



# Welcome to Housing!



**Contract: August 21, 2008 – May 2, 2009**

Please read all of the contract information on both the **front** and **back** of this page, then sign and date the contract. Please retain the carbon copy for your records. When completed, **please mail it back with a \$500 damage/cleaning deposit to: NMC Housing Office, 1701 East Front Street, Traverse City, MI 49686**

(Internal Use Only)
Room Number: _____
Roommate: _____
G.P.A. _____

## PERSONAL INFORMATION

Name:	Student ID:
Address:	Cell Phone:
	Home Phone:
DOB:	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>

## ROOM AND BOARD RATES:

Room Charges, Double Occupancy  
\$4853.00 per academic year:   
(\$2426.50 due at the beginning of each semester)

Room Charges, Single Occupancy (space is limited, not guaranteed)  
\$6717.00 per academic year:   
(\$3358.50 due at the beginning of each semester)

All Residence Hall students <b>MUST</b> choose a Meal Plan (Please Choose)
Option One: \$3700 per academic year <input type="checkbox"/> (\$1850 due and available at the beginning of each semester)
Option Two: \$3000 per academic year <input type="checkbox"/> (\$1500 due and available at the beginning of each semester)
Option Three: \$2400 per academic year <input type="checkbox"/> (\$1200 due and available at the beginning each semester)
Balances transfer from Fall semester to Spring semester ONLY. All meal plans are non-refundable.

**Total due (room and meal plan):** \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Please list any physical or psychological condition or medications (including allergies) that we should be aware of:

\_\_\_\_\_

I hereby agree to the terms and conditions of the Residence Hall Contract at Northwestern Michigan College for the 2008-2009 academic year. I agree to comply with all Residence Hall rules and regulations of Northwestern Michigan College and the Student Rights and Responsibilities. I agree to pay Northwestern Michigan College room and board charges at the rate and payment schedule published in the 2008-2009 Terms and Conditions Contract. **\*Please Note: It is your responsibility to make payment on or before the due date whether or not you receive a bill. Failure to do so may result in the cancellation of your housing contract and forfeiture of your housing deposit.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

## CONTRACT TERMS: I AGREE TO...

**ASSIGNMENTS:** Submission of this contract DOES NOT guarantee accommodations in the residence halls. Contracts will be reviewed by the housing staff and those accepted will be notified by mail. The College does not discriminate on the basis of race, religion, sexual orientation, disability or ethnic background. If a student does not check into the Residence Hall by the first day of classes or make arrangements for late arrival with the Coordinator of Housing and Residence Life, his/her room will be reassigned to another student and he/she may forfeit his/her deposit.

Student room and board charges are based on normal double occupancy; therefore, the Housing Office reserves the right to reassign students who are without roommates should they not find roommates of their own choices. In all cases, the final determination of room assignments rests with the College. Roommate requests will be honored only if space is available. NMC reserves the right to change room assignments if necessary.

**HOUSING ELIGIBILITY:** In order to be eligible for housing, a student must be enrolled in at least 6 credits each semester. If a student fails to remain enrolled, the Housing Office reserves the right to terminate the Contract. The resident, if found not to be enrolled in classes, will be charged \$50.00 per day room rental charge dated back to the time of disenrollment and will be removed from the residence halls.

**GRADE POINT AVERAGE (G.P.A.):** Students who live in the residence halls are required to maintain a minimum of a 2.0 G.P.A. per semester. If a student is accepted into housing with below a 2.0 G.P.A. or falls below at any time, he/she will be required to meet with a member of the Student Housing Success Team and follow their instructions. Students who fail to meet with and/or fail to follow the instructions of the Student Housing Success Team could be removed from the residence halls with all costs accrued and outlined in the contract remaining.

**HOUSING DEPOSIT:** The \$500.00 housing deposit is a \$450.00 contract and damage deposit and a \$50.00 cleaning deposit. The \$450.00 is payment for damages that occur in the room or in the hall during the course of the school year. The \$500.00 deposit shall act as a premature termination fee if the contract is terminated after the cancellation dates.

**CANCELLATION OF HOUSING RESERVATION:** Students who have paid the housing deposit and decide to reside off-campus while taking classes must notify the Housing Office IN WRITING by the following dates:

Fall Semester applicants: July 11, 2008

Spring Semester applicants: November 14, 2008

Deposits are fully refundable up to, but not including, these dates should a student cancel the contract. Failure to notify of a cancellation, in writing to the Housing Office, by the dates given above will result in forfeiture of the \$500.00 housing deposit and termination of the contract by the College. The housing deposit shall also apply against any cost of repair for damage to the premises, but shall not limit the right of the College to recover the actual cost of repairs.

**PERIOD OF CONTRACT:** The residence hall contract is for the entire 2008-2009 academic year commencing on the date of housing acceptance and ending on the last day of the 2008 Spring Semester.

**TERMINATION OF CONTRACT BY THE COLLEGE:** The College may terminate this contract and/or take possession of the room at any time for violation of any of the regulations of the College, the Student Rights and Responsibilities, for health reasons, maintenance reasons, or if the student is delinquent on payment. **Students still enrolled at Northwestern Michigan College at the time of contract termination will continue to be responsible for the total Room and Board fee for the contract period.**

## REFUND SCHEDULE:

Cancellation during first week of classes

Refund 75% room charges

No meal plan refund

Cancellation during second week of classes

Refund 50% room charges

No meal plan refund

Cancellation during third week of classes

Refund 25% room charges

No meal plan refund

No refunds will be issued after the third week of classes.

**ROOM OCCUPANCY:** Rooms may be occupied each semester from the beginning of the semester until the end of final examinations (except Thanksgiving Break, Semester Break, and Spring Break). The halls are closed between semesters, at Thanksgiving, and at Spring Break, although personal belongings may be left in the student's room. Accommodations between semesters and break periods are available under a separate contract (with stipulations) at an additional cost.

**REGULATION:** The College reserves the right to make other rules and regulations from time to time as deemed necessary and proper for the safety, care and cleanliness of the premises, and for securing the comfort and welfare of all occupants, and to make such rules and regulations a part of this contract, providing the College gives 7 days notice thereof.

**MAINTENANCE:** The student agrees not to remove College property. The student agrees not to duplicate any College issued keys. Lost Keys should be reported to the Coordinator of Housing and Residence Life. If the missing keys are not found, the lock will be changed and the student will be held financially responsible for the replacement of the lock and new keys.

**RATES:** The student agrees to pay Northwestern Michigan College at the Cashiers Office the established rates for room and board. If the student does not make full payment for each semester at the beginning of the semester, he/she is responsible to make payments by the Installment Plan according to the schedule. Failure to make payments on time may result in the cancellation of your housing contract and forfeiture of your deposit. All housing payments are to be made to the Cashiers Office. **RATES ARE SUBJECT TO CHANGE AT THE DISCRETION OF THE BOARD OF TRUSTEES.** The College reserves the right to make deductions from the student's financial aid awards to pay the full semester housing rate at the beginning of each semester.

**LIABILITY:** Northwestern Michigan College is not liable for the loss of money or valuables to any person, or for the loss of, or the damage to, any resident's property or for personal injury sustained on the premises. The College encourages residents to consider contracting their own insurance carrier for coverage.