

**KING'S COLLEGE  
OFFICE OF RESIDENCE LIFE  
CONTRACT FOR STUDENT HOUSING**

*Please read and understand before signing.*

This contract is between King's College and \_\_\_\_\_  
Print Student's Name

Terms of this Contract: August 23, 2007 to May 10, 2008 (new students)

Terms of this Contract: August 05, 2007 to May 10, 2008 (returning students)

I agree to the following terms and conditions:

1. To pay room and board by the date of registration and in accordance with the schedule of fees established by the College for the full term of this contract.
2. Rooms in the student residence halls are rented for the academic year and there is no refund of room charges in case of withdrawal after classes have commenced.
3. To deposit \$200.00 with the Office of Residence Life (with my student housing contract) as a guarantee against room and floor damage. I understand that the damage deposit will be retained during the term of my residency. Should there be any damage charges during my stay, they will be assessed against my damage deposit. Should this deposit fall below an acceptable level (\$50.00) during my residency, an additional deposit will be required. At the conclusion of my housing contract, if I have no outstanding balance on my student account, the balance of my damage deposit will be refunded to me within a specified period of time.
4. To assume the responsibility for the care and use of the room assigned to me and its furnishings and to observe all rules and regulations contained in the Student Handbook as well as those posted by the College concerning upkeep of the halls, which are by reference incorporated into and made part of this contract.
5. To vacate my room by the designated 6:00 or 9:00 PM during the semester breaks and official college holidays when the residence halls will be closed. The College holidays are Thanksgiving, Christmas, Easter, Semester Recess and the break between semesters. Furthermore, to vacate my room within 24 hours after my last final examination in December and in May or, if I am a graduating senior, to vacate my room by 6:00 p.m. on Commencement Day. I understand that I may not move in or return to my residence hall room prior to noon the day prior to classes commencing at the end of a break period.
6. To make relevant college regulations known to all non-resident visitors and guests and to accept reasonable responsibility for their conduct.
7. The College is not held responsible for the damage or loss of students' or other person's property due to vandalism, theft, fire, damages or other causes.
8. The College will not be held liable for damage to personal property for the discharging of a sprinkler head whether due to activation for fire, vandalism, or malfunction. The College recommends that all residents obtain personal property insurance.
9. The College shall provide linen service for students residing on campus in college residence halls.
10. The College reserves the right to enter the leased premises at a reasonable time to inspect, repair, examine, or make necessary alterations; or inspect for possible violations of policies, procedures, rules, or regulations and for health reasons.

11. The College will assess the Damage Deposit of the residents of those areas where there is extensive vandalism in any particular section or floor of the residence hall to compensate for the amount of damage when individuals responsible cannot be identified.
12. The College reserves to itself the right to terminate this contract at any time when in its judgment a student has violated the terms of this contract.

### **HOUSING REGULATIONS:**

- A. Sales solicitation by residents or others without the approval of the Office of Residence Life is strictly forbidden. Structural modification to its furniture in the room or the building by the student is not permitted. Birds, cats, dogs or other pets of any nature, with the exception of a small fish aquarium, are strictly forbidden within the residence halls. Tapping and/or any alteration to the TV Cable System or telephone system is prohibited. Cable connections, including connectors and wires, that are not in the room/apartment at check out will result in the residents being assessed. Tampering with safety equipment, Ethernet, sprinkler system, phone or cable service is forbidden.
- B. Students must assume responsibility in the residence halls for a quiet study atmosphere in the use of TV's, radios or any sound or music amplification equipment so as not to disturb others through the day or night. Disregard of this regulation will be cause for the equipment to be barred from use and/or removed from the resident's room. Violations of this regulation will be sufficient grounds of the termination of this contract.
- C. Students may not change rooms during the first two weeks of the semester. Beginning the third week, room changes may be made with the approval of the Office of Residence Life. Changes may only be made through the Office of Residence Life. Un approved changes will result in a \$25.00 fine and the student may be moved back to their original space.
- D. Students are required to limit their use of electrical appliances to the following: stereo equipment, small TV, clock, hair dryer, small fans, refrigerators no larger than 5.0 cubic feet, microwave ovens no more than 900 watts, popcorn poppers and coffee makers with enclosed heating elements and automatic shutoffs may be used if UL approved. A fused power strip must be used to plug in multiple appliances. No octopus adapters or household extension cords are permitted for use in the residence halls. Air conditioners (window, room, or any other model) are prohibited in the residence halls.
- E. The College will make every effort to satisfy and respect the applicant's residence preference, but, it reserves the right to make adjustments as deemed necessary. Therefore, the College reserves the right to make all final decisions about residence assignments.

### **MEAL PLANS**

- A. All resident students **must** participate in either the 15 meal, 15 meal plus, 19 meal, or the Constant Pass Plus meal plan.

### **CANCELLATION OF CONTRACT**

Housing contracts are for the entire academic year. Contracts cancelled up to July 1, 2007 will result in the loss of your damage deposit (\$200.00). Residents who cancel their annual housing contracts between July 1, 2007 and August 3, 2007 will pay cancellation penalty of **15% of the annual room rate plus loss of the damage deposit (\$200.00).**

Housing contracts cancelled for the second semester must be done by November 15, 2007 and will result in a cancellation penalty of \$200.00. Cancellations after that date will result in payment of a cancellation penalty of \$200.00 plus 15% of the second semester room rate.

**Resident students may not cancel their housing contracts after the start of class.** Cancellation of the contract after the start of classes will result in an assessment of the semester room and board amounts. First year students and sophomores may not cancel their housing contracts. **First year and sophomore students are required to live on campus.**

Students will be exempted from the cancellation penalty in certain conditions. In these conditions, the balance of the damage housing deposit will be forfeited. These conditions are:

1. Seniors canceling for the second semester due to December graduation.
2. Students withdrawing or transferring from the College.
3. Students suspended or expelled by the College due to academic or disciplinary reasons.
4. Students moving from the residence hall to college owned apartment housing.
5. When, in the view of the Office of Residence Life, a student's cancellation is a special condition, such as medical or psychological.

By signing this Contract Form, the student agrees to respect and adhere to all policies and procedures pertaining to college housing as outlined above and any other college publications pertaining to campus housing which are made a part of this agreement by reference. If the student is found to be in violation of any other college policies, as specified in the aforementioned publications, the College then reserves the right to change the student's room assignment or to consider the contract terminated.

Date: \_\_\_\_\_

KING'S COLLEGE

\_\_\_\_\_  
Signature of Student

By \_\_\_\_\_  
Office of Residence Life

\_\_\_\_\_  
Signature of Parent or Guardian (only if student is under 18)

**PLEASE RETURN THE SIGNED CONTRACT TO THE RESIDENCE LIFE OFFICE**

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**KING'S COLLEGE**  
**Office of Residence Life**  
**HOUSING REGISTRATION FORM**

ID# \_\_\_\_\_

**HOUSING REGISTRATION FORM**

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_ Zip Code: \_\_\_\_\_

Parent or Guardian: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Birthdate: \_\_\_\_\_

**Room Accomodation:**

\_\_\_\_\_ Double\* Roommate preference (name) \_\_\_\_\_

\_\_\_\_\_ Single\* (upperclass residents only – a single room request must be submitted)

**Residence Hall:**

\_\_\_ Holy Cross Hall (male) \_\_\_\_\_ Esseff Hall (female) \_\_\_\_\_ Luksic Hall (upperclass residents)

**Meal Plan Selection:**

\_\_\_ Full Meal Plan\* (19 meal plan – 7 days per week)

\_\_\_ Weekday Meal Plan\* (15 meal plan – no weekend meals)

\_\_\_ Weekday Meal Plan\* (15 meal plan plus)

\_\_\_ Constant Pass Plus Meal Plan

**King's College**  
**Office of Residence Life**  
**Wilkes-Barre, PA 18711-0801**  
**Telephone: (570) 208-5856**

**Resident Student Room Assignment and Application Form**  
**To Be Completed By The Student**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Are you: female \_\_\_\_\_ male \_\_\_\_\_

**A Note About Roommate Assignments**

Roommate assignments are completed based on several factors, the first being the date the completed contract packet and deposit is received in the Office of Residence Life and then the specific information on this application form. The most important information for roommate matches appears first on the form. Roommates will not match on all items on the roommate form. Applications received after the deadline will be assigned a roommate based on space available. Roommate matches are made based on the information provided and available students needing to be matched at that time.

1. Do you have a roommate preference? If so, who? \_\_\_\_\_  
*Please note: Both roommates must make the request in writing to be matched together.*

2. I am a new first year student. \_\_\_\_\_  
I am a transfer student from another college. \_\_\_\_\_  
I am a returning student. \_\_\_\_\_

3. **Tobacco / Smoking:** The use of tobacco products is not permitted in the residence halls.

|   |     |    |
|---|-----|----|
| Do you smoke?   | Yes | No |
| Do you care if your roommate smokes?                      | Yes | No |
| Do you use smokeless tobacco?                             | Yes | No |
| Do you care if your roommate uses smokeless tobacco, etc? | Yes | No |

**Please complete all the information on the reverse side**

**4. Intercollegiate Athletics:**

Do you intend to participate in Intercollegiate Athletics?                      Yes                      No

If so, which teams? \_\_\_\_\_

Do you want to live with another student on your team?                      Yes                      No

Do you prefer not to be assigned with another athlete  
from your intercollegiate sport team?                      Yes                      No

**5. Academics:** What is your intended academic major? \_\_\_\_\_

Do you want to live with someone of the same or similar major?    Yes                      No

In what environment do you prefer to study:

|                  |               |               |                 |
|------------------|---------------|---------------|-----------------|
| <u>Location:</u> | Room _____    | <u>Noise:</u> | Silence _____   |
|                  | Library _____ |               | Stereo on _____ |
|                  | Lounge _____  |               | TV on _____     |

If you have an 8:00 a.m. or 9:00 a.m. class,  
What time would you prefer to being asleep? \_\_\_\_\_

**6. Lifestyle:**

What type of music do you enjoy? \_\_\_\_\_

Are you:

A. Outgoing and boisterous: \_\_\_\_\_ Quiet and reserved: \_\_\_\_\_ In between: \_\_\_\_\_  
B. Neat: \_\_\_\_\_ Sloppy: \_\_\_\_\_ In between: \_\_\_\_\_

Do you like your room...    Warm and toasty: \_\_\_\_\_    Cold and brisk: \_\_\_\_\_

What are your interests and hobbies? \_\_\_\_\_  
\_\_\_\_\_

7. What else could you tell us to help match you with a compatible roommate? \_\_\_\_\_  
\_\_\_\_\_

8. Do you have any special needs in regard to your residence hall assignment? \_\_\_\_\_  
\_\_\_\_\_

**Single Rooms:** Single rooms are given to students based on seniority by class year and then by date of single room request form. There are a limited number of single rooms available. Application should be made to the Assistant Director of Residence Life. The single room request form must be made in addition to the housing contract packet. Single rooms are not guaranteed. When possible single room requests will be granted both at the beginning of the fall and spring semesters. The Office of Residence Life strongly encourages all first year students to have a roommate. There is an additional fee for single rooms. Students with specific documented medical needs that prevents them from having a roommate will receive special consideration for a single room.

King's College  
Office of Residence Life

Rm # \_\_\_\_\_  
(Office use only)

**Emergency Contact Information**

Student's Name: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone Number: ( ) \_\_\_\_\_

Contact in Case of Emergency: \_\_\_\_\_

Emergency Contact Phone Number: ( ) \_\_\_\_\_ Cell: ( ) \_\_\_\_\_

Family Physician Name: \_\_\_\_\_

Family Physician Phone Number: ( ) \_\_\_\_\_

Please List Allergies: \_\_\_\_\_

Please List Other Medical Conditions: \_\_\_\_\_

Do You Use Prescription Drugs? No \_\_\_ Yes \_\_\_ If yes, please specify: \_\_\_\_\_

Please provide other information that the residence life staff should be aware of pertaining to  
medical or mental health? \_\_\_\_\_

\_\_\_\_\_