



### Housing Application

Campus Life

379 Belmont Road, Laconia, NH 03246

Phone: (603) 524-3207 / Fax: (603) 524-8084

Email: [lrcchousing@ccsnh.edu](mailto:lrcchousing@ccsnh.edu)

#### Student Information

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Date of Birth: \_\_\_\_\_  Over 21 years of age Gender Identity: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip code)

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

#### (Check all that apply below)

I will be a:  New LRCC student  Returning LRCC student  Transfer student

#### (Check all that apply below)

Semester:  Spring 2023  Summer 2023  Fall 2023

Program of study: \_\_\_\_\_

#### Housing Preferences

Units are shared, furnished 1, 2 or 3 bedroom apartments. Students can request a single or double room. A minimum of two residents to a maximum of five residents per apartment. Preferences cannot be guaranteed.

Choose which bedroom(s) you prefer:  Single  Double (shared with one roommate)  No Preference

Choose which community you prefer:  Single Sex Apartment  Co-ed Apartment

#### Housing charges are listed below:

*Single Bedroom: \$4,610.00 (16 weeks)*

*Double Bedroom: \$4,110.00 (16 weeks)*

#### ASEP/T-TEN Housing receives special pricing due to an altered academic class schedule (12 weeks)

*Single Bedroom: \$3,458.00*

*Double Bedroom: \$3,083.00*

\*All residents are charged a \$75.00 activity fee in addition to charges listed above.

\*All residents who request and are granted a parking permit are charged \$10.00 per academic semester. After parking is granted, the charge is non-refundable.

\*Student housing fees are subject to change.

## Housing Preferences

Please accurately check all that apply:

**I am:**

- A smoker                       A non-smoker                       Able to live with a smoker  
(\*Note: all rooms are smoke free)

**I tend to be:**

- Quiet/reserved                       Loud/outgoing                       A little of both

**I keep my room:**

- Clean and organized                       Some clutter, but clean                       Messy and disorganized

**I prefer to study:**

- In silence                       With background noise                       In any environment

**I tend to:**

- Wake up early                       Sleep in late  
 Go to bed early                       Go to bed late

**I prefer to:**

- Have guests visit often                       Have guests visit occasionally                       Not have 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 their application.**

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I require special accommodations. Please describe:

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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 Associate Vice President of Academic and Student Affairs with your application explaining the situation.*

## Emergency Contact Information

Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip code)

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Health Forms/ Directory Information

A health form along with proof of insurance must be submitted to the Campus Life Coordinator before your housing assignment can be made. You can locate the [Health Form](#) on Lakes Region Community College's website.

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

## Room Reservation/ Security Deposit / Refund Policy

Students are expected to be full time (minimum of twelve (12) credits/semester as defined by Financial Aid) and must be registered for classes to be assigned housing and maintain the minimum number of approved credits throughout their housing agreement. Any student who is registered for less than twelve (12) credits, or drops below the credit limit must have approval from the Associate Vice President of Academic and Student Affairs or designee, to remain in the student apartments. **Your completed application form and your \$250 security deposit must be received to be considered for housing.** The \$250 deposit can be submitted through the [Student Information System \(SIS\)](#), mailed to 379 Belmont Road, Laconia NH 03246 or dropped off in the LRCC One Stop.

**The security deposit is non-refundable if the applicant breaches the terms of this contract.** Full refund of deposit can be obtained if the contract is cancelled in writing by July 1 for the fall semester, and by December 1 for the spring semester. Upon move-in, \$50 of the deposit is non-refundable as the room was scheduled to be prepared for move in. After occupancy of the room, students will be eligible for \$200 of the deposit to be returned, if the student does not incur any housing-related charges, damages or fines throughout the academic year. Students will not be assigned housing or issued room assignments until all required housing forms, including the housing application, housing contract, and the deposit are received. The health form must be submitted no later than 30 days prior to the start of the student's assigned move in day.

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 Lakes Region Community College, 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 Lakes Region Community College for a qualifying reason (see Terms of Agreement section), the student will receive an 80% refund of the semester's housing charges after fees. If you have questions regarding LRCC housing or about any requirements, contact our Campus Life Coordinator at **603-366-5287** or email [lrchousing@ccsnh.edu](mailto:lrchousing@ccsnh.edu).

### Business Office Use Only:

Date of Deposit: \_\_\_\_\_ Initials: \_\_\_\_\_

Deposit Placed:  In Person  Phone  Mailed

Deposit Type:  Cash  Check  Credit

## Lakes Region Community College Housing Contract

1. Assignment to a room in the Apple Ridge Student Apartments is open to any student enrolled in a minimum of twelve (12) credits for the academic semester (excludes summer terms). Any student registered for less than twelve (12) credits, or drops below the credit limit must have approval from the Associate Vice President of Academic and Student Affairs, or designee, in order to remain in student housing. Approval is not guaranteed and will be decided on a case-by-case basis. 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 questionnaire and housing deposit immediately upon being accepted to LRCC. Students completing the above requirements made will be assigned based on the date the above requirements were met. 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. Students 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. Students having a status of academic probation for the first time will be permitted to remain in housing if they maintain 12 credits, unless otherwise approved by the Associate Vice President of Academic and Student Affairs. After one semester on academic probation, if the student is placed on probation for a second continuous semester, the student must meet the 12 credit per semester minimum. A student who has a status of academic suspension will not be permitted to remain in housing. In both above instances, if the student wishes to appeal, and is honored their request, the normal credit limit is expected to be met unless otherwise approved by the AVPASA.
5. Lakes Region Community College reserves the right to assign and reassign any student during the length of their 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 Lakes Region Community 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.
6. Students are expected to provide personal items to outfit each apartment beyond furnishings provided by Lakes Region Community College (see LRCC Housing Student Apartments Essentials). Student apartments are closed during holiday periods and when classes are not in session as indicated on the academic calendar. Students are not allowed to reside in the apartments during these periods unless otherwise approved by the Campus Life Coordinator, and additional charges may be applied for additional periods of stay.
7. 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 Countdown Café.
8. Housing and tuition charges for the semester must be paid before a student is permitted to move into the student apartments. Students will not be considered for housing or issued housing assignments until the housing application, housing contract, health questionnaire and deposit are received. In the event of a credit balance on the student's account, the reimbursement will be made directly to the student.
9. Students are not permitted to utilize their apartment assigned to him/her for any commercial purpose. If belongings remain in the room after a student has vacated, Lakes Region Community College reserves the right to dispose of such belongings. Lakes Region Community College assumes no responsibility for the loss or damage to a resident's personal property. We encourages students to purchase or extend parent's insurance to cover loss for this purpose.

10. Lakes Region Community College reserves the right to use public areas of the student apartments for any purpose deemed necessary.

11. Students agree to abide by all guidelines outlined in the Residential Students Rights, Rules and Responsibilities and in the Lakes Region Community College Student Handbook. Please visit [www.lrcc.edu](http://www.lrcc.edu) for the most updated version of these documents.

12. Students requesting housing for the summer semester must be enrolled in a minimum of six (6) credits. Students requesting housing for the fall and spring semesters, must be enrolled in a minimum of twelve (12) credits

### **Payment**

In consideration of an assignment to Lakes Region Community College's Student Apartments 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, and parking fees if applicable, according to the 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 Lakes Region Community College. All 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 unless otherwise approved.

### **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 Lakes Region Community College's vacation periods. Except with permission of the Associate Vice President of Academic and Student Affairs, 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 or academic performance. 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 Lakes Region Community College and enrolled at another College or University are subject to the same terms of agreement, payment, termination, and refund schedule as Lakes Region Community College 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. 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 the student apartments will receive refunds based on established schedules. Refund schedules are published on the LRCC website (<http://www.lrcc.edu/admissions/financial/deferred-refund>).

### Payment/Cancellation/Refund:

Lakes Region Community College will establish housing fees yearly and will announce proposed fees for each academic year. Upon non-payment of any fees or any charges herein provided, Lakes Region Community may refuse to register the student for next semester, issue transcripts, or allow the student to graduate. Lakes Region Community College 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 clean and 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 Lakes Region Community College student apartments must pay a security deposit. Preferences are on a first come first served basis of when the security deposit is received, unless extenuating circumstances exist as deemed by the Campus Life Coordinator.

Semester payment of tuition and fees (less "estimated" financial aid) is due ten (10) days prior to the first day of the semester (<https://www.lrcc.edu/mylrcc/lrcc-business-office/>). Housing assignments are not guaranteed until payment arrangements have been made to pay housing charges in full. The Campus Life Coordinator will notify housing applicants of preliminary housing assignments and the payment deadline each semester.

### 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 balance.
- B. The security deposit is non-refundable if the applicant breaches the terms of this contract. Full refund of deposit can be obtained if the contract is cancelled in writing by July 1 to the start of the student's academic year of the contract for the fall term, and by December 1 for the spring term. Upon move-in, \$50 of the deposit is nonrefundable as the room was scheduled to be prepared for move in. After occupancy of the room has begun, the student will be eligible for \$200 of the deposit be returned if the student does not incur any housing-related charges, damages or fines throughout the academic year.
- C. The 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 Lakes Region Community College 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 or academic reasons.
- F. Request for early termination and refunds of the contract for unforeseen circumstances or reasons outside of the student's control will be reviewed the Financial Appeals Committee. The Financial Appeals form should be submitted in to the Financial Appeals Committee.
- G. Any resident enrolled at another College or University while residing at Lakes Region Community 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 may 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.

*This section is not required if student is over 18 years of age.*

Parent/Guardian: \_\_\_\_\_ Parent Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip code)

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 including all fall, spring and summer terms for housing. 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.

**CCSNH Collection Disclosure Clause**

I understand that I am financially obligated for ALL costs related to housing. Upon dropping 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.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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