

NHTI HOUSING APPLICATION

This form must be accompanied by a \$300 housing deposit.

Applicant Information

Name:				
NHTI ID/SSN:		Date of Birth:		
Address:				
City:		State:	Zip Code:	
Gender: M	F	Semester (circle one): Fall	Spring	Year:
Are you: ¹ <input type="checkbox"/> new to NHTI <input type="checkbox"/> returning <input type="checkbox"/> transfer ² <input type="checkbox"/> over 21				
Home Phone:		Student Cell Phone:		

Housing Preferences

Hall Preference ³ <input type="checkbox"/> North Hall <input type="checkbox"/> South Hall <input type="checkbox"/> Strout Hall <input type="checkbox"/> No preference
Roommate Request, if applicable: ⁴
Require Special Accommodation (please share specifics)? ⁵
Student Email Address:

Emergency Contact

Name:			
Address:			
City:	State:	ZIP Code:	Phone:
Relationship:			

About You

Are you (check one from each item):			
⁶ I am:	<input type="checkbox"/> a smoker	<input type="checkbox"/> a non-smoker	<input type="checkbox"/> can live with a smoker
⁷ I like to study:	<input type="checkbox"/> in silence	<input type="checkbox"/> with some background noise	<input type="checkbox"/> can study in any environment
⁸ I go to sleep:	<input type="checkbox"/> before 10pm	<input type="checkbox"/> between 10pm-12am	<input type="checkbox"/> after 12am <input type="checkbox"/> stay up all night
⁹ I get up:	<input type="checkbox"/> before 8 am	<input type="checkbox"/> between 8am-10am	<input type="checkbox"/> afternoon <input type="checkbox"/> sleep all day
¹⁰ I like:	<input type="checkbox"/> guests to visit often	<input type="checkbox"/> guests visit occasionally	<input type="checkbox"/> don't like guests in room
¹¹ I like my room:	<input type="checkbox"/> neat, items put away	<input type="checkbox"/> cluttered, items laying around	<input type="checkbox"/> messy, stuff
¹² I:	<input type="checkbox"/> want to live on quiet floor	<input type="checkbox"/> am quiet but don't want quiet floor	<input type="checkbox"/> am not quiet

Meal Plan Request

I would prefer: <input type="checkbox"/> 15 meal/week plan <input type="checkbox"/> 19 meal/week plan

- The 19 Meal Plan consists of three meals Monday through Friday with brunch and dinner on Saturday and Sunday.
- The 15 Meal Plan consists of 15 meals that can be chosen from any of the 19 meals offered a week.
- Both plans contain \$100 Flex Dollars that are added to your ID card. Flex Dollars can be used as cash at the Bistro and Capital Commons Cafeteria. Additional money may be added to your card by contacting the Food Service Director in Little Hall at 603-224-3111.

*Revised 1/12

Priority Housing Assignment

If more applications are received than we have space as of the June 1st deadline, students with the later deposit dates will be placed on a waiting list. For students on the waiting list, housing will be assigned based on the following criteria:

1. Current space available.
2. Completion of the housing form, contract and housing deposit.
3. Consideration based on the date of processing by the Bursar's office alternating with applicants who live furthest away.

Directory Information

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

Room Reservation-Damage Deposit/Health Forms

If you are interested in living on campus, it is very important that you return this form and your Residence Hall Contract with your \$300 housing deposit to the Bursar's Office. The \$300 housing deposit is broken into a \$200 room reservation deposit and a \$100 damage deposit. The deposit is refundable if written cancellation from the student is received by The Director of Residence Life by the end of the last business day before the student takes occupancy of the assigned room.

After the student has taken occupancy of the assigned room, the Residence Hall refund schedule applies. If you choose to accept the housing assignment, the \$200 room reservation deposit will be credited toward the student's room charges once the student takes occupancy of the room. The \$100 Damage deposit will be held to cover any residence hall damage/housing fines the student may accrue throughout the academic year.

You will not be considered for space until you return the required housing forms and deposit.

Health forms must be submitted to Health Services prior to taking occupancy of your room. (www.nhti.edu/campuslife/nhtihealthform.pdf). Housing Assignments will be mailed to registered students beginning in mid-July.

If you have questions regarding on-campus housing or this form, call the Residence Life Office at (603) 271-6984 or email NHTIHousing@ccsnh.edu.

BURSAR OFFICE USE ONLY

Date of Deposit: _____.

Initials: _____.

NHTI RESIDENCE HALL CONTRACT

Assignment to a room in a NHTI Residence Hall is open to any student enrolled for six or more credits for the academic semester. All students living in the residence halls are required to purchase a meal plan for the cafeteria. Room rate is governed by Community College System of New Hampshire Board of Trustees and may change. Board rate is also subject to change.

All students are encouraged to complete and submit the housing application, contract and deposit immediately upon being accepted to NHTI. All students that have completed the housing application, contract, and made a deposit will be considered based on the date of processing by the Bursar's Office. Assignment to specific residence hall rooms will be made in the order in which applications and deposits for accommodations are received. Housing Assignment letters will be sent to the student beginning in mid-July. All students that have completed the housing form, contract and made a deposit will be offered space during the semester as soon as space is available.

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, unless excused by NHTI, 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 NHTI, the student shall be held responsible for the residence charge based on the refund housing policy (See Section 2 under REFUNDS).

NHTI 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 unless otherwise indicated on the academic calendar. The room charge is based on normal room occupancy; therefore NHTI 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.

Students are expected to provide their own study lamps (no halogen lamps), pillows, bedspreads, blankets, throw rugs, trash containers and linens. A list of further acceptable items, non-permitted items, and provided furniture can be found on the NHTI website (<http://www.nhti.edu/campuslife/reslifefacilities.html>) or by contacting the Residence Life Office.

A meal plan is issued at the beginning of each academic semester. Residence Halls and the cafeteria are closed during holiday periods and as indicated on the academic calendar. Students are not allowed to live in the Residence Halls during these periods.

A student's bill for the semester must be paid before a student is permitted to move into a residence hall. In the event of a credit balance on the student's account, the reimbursement will be made directly to the student.

No student is to use or permit his or her room for any commercial purpose. The sale of goods or services will be permitted only upon the written approval of the Vice President of Student Affairs. No permit will be granted to a person not registered as a student.

If belongings remain in the room after a student has vacated, NHTI reserves the right to dispose of such belongings.

NHTI assumes no responsibility for the loss or damage to a resident's personal property. NHTI suggests that students consider purchasing insurance to cover loss or to extend parent's insurance for this purpose.

NHTI reserves the right to use public areas of the Residence Hall for any purpose deemed necessary.

PAYMENT

In consideration of an assignment to a room in a NHTI Residence Hall for the full indicated academic year, from the first day of occupancy to the last day of the student's final examinations when the Residence Halls are open, and in consideration of the meal plan, the student agrees to pay an amount set by the college, when this figure is available, for a resident room, including meals and the Residence Hall activity fee, according to NHTI schedule for payment.

The student agreed to take said resident room and board for their own use in accordance with this contract and with the established rules and regulations of NHTI.

All residents of the halls must vacate their rooms 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 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 NHTI vacation periods. Except with permission of the Director of Residence Life, all housing services, including access to

the room, begin on the designated Residence Hall opening day and end by 5:00pm after a student's last final exam or cancellation of the agreement. Graduation, official withdrawal from NHTI, academic dismissal or suspension from NHTI, 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 NHTI and enrolled at another College or University are subject to the same terms of agreement, payment, termination, and refund schedule as NHTI students.

REFUNDS

Students who officially withdraw from NHTI housing will receive refunds based on established schedules. Refund schedules are published on the NHTI website (<http://www.nhti.edu/bursar/refundpolicies.html>).

1. **Payment/Cancellation/Refund:** NHTI 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, NHTI may refuse to register the student for next semester, issue transcripts, or allow the student to graduate. In order to ensure that accommodations are available to students wishing to live on campus, NHTI 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 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 NHTI housing must pay a housing deposit. Semester payment is due when indicated on the bill. Semester payment (less "estimated" financial aid – see Payment of Tuition and Fees policy) is due three weeks prior to the first day of the semester. (<http://www.nhti.edu/bursar/paymentinfo.html>).

2. **Residence Hall 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 NHTI balance.
- B. The deposit is refundable if a written cancellation from the student is received by the Director of Residence Life by the end of the last business day before the student takes occupancy of the assigned room. After the student has taken occupancy of the assigned room, the Residence Hall Refund Schedule applies.
- 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 is cancelled for any of the reasons in the Terms of Agreement, the student receives a 80% refund of the semester's housing fee.
- D. Cancellation for any of the reasons in the Terms of Agreement or by mutual consent after Friday of the second week of classes and before the fifth week, as designated by the academic calendar, will result in a 50% refund of the semester's housing fee.
- E. Cancellation for any of the reasons in the Terms Agreement or by mutual consent up to the tenth week of classes, as designated by the academic calendar, will result in a 25% refund of the housing fee.
- F. Cancellation for any of the reasons in the Terms of Agreement or by mutual consent after the tenth week of classes, as designated the academic calendar, will result in no refund of the housing fee.
- G. There are no refunds if a student is dismissed or suspended for student conduct violations.
- H. If a student requests early termination of the housing contract at the end of the Fall semester, the request will be considered only if received in writing by the Director of Residence Life before the second Friday of January. Early termination is subject to the Terms of Agreement and Residence Hall Refund Schedule.
- I. If the student is not enrolled at NHTI for the Spring semester and requests termination of the housing contract by the second Friday of January, the student will be released from the Agreement and not responsible for Spring semester charges.
- J. If the resident is enrolled at another College or University for the Spring semester while residing at NHTI, they will be subject to refunds based on the Refund Schedule (see above).

BOARD

Board fees that are prorated for the remainder of the semester may be refunded when a resident student officially withdraws from housing. The fees will be computed on a weekly basis from the first day of the week following withdrawal.

NHTI may terminate this agreement and take possession of the room at any time for violation of the Terms of Agreement stated herein, for health reasons, possession of illegal drugs, or other explicitly stated reasons deemed sufficient by NHTI.

DAMAGES

Damages to the residence hall will result in an assessment to the individual or group responsible, based on the actual cost 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 the common areas will result in a fine to the hall, group, or individual responsible.

CCSNH Collection Disclosure Clause:

I understand that I am financially obligated for ALL costs related to housing. Upon a drop below 6 credits, suspension, or withdrawal, I understand that I will be responsible for all charges as noted in the student catalog and 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 understand that I will be responsible for the costs of the outside collection agency, any legal fees, and any bounced check fees, which will add significant costs to my account balance.

Please complete the following (please print):

Name: _____ NHTI ID/SSN #: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Student Phone: _____ Date of Birth: _____ Email: _____

Parent/Guardian: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Parent/Guardian Phone: _____

I understand that this contract is binding for the full academic year. I agree to pay the announced contract rate. I further agree to abide by the terms and conditions of this contract, the Residence Hall Policy 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)

PLEASE COMPLETE THIS APPLICATION AND CONTRACT AND RETURN WITH DEPOSIT TO:

**Bursar's Office
NHTI
31 College Drive
Concord, NH 03301-7412**



NHTI Housing Office Use Only

Residence Hall _____

Room # _____

