

NHTI HOUSING APPLICATION

Applicant Information

Name:

NHTI ID/SSN:

Date of Birth:

Address:

City:

State:

Gender: Male Female

ZIP Code:

Semester (circle one):

Fall Spring

Year:

Are you: ¹ new to NHTI returning transfer ² over 21

Home Phone:

Student Cell Phone:

Housing Preferences

Hall Preference ³ North Hall South Hall Strout Hall No preference

Roommate Request, if applicable: ⁴

Require Special Accommodation (please share specifics)? ⁵

Student Email Address:

Emergency Contact

Name of a person to contact in case of emergency:

Address:

City:

State:

ZIP Code:

Phone:

Relationship:

About You

Are you (check one from each item):

⁶ I am: a smoker a non-smoker can live with a smoker

⁷ I like to study: in silence with some background noise can study in any environment

⁸ I go to sleep: before 10pm between 10pm-12am after 12am stay up all night

⁹ I get up: before 8 am between 8am-10am afternoon sleep all day

¹⁰ I like: guests to visit often guests visit occasionally don't like guests in room

¹¹ I like my room: neat, items put away cluttered, items laying around messy, stuff everywhere

¹² I: want to live on quiet floor am quiet but don't want quiet floor am not quiet

Meal Plan Request

I would prefer: 15 meal/week plan 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.

- The cost of the 19 Meal Plan is \$1438 per semester.
- The cost of the 15 Meal Plan is \$1323 per semester.

Priority Housing Assignment

If more applications are received than we have space as of the June 1st deadline, students who live within a 30 mile radius of NHTI will be placed on a waiting list. After June 1st, if space remains, housing will be assigned based on the following criteria:

1. Completion of the housing form, contract and housing deposit
2. Consideration based on the date of processing by the Bursar's office alternating with applicants who live furthest away.
3. Current space available.
4. Applicants who apply once all space is filled will be placed on a waiting list and processed according to the priority stated in #2.

Release of 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 unless notified in writing.

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 room deposit to the Bursar's Office. 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 deposit will be credited toward the student's room charges, once the student takes occupancy of the room. 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. Housing arrangements will be mailed to accepted students beginning in mid-July.

If you have questions regarding 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 quarters in a NHTI Residence Hall is open to any student enrolled for six or more credits for the academic semester. All students living in residence halls are required to purchase a food permit for the cafeteria. Room rate is governed by Legislative action and may change. Board rate is also subject to change.

All students are encouraged to complete and submit the request for housing form, contract and deposit immediately upon being accepted. All students that have completed the housing form, 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. Notification of Housing room assignments will be mailed to the student the first week of August. 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 refund housing policy.

NHTI reserves the right to assign and reassign any student during the length of contract. Assigned rooms may not be occupied prior to the day of the resident's academic registration for each semester. 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, fireproof trash containers and linens. A list of further acceptable and non-permitted items can be found on the NHTI website or contacting the Residence Life Office.

A food permit is issued at the beginning of each academic semester. Residence Halls and the cafeteria are closed during holiday periods and as indicated on the Residence Life 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 to be used 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.

REFUNDS: Students who officially withdraw from NHTI will receive refunds based on established schedules. Refund schedules are published on the NHTI website.

ROOM RENT

1. **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 Residence Life Director, housing services including access to the room begin on the designated Residence Hall opening day and end by 7:00pm 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 constitutes 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 in cancellation of the agreement and charges assessed based on the refund schedule. Students residing at NHTI and enrolled at another college are subject to the same terms of agreement, payment, termination, and refund schedule as NHTI students.
2. **Payment/Cancellation/Refund-Housing.** NHTI will establish housing fees yearly and will announce these proposed fees for each academic year. Upon nonpayment of any fees or any charges herein provided, NHTI may refuse to register the student for next semester, issue transcript, or allow the student to be graduated. In order to ensure that accommodations are available to students wishing to live on campus, NHTI will refund to the student his/her housing fee at the following rates. 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 Fess policy) is due three weeks prior to the first day of the semester.
3. **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 charge.
- 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 a room, the residence hall refund schedule applies.
- C. If by Friday of the first week of classes as designated by Residence Hall opening day for any housing session the student fails to occupy the assigned room, or cancels the agreement by mutual consent, or for any of the reasons in the Terms of Agreement is canceled, 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 first week of classes as designated by Residence Hall opening day and before the fifth week after the opening day will result in a 50% refund of the semester's housing fee.
- E. Cancellation of the Agreement for any of the reasons in the Terms Agreement, or by mutual consent up to the tenth week after designated Residence Hall opening day will result in 25% refund of the housing fee.
- F. Cancellation of the Agreement for any of the reasons in the Terms of Agreement, or by mutual consent after the tenth week after designated residence Hall opening day will result in no refund of the housing fee.

- G. 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 charge.
- H. There are no refunds if a student is dismissed or suspended for student conduct violations.
- I. 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 Residence Life Department before the second Friday of January and is subject to the Terms of Agreement and Residence Hall Refund Schedule.
- J. 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.
- K. 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 3A of the refund schedule.

Semester II Residence Hall Refund Schedule

- A. If a student signed a full academic year housing contract, request for early termination of this agreement at the end of Fall Semester can be considered only if received in writing by the Residence Life Department before the second Friday of January subject to the Terms of Agreement and Residence Hall Refund Schedule.
- B. If the student is not enrolled at NHTI for the Spring Semester, and requested 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.
- C. 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 III:A (above) of the refund

BOARD

Board fees prorated for the remainder of the semester may be refunded when a resident student officially withdraws from NHTI, provided the student returns the food permit to the Residence Life Office. 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 and conditions stated herein, for health reasons, possession of illegal drugs, or other explicitly stated reasons deemed sufficient by NHTI.

In consideration of my assignments to quarters in a NHTI Residence Hall for the full academic year **2011-2012**, from the first day of occupancy to the last day of my final examinations when the Residence Halls are open, and in consideration of the meal plan: I agree to pay an amount set by the state legislative governing authority when this figure is available, for a multiple room or for a single room, including meals and residence hall activity fee, according to NHTI schedule for payment.

I agree to take said quarters and board for my own use in accordance with this contract and with the established rules and regulations of NHTI.

I understand that residence hall contracts are made for the academic year and that I will be held responsible for residence hall charges for the academic year, except if I am academically suspended or dismissed from NHTI, or if I

intend to fulfill my degree or certificate requirements at the end of the fall semester and return a written statement to that effect with this contract.

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 by the last day of the academic year.

CCSNH Collection Disclosure Clause:

In consideration of my assignment in a NHTI Residence Hall from the first day of occupancy to the last day of my final examinations when the Residence Halls are open, and in consideration of a meal plan when Residence halls are open; I agree to pay amount set by the Community College System of New Hampshire Board of Trustees when this figure is available, for multiple room or for a single room, including meals and Residence Hall activity fee, according to the NHTI schedule for payment.

I am financially obligated for ALL costs related to housing. Upon a drop, 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, and legal fees, and any bounced check fees, which will add significant costs to my account balance.

Academic Year **2011-2012** (please print)

Name: _____ Soc. Security #: _____

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 2011-2012 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: _____

PLEASE FILL IN THIS APPLICATION AND CONTRACT AND RETURN TO:

Bursar's Office

NHTI

31 College Drive

Concord, NH 03301-7412



NHTI Housing Office Use Only

Residence Hall _____

Room # _____

