

UNIVERSITY OF MAINE AT MACHIAS
DEPARTMENT OF RESIDENCE LIFE
RESIDENCE HALL APPLICATION & CONTRACT FOR HOUSING – 2011-2012

1. **Residence Requirement:** Living on campus complements the academic mission of the University, allowing students to develop as leaders through opportunities to organize and direct the social and cultural life of the University. Because the University of Maine at Machias (UMM) believes that residence hall living is an educational opportunity that students should experience, living on campus is required for all first- and second-year students who are age 21 or younger, did not graduate from one of the local high schools, and do not have exceptional circumstances that prevent this option.
2. **Academic Year Term:** The Room and Board contract is non-transferable and covers the **entire** academic year (**September to mid May** dependent upon actual dates as posted). **By signing this contract the student is obligated to live on campus for both the fall and spring semester.** This Contract shall automatically terminate if the student officially withdraws or is dismissed from the University, EXCEPT if a student withdraws from the University after the end of the fall semester, but re-enrolls at the University for the subsequent spring semester, they shall not be released from this contract. Returning students must cancel the Contract prior to June 1 for the fall semester in order not to be charged for room and board. Requests must be in writing.
3. **Occupying Rooms:** First-year students may occupy their rooms at the start of fall orientation, August 26, 2011. Upper-class students may occupy their rooms on the day prior to classes, which is August 29, 2011. For the spring semester students may return to their rooms on January 17, 2012. Graduating seniors may remain in their rooms until 5:00 p.m. on the day of graduation. All other residents must check out of their rooms within twenty-four (24) hours of their last class or final exam.
4. **Room assignments and consolidation:** The University, in its sole discretion, reserves the right to make room assignments and reassignments as it deems necessary. Sometimes, through no fault of their own, students lose their roommate during the semester. Students in double rooms, whose roommate leaves, will have the option, space permitting, to purchase the double room at the single rate for the remainder of the current semester. In order to assist students who do not wish to assume the additional cost of occupying a double room as a single, those students will be consolidated with other students who do not wish to assume additional cost. Students cannot occupy a double room by themselves at the double rate while other students are paying for a double at a single surcharge. If a student loses their roommate, their room charge will change to a single rate after ten (10) days unless the student contacts their resident director to seek consolidation with another student who also does not wish to pay a single rate. At times, it may be necessary to house students in emergency spaces. Students will be made aware, upon occupancy, that their assignment is temporary. There are no discounts or credits given for temporary assignments. Students will be given a minimum of forty-eight (48) hours to move when permanent assignments are made available.
5. **Room Changes and Check-out Procedures:** All room changes must be authorized and approved by the Resident Director of your hall. Unauthorized room changes may result in a conduct hearing and a fine of \$100.00. All residents are expected to follow proper check-out procedures as outlined in the Student Guide. Failure to follow proper check-out procedures will result in an administrative fee of \$50.00.
6. **Meal Plan:** Students may change their dining options during the first 10 days of the semester by stopping by the Aramark Office in Kilburn Commons.
7. **Room Deposit:** A room deposit of \$100.00 is required to confirm a residence hall room for all new students and returning students who currently live off campus. The deposit is non-refundable if the Contract is canceled by the student after June 1 for fall semester and January 1 for spring semester. Requests for room cancellation must be in writing signed by the student (and by the parent if the student is under 18 years of age) and received by the Office of Student Life by the respective dates listed above. If a \$100.00 room deposit was paid as part of the admissions process, then another deposit is not necessary.
8. **Withdrawal from the University:** If a student completely withdraws from the University before the end of a semester, room and board refunds apply as follows: Room refunds prior to the 1st day of class 100%; prior to the end of the 1st week 100%, prior to the end of the 2nd week 75%; prior to the end of the 3rd week 50%; prior to the end of the 4th week 25%; and after the end of the 4th week 0%. No refunds on room rates can be made for short term absences from the residence halls. Board will be calculated by the meals consumed or at the per diem rate of the plan, whichever is greater at the time of moving out of the residence halls. Any remaining balance for the board plan will be refunded.
9. **Termination of Room and Board Contract:** This Contract will terminate for those students who are suspended, stop attending classes (remain enrolled), or are dismissed from the University. The student will not receive any type of refund under these conditions. The student must vacate their room within 24 hours of being notified. Failure to vacate within that time and/or not removing their belongings will result in additional charges. In these circumstances Federal Aid is not permitted to cover charges beyond the last day of class attendance.

- 10. Board Refunds:** Any student who moves out of the residence halls but remains in classes, is suspended, stops attending classes (remains enrolled), or is dismissed from the University will be charged an administrative fee of \$50.00 plus the number of meals consumed and the meal plan dollars used along with a 45% cancellation rate with Aramark. Students who are no longer enrolled or who are dismissed from the University will receive refunds based on the same formula.
- 11. Charges and Adjustments:** The 2011-2012 Academic Year residence room and board rates will be available in the spring, after Board of Trustees approval as per this Room and Board Contract. Single rooms and double rooms occupied by one person, when available, are always charged at a higher rate. The financial requirements of the University, changing costs, state legislative action, and other factors may require an adjustment of the charges and expenses. The University reserves the right to make such adjustments to the estimated charges and expenses as may be necessary in the opinion of the Board of Trustees up to the date of final registration for a given academic term. The applicant acknowledges this reservation and agrees to the financial terms and conditions of the University by the submission of an application or by registration.
- 12. Break Housing:** Is provided on a limited basis based on extenuating circumstances during Thanksgiving, winter and spring break. All requests must be made with Residence Life two (2) weeks prior to the start of the break period. Eligibility will be based on the extenuating circumstances and current judicial standing. Additional charges will be made to those who remain. If students fail to make arrangements by the deadline for break housing, there will be an automatic \$35.00 late fee.
- 13. Use of Rooms:** Residence hall rooms shall be used only as student-living rooms. No commercial operation is allowed in the residence halls. All University-owned furniture must remain in student rooms, and no personally built loft beds or other furniture may be used in University-owned residence halls.
- 14. Guest Policy:** The University permits visitation but not cohabitation. Guests are permitted to remain in a student room for no more than two (2) consecutive nights in a two week period and may only visit in a room with the consent of both roommates. Residents are responsible for informing their guests about campus regulations and may be held accountable for the behavior of their guests. Guests should be escorted throughout the residence halls and not permitted to remain in a student room without the student host present.
- 15. Safety Inspections and Maintenance:** The University reserves the right to inspect residence hall rooms and suites for health and safety reasons without notice. Student Life authorizes access to student rooms for routine and emergency repairs during the normal working day without notice. Rooms are normally inspected four times a year during break close down.
- 16. Insurance:** The University of Maine at Machias provides no insurance for personal possessions. Students must have their own insurance or be included under their family's insurance policy.
- 17. Financial Responsibility:** Students assigned to given room(s) will be held financially responsible for damages beyond normal wear and tear to the room(s) and furnishings.
- 18. Damages to Common Areas:** Students assigned to a given residence hall will be financially accountable for damages in common areas of the hall such as elevators, corridors, lobbies, lounges, restrooms, stairwells, furnishings and where excessive or frequent damage or the need for excessive cleaning occurs. Student Life reserves the right to hold the occupants of an entire living area, floor, or hall responsible for damages.
- 19. Compliance:** The student agrees to pay all fees specified, to comply with all rules and regulations of the University of Maine at Machias, the provisions of the Student Guide <http://www.umm.maine.edu/studentguide.html>, the Terms and Conditions of this contract, the Student Conduct http://www.maine.edu/system/policy_manual/policy_section501.php and any addendum, as well as other University policies and procedures. Failure to fulfill any of the terms of the above may lead to termination of this agreement, removal from University-owned housing, and referral to the Student Life Office. The University may immediately remove a student from the residence halls if the student presents a danger to safety or property. Students removed from University housing for disciplinary reasons will be subject to the standard room cancellation fees.

Non-Discrimination Policy

In complying with the letter and spirit of applicable laws and pursuing its own goals of diversity, the University of Maine System shall not discriminate on the grounds of race, color, religion, sex, sexual orientation, including transgender status or gender expression, national origin, citizenship status, age, disability, or veterans status in employment, education, and all other areas of the University System. The University provides reasonable accommodations to qualified individuals with disabilities upon request. Questions and complaints about discrimination in any area of the University should be directed to the Equal Opportunity Officer, 116 O'Brien Avenue, Machias, Maine 04654-1397, telephone 207/255-1211.

Residence Hall Preference Survey

Print or type all information: If you need assistance or accommodation, please contact Residence Life at (207)255-1305 or Pam Feeny, Special Services Coordinator, at (207) 255-1228 or pamela.feeny@maine.edu.

Please list roommate request: (If you know a specific person with whom you wish to room, please list their name). In order to accommodate your request, both parties must request each other and we must receive your requested roommate's application at the same time as yours. Placement together is subject to space availability at date of application.

Name: _____

Lifestyle Matching Questionnaire: In an attempt to match prospective roommates, we request that you complete the following questions. **Please be honest in answering these questions** and consider your answers carefully as they may impact your housing assignment for the semester/year.

Eligibility: Students must be at least 17 years of age and enrolled for a minimum of twelve credit hours. Due to concerns with public safety, it is important that Residence Life knows if residents have been convicted of a crime. Willfully misrepresenting or omitting information or failure to answer this question truthfully will result in the immediate cancellation of the housing agreement and will be considered a violation of the Student Conduct Code. Permission to live in on-campus housing and the residence halls with a conviction will be determined on a case-by-case basis dependent on the circumstances of the conviction.

Have you been convicted of a crime or adjudicated of committing a juvenile crime? Yes _____ No _____

Do you smoke? _____yes _____no (The halls are smoke-free; however, this is important information for people with asthma.)

What do you anticipate as your major? _____

What types of music do you listen to? _____

Would you describe yourself as being _____ neat or _____ cluttered?

Do you go to bed _____ early (before 11 p.m.) or _____ late (after 11 p.m.)

Do you plan to study: _____ early morning _____ late afternoon _____ evenings _____ weekends _____ late nights

_____ I request assignment to an extended quiet hours floor. _____ I request an alcohol free floor.

The Department of Residence Life will make every attempt to match roommates according to lifestyle preferences. If there are extenuating circumstances as to why you require special accommodations, please include a letter outlining your special requests.

Emergency contact information:

Name _____ Relation _____

Address _____

Telephone Number _____

By signing this Contract, I permit the University to use the above information for emergency purposes if I am unable to grant permission at the time of emergency.

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