

MEAL PLAN OPTION

The 14 Meal Plan consists of three meals Monday through Thursday with Breakfast and Lunch on Friday. (The 19 Meal Plan consists of three meals, Monday through Friday with Brunch and Dinner on Saturday and Sunday.)

The cost of the 19 Meal Plan is **\$1265** per semester.

The cost of the 15 Meal Plan is **\$1165** per semester.

Anyone that does not request the 14 Meal Plan will be placed on the 19 Meal Plan. If you have any questions about the meal plans please contact the Residence Life Office at (603) 271-6984 or the Housing Office at (603)271-6379.

Yes I am interested in participating in the 14 Meal Plan Option.

* Prices reflect **2008/2009** Academic year rates; they are approximate and subject to revision by **July 1st, 2009**.

Priority Housing Assignment

Due to increase enrollments, NHTI assigns housing based on priority. Applications received before June 1st from students who live within a 30 mile radius (the 30 mile radius is based on the zip code of the students address) of NHTI will not be considered for housing at NHTI, until June 1st. After June 1st priority housing will conclude and all Housing Applications from prospective resident students will be assigned based on the following criteria:

1. Completion of the housing form, contract and a deposit
2. Consideration based on the date of processing by the Bursar's office.
3. Current space available in the halls.

*Priority Housing Assignments does not apply to those returning resident students who participate in the **Spring 2006 Room Draw**. Please refer to the Residence Life Procedures Manual to see the qualifications to participate in Room Draw.*

Release of Information:

The NHTI considers the following to be Directory Information: Student's name, address 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 \$300.00 room deposit to the Residence Life Office by **June 1st, 2009**. The deposit is refundable if a written cancellation is received by the Director of Residence Life before the student is notified that placement has been guaranteed or a room has been assigned to the student. After the student has been placed or assigned a room, the Residence Hall refund schedule applies. If you chose 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, health form, and deposit. **Housing assignments will be mailed to accepted resident students the first week of August.**

If you have any questions regarding campus housing or this form, call the Residence Life Office at (603) 271-6984, the Housing Office at (603) 271-6379 or NHTIHousing@ccsnh.edu.

Bursar Office Use Only

Date of Deposit _____

Initials _____

NHTI
CONCORD, NEW HAMPSHIRE

RESIDENCE HALL CONTRACT
ACADEMIC YEAR 2009-2010

Assignment to quarters in a NHTI, Concord's Community College 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 the Institute, 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, the Institute 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. The schedules are:

ROOM RENT

1. **Terms of Agreement.** This agreement is for a period of (a) once 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.
3. **Residence Hall Refund Schedule.**
 - A. **Provisions**
 1. The deposit is refundable if a written cancellation is received by the Director of Residence Life before the student is notified that placement has been guaranteed or a room has been assigned to the student. After the student has been placed or assigned a room, the deposit is non-refundable.
 2. 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.
 3. 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.
 4. 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.
 5. 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.
 6. Students who "Check In" or move into a Residence Hall, move out without consent of the Residence Life Department, and do not withdraw from NHTI, are charged the full housing fee.
 7. 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.

8. There are no refunds if a student is dismissed or suspended for student conduct violations.
9. 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.
10. 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.
11. 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.

B. Summer Session Residence Hall Refund schedule

1. Request for early termination of this agreement before the start of the Summer session can be considered only if received in writing by the Residence Life Department before the Friday of the start of the summer session.
2. If by Friday of the first week of classes the student fails to occupy the assigned room or cancels the agreement by mutual consent for any of the reasons in the terms of agreement, the agreement is cancelled and the student receives an 80% refund of the Summer sessions housing fee.
3. Cancellation for any of the reasons in Terms of Agreement or mutual consent after the Friday of the first week will result in no refund of the housing fees.

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.

The Institute 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 an NHTI Residence Hall for the full academic year **2009-2010**, 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 the Institute, 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.

NHCTC Collection Disclosure Clause:

In consideration of my assignments to quarters 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 New Hampshire Technical College System 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, under RSA 6:11, which will add significant costs to my account balance.

Academic Year 2009-2010 (please print)

Name: _____ Soc. Security #: _____
 Home Address: _____
 City: _____ State: _____ Zip: _____
 Home Phone: _____ Date of Birth: _____ Email: _____
 Parent/Guardian: _____
 Home Address: _____

I understand that this contract is binding for the 2009-2010 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's Signature: _____ Date: _____
(if student is under 18 years of age)

Director of Residence Life

**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 # _____

