes, as designated by the academic calendar, the student fails to occupy the assigned room, cancels the agreement by mutual consent, or the **Housing Contract** is cancelled by LRCC for a qualifying reason (see *Terms of Agreement* section), the student will receive an 80% refund of the semester's housing charges less fees.

If you have questions regarding LRCC housing or about any requirements, contact our Residence Director at 603-366-5281 or email JJackson@ccsnh.edu.

Business Office Use Only:

Date Of Deposit: _____

Initials: _____

Deposit Type:

Cash Check Credit

LRCC HOUSING CONTRACT

1. Assignment to a room in in LRCC's Apple Ridge Student Apartments is open to any student enrolled in a minimum of 12 credits for the academic semester (excludes summer terms). Room rates and associated fees are governed by Community College System of New Hampshire Board of Trustees and are subject to change.
2. Students interested in housing are eligible to complete and submit the housing application, housing contract, health form and deposit immediately upon being accepted to LRCC. All students who have completed the requirements made a deposit to the Business Office will be assigned based on the date the application was received. Housing assignments will be made in the order in which applications and deposits are received and are not guaranteed until payment arrangements have been made in full. Students completing all requirements will be offered a space for the semester as soon as space is available.
3. A student must be in residence no later than the first day of class unless the student gives prior notice of late arrival. Failure to give such notice or failure to remain in residence during the academic year, may result in the loss of space originally reserved for the student. In case of loss of space for the above reasons or termination of contract by LRCC, the student shall be held responsible for housing charges based on the housing refund policy (See section on *Refund Policy*).
4. LRCC reserves the right to assign and reassign any student during the length of his/her contract. Assigned rooms may not be occupied prior to the start of classes for each semester. The room charge is based on single or double room occupancy; therefore LRCC reserves the right to reassign any student without a roommate if he or she is unable to find a roommate of his or her own choice.
5. Students are expected to provide personal items to outfit each apartment beyond furnishings provided by LRCC (see LRCC Housing Student Apartments Essentials). Student apartments are closed during holiday periods and when classes are not in session as indicated in the academic calendar. Students are not allowed to reside in the apartments during these periods.
6. Board charges are not included in housing charges or terms of this agreement. Students who wish to do so can purchase food directly from the LRCC cafeteria.
7. Housing and tuition charges for the semester must be paid **before** a student is permitted to move into student housing. In the event of a credit balance on the student's account, the reimbursement will be made directly to the student.
8. No student is to use or permit the apartment assigned to him/her for any commercial purpose. If belongings remain in the room after a student has vacated, LRCC reserves the right to dispose of such belongings. LRCC assumes no responsibility for the loss or damage to a resident's personal property. LRCC encourages students to purchase or extend parent's insurance to cover loss for this purpose.
9. LRCC reserves the right to use public areas of the student apartments for any purpose deemed necessary.
10. Residential students agree to abide by all guidelines outlined in the *Residential Students Rights, Rules and Responsibilities* and in the *LRCC Student Handbook*.

PAYMENT

In consideration of an assignment to LRCC Student Housing for the full indicated academic year, the student agrees to pay an amount set by the college for a resident room and shared apartment, including activity, internet and parking fees, according to the LRCC schedule for payment.

The student agrees to take said resident room and shared apartment for his/her own use in accordance with this contract and with the established rules and regulations of LRCC. All student residents must vacate their rooms and apartments by 5:00 p.m. the day of their last class or examination at the end of each semester. Students must remove all personal possessions at the time of checkout.

TERMS OF AGREEMENT

This agreement is for a period of (a) one academic year, both Fall and Spring semesters; (b) only the Fall or Spring semester; or (c) the Summer session, for a period equal to the duration of the student's summer courses. Housing accommodations are not provided during LRCC vacation periods. Except with permission of the VP of Student Services and Enrollment Management, all housing services, including access to the room, begin on the designated opening day and end by 5:00pm after a student's last final exam or cancellation of the agreement. Graduation, official withdrawal from LRCC, academic dismissal or suspension from LRCC, or mutual consent of the parties constitute the only basis for release from this agreement. There are no refunds for dismissal or suspension from housing due to student conduct violations. If a housing renewal is not extended to a returning student or if a returning student is excluded from the second semester of the academic year, the result will be a cancellation of the agreement and charges assessed based on the refund schedule. Students residing at LRCC and enrolled at another College or University are subject to the same terms of agreement, payment, termination, and refund schedule as LRCC students.

For compliance purposes, the Community College System of New Hampshire and its Colleges collect names and social security numbers from all students attending the college. For example, the Internal Revenue Service Code requires the college to produce a 1098-T tax form. The college's use of social security numbers will be limited to legitimate educational purposes. The college will exercise due diligence to protect the student's social security number and will not disclose it to anyone outside the college, except as authorized by federal or state laws or applicable policies.

REFUNDS

Students who officially withdraw from LRCC housing will receive refunds based on established schedules. Refund schedules are published on the LRCC website (<http://www.lrcc.edu/admissions/financial/deferred-refund>).

- I. **Payment/Cancellation/Refund:** LRCC will establish housing fees yearly and will announce these proposed fees for each academic year. Upon non-payment of any fees or any charges herein provided, LRCC may refuse to register the student for next semester, issue transcripts, or allow the student to graduate. LRCC will refund the student's housing fee in accordance to the refund schedule. Subsequent to occupancy, no release from this agreement or refund can be provided unless the assigned room and apartment is left clean and all sign-out procedures, including return of keys and settlement of obligations, are

completed. Effective date of release will be determined by the date of such completion. All students intending to reserve a space in LRCC housing must pay a housing deposit. Semester payment of tuition and fees (less “estimated” financial aid) is due 10 days prior to the first day of the semester. (<http://www.lrcc.edu/student-resources/business-office>). Housing assignments will not be guaranteed until arrangements have been made to pay housing charges in full. The Student Affairs office will notify housing applicants of preliminary housing assignments and the payment deadline each semester.

2. **Housing Refund Schedule:**

Provisions:

- A. If the housing agreement is cancelled, any amount of housing refund due to a student will first be applied to said student’s current LRCC balance.
- B. The housing deposit is refundable if written cancellation is received by the Residence Director (lrcchousing@ccsnh.edu or jjackson@ccsnh.edu) by the end of the last business day before the student is to take occupancy of the assigned room. After the student takes occupancy of the assigned room, the housing deposit is non-refundable.
- C. If by Friday of the second week of classes, as designated by the academic calendar, the student fails to occupy the assigned room, cancels the agreement by mutual consent, or the **Housing Contract** is cancelled by LRCC for a qualifying reason (see *Terms of Agreement* section), the student will receive an 80% refund of the semester’s housing charges less fees.
- D. Cancellations made after Friday of the second week of classes will result in no refund of the semester’s housing charges and fees.
- E. There are no refunds if a student is dismissed or suspended for student conduct violations.
- F. Request for early termination of the contract for unforeseen circumstances or reasons outside of the student’s control will be reviewed by the VPSSEM. Requests should be submitted in writing to the Residence Director.
- G. Any resident enrolled at another College or University while residing at LRCC will be subject to refunds based on the **Housing Contract** and Refund Schedule.

DAMAGES

Damages to the student apartments and common areas will result in an assessment to the individual or group responsible, based on the actual cost + 10% to repair or replace the item or structure affected. Any maintenance or safety violation found in any room will result in a fine. Any excessive mess or malicious damage in an apartment or common areas will result in a fine to the floor, group, or individual responsible. A cleaning fee of \$100 will be applied to resident/s not returning the apartment to the condition it was received.

CCSNH COLLECTION DISCLOSURE CLAUSE

I understand that I am financially obligated for ALL costs related to housing. Upon a drop below 12 credits, suspension, or withdrawal, I understand that I will be responsible for all charges as noted in the *Student Handbook*. I further understand that if I do not make payment in full; my account may be reported to the credit bureau and/or turned over to an outside collection agency. I also agree to pay for the fees of any collection agency, which may be based on a

percentage of the debt up to a maximum of 35%, and all additional costs and expenses, including any protested check fees, court filing costs and reasonable attorney's fees, which will add significant costs to my account balance.

Please complete and return to Irchousing@ccsnh.edu (please print):

Name: _____ LRCC ID/SSN #: _____
Home Address: _____ Student Phone: _____
City: _____ State: _____ Zip: _____ Date of Birth: _____
Email: _____

Parent/Guardian: _____ Parent Phone: _____
Home Address: _____ City: _____
State: _____ Zip: _____

Confirm Your Housing Preference:

<input type="checkbox"/> Single bedroom	<input type="checkbox"/> Double (shared bedroom)	<input type="checkbox"/> Single-sex apt	<input type="checkbox"/> Co-ed apt
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- Note: Housing preferences cannot be guaranteed.

I understand that this contract is binding for the term/s for which housing is assigned. I agree to pay the announced housing rate and fees. I further agree to abide by the terms and conditions of this contract, all housing policies and/or rules as may be published or posted.

Student's Signature: _____ Date: _____
Parent/Guardian Signature: _____ Date: _____

(Not required if student is over 18 years of age)