



HOUSING & MEAL PLAN AGREEMENT FOR 2017-2018

Please complete this application and answer the questions carefully since they will provide important information in determining your room assignment. All housing and meal plan assignments are for the entire academic year, billing will be split between fall, and winter terms (if applicable). Make sure to read the housing contract thoroughly before signing and returning your application.

GENERAL INFORMATION

Name: _____
(Last) (First) (Middle) Preferred Name (What you go by)

Permanent Address: _____
Street Address City, State/Province

Zip/Postal Code Country Social Security Number

E-mail: _____ Phone: _____ Cell: _____

Birth date: _____ Age: _____ Gender identity: _____

Emergency Contact: _____ Relationship: _____

Phone: _____ E-mail: _____

ACADEMIC INFORMATION

Are you: ☐ Northland College Student ☐ WITC Student ☐ Eco-League Student

College Major/Academic Interest: _____

HOUSING NEEDED FOR

☐ WINTER/SPRING TERM 2017-2018 (January through May)

PERSONAL PREFERENCES

Personal preferences assist us in placing you into your housing and roommate assignment. Answer these questions honestly and provide us additional details as possible. Room placements are based on the time/date of receipt of your application, class standing, and individual stated preferences. All attempts are made to accommodate student preferences.

Please rate the following statements below.

Statement	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Ranking
I enjoy listening to music or the television loudly.						
I tend to have a very clean room.						
I look forward to having guests in my room.						
I plan to use my room as my primary study space.						
I plan to be involved in social activities on campus.						
I consider myself extroverted.						
I consider myself introverted.						
I prefer having a routine sleep schedule.						
I prefer to not have a routine sleep schedule.						
I enjoy staying up late and getting up late.						
I enjoy going to sleep early and getting up early.						

Of the statements above, rank the order from most important to least important to you. These rankings should reflect what is important to you when considering a potential roommate. (1 = most important and 11 = least important)

Do you smoke? (NOTE: All residence hall rooms are smoke free.)

☐ Yes ☐ No

Would you consider living with a person who smokes?

☐ Yes ☐ No

Check three items from the list below which best summarize your current activities/interests that you may continue while in college:

- | | |
|---|--|
| <input type="checkbox"/> Music (instrumental/vocal) | <input type="checkbox"/> Athletics |
| <input type="checkbox"/> Theater/drama | <input type="checkbox"/> Internet/social media |
| <input type="checkbox"/> Outdoor recreation | <input type="checkbox"/> Television |
| <input type="checkbox"/> Fitness | <input type="checkbox"/> Video games |
| <input type="checkbox"/> Community service | <input type="checkbox"/> Working (job) |
| <input type="checkbox"/> Other _____ | |

HOUSING PREFERENCES

All housing assignments are for the entire semester. All residence hall rooms are smoke free.

I prefer (please rank): _____ Single Gender Living _____ Co-Ed Living

I prefer _____ identified housing. **Spaces are assigned based on availability.*

I prefer (please rank): _____ Double Room _____ Single Room

If you have a preferred roommate, please provide their name: _____

**Residential Life will verify this. In order to be placed with someone they must consent to live with you.*

MEAL PLAN SELECTION

All meal plans are for the entire academic year. **All students residing in on campus (residence hall or group living space) are required to have a meal plan.** First year students are required to select Options #1, #2, or #3. All other students are able to select meal plan option #1, 2, 3, or 4. All changes to meal plans must be made by the second Friday of the beginning of each NC term/semester. Meal plan change forms are available during the first two weeks of the term. Forms and cost information can be found here <https://my.northland.edu/life/campus-living/meals/>.

Meal Plan Options – costs are based on one semester (winter/spring)

- ☐ **Option 1** –300 meals during winter/spring term, \$20 flex/term for Baldwin Commons or Campus Store (\$2,806.00)
- ☐ **Option 2** –225 meals during winter/spring term, \$20 flex/term for Baldwin Commons or Campus Store (\$2,539.50)
- ☐ **Option 3** –180 meals during the winter/spring term, \$100 flex/term for Baldwin Commons or Campus Store (\$2,408.50)
- ☐ **Option 4** –81 meals during winter/spring term, \$150 flex/term for Baldwin Commons or Campus Store (\$1,353.50)

Students may use meals in the Baldwin Commons dining hall or transfer them to the Campus Store. The Baldwin Commons serves three meals each weekday. Brunch and dinner are served on the weekends. The Campus Store is open seven days per week.

All meal plans come with Flex dollars, which allows students to purchase extra meals in the dining hall and food items in the Campus Store. Flex dollars carry through to commencement day of each academic year (provided the student has a valid meal plan).

HOUSING & MEAL PLAN CONTRACT INFORMATION

In order to secure on-campus accommodations, you must return this completed Housing and Meal Plan Agreement after paying the \$100 deposit to Northland College if you are a WITC student. If on-campus housing is available, wait-listed students will be contacted with their housing assignment. Please retain a copy of the contract for your records. The student will be assigned to on-campus housing according to the date the deposit is received, class standing and individual preferences listed. *Billing is done each semester; however, the Housing Contract is for the full academic year or the remaining part thereof.* This contract becomes a binding legal document when you (or your parent / guardian if you are under 18) sign the conditions set forth, and the contract is accepted by the Office of Residential Life at Northland College. You will be responsible for all policies in this contract, the [Code of Student Conduct](#), all Residential [Living](#) and [Behavior](#) policies, and any other Northland College policies found [online](#). Contact the Office of Residential Life at (715) 682-1272 if you have any questions. Please review this contract in its entirety. The contract must be submitted with the Housing and Meal Plan Application.

Eligibility

Only those who are enrolled as full-time Northland College students or full-time WITC students in on-campus courses that are currently in session may reside in the residence halls or alternative on-campus housing. Students less than full-time who wish to reside on-campus are subject to approval. Students who cancel their registration or withdraw must vacate their room within 48 hours of their cancellation. Eligibility can also be affected if a student has a felony conviction. Students who have been convicted of a felony must report the nature of the offense to the Dean of Student Life at the time of application, or immediately upon conviction, if during the period of contract. Eligibility to live in campus housing for a convicted felon would then be determined at the discretion of the Dean of Student Life and the Director of Residential Life.

Period of Contract

Room assignments and meal contracts are made on an academic year basis for those students enrolled in on-campus courses. If enrolled in an off-campus course, the residents may be required to check out of campus housing during the time they are away from campus. Returning students may move into the residence halls on the date set and published by the Office of Residential Life. New students may move in on the dates listed with their orientation information. The residence halls will be closed in December and January during the semester break. Students who wish to remain on campus during Spring Break will be accommodated. Students will be notified of the final year-end closing dates of the on-campus housing. Individuals who vacate assigned rooms without written consent of the Director of Residential Life will be responsible for all charges for the entire academic year and lose their \$100 housing deposit.

Condition of Residence

At the time on-campus housing is assigned, Residential Life will attempt to honor the preferences expressed by the applicant for specific facilities, living options, room/apartment types, and roommate requests. These are only preferences and Residential Life does not guarantee the assignment of a particular facility, house option, room/apartment type, roommate, or other requested options. Residential Life reserves the right to assign/reassign applicant/resident to any available space within on-campus housing, even if it is not an applicant/resident's preference. If applicant/resident is assigned to a room/apartment that is designed as a space for residents with a disability, the College reserves the right to transfer applicant/resident to another room/apartment should an applicant/resident with a disability require use of the space. Residential Life reserves the right to reassign a student to a different room/apartment at any time during the contract period for any lawful reason, including, but not limited to, change in room designation, disciplinary situations, safety and security, consolidation, interests of the community, etc. Room changes may be granted at the discretion of the Director of Residential Life. Northland College reserves the right to cancel room reservations if the room is unoccupied by the first day of scheduled classes in each session. Northland College also reserves the right to inspect rooms for maintenance, health, or safety reasons.

The Northland Housing and Meal Contract may not be assigned or sold. Subletting of rooms or space within them is prohibited. Guests of residents are permitted to remain overnight in accordance with Northland's [Guest Policy](#). Northland College and its employees are not responsible for damage, loss, or theft of a student's personal property. Students are strongly encouraged to have personal property insurance. Conducting businesses within rooms or halls is prohibited.

Check-In Procedures

All residents must complete a formal check-in with Residential Life staff. When you check into your room, you must review and complete an inventory of furnishings and Room Condition Report (RCR). This report is very important because it assures that you will not be charged for missing items or for damages caused by previous occupants. Room keys will be issued through the Office of Residential Life. Once an applicant is assigned housing and takes possession of room/apartment key, the applicant (and parent(s) or guardian if resident is under the legal age of 18 years) becomes responsible for all the terms and financial obligations of the contract. Failure to check in upon arrival may result in disciplinary action and/or cancellation of your on-campus housing.

Check-Out Procedures

At the time you vacate your room, you should complete a final inventory sheet indicating the contents and condition of your room in the presence of a Residential Life staff member. Failure to do so will result in the forfeiture of your prepaid \$100 room deposit. If you fail to return your room and/or outside door keys, a processing charge and a replacement charge will be added to your account in the Business Office. Students are responsible for the condition of their rooms and any damage that occurs between check-in and check-out.

Breaks

Students will be required to vacate all on-campus housing including apartments, Townhouses and theme communities during specified breaks. Information regarding breaks and closing of on-campus housing will be posted on-campus. Failing to vacate your residence for a break period may result in disciplinary sanctions and loss of housing.

Consolidation Process

If you are not paying for a single room and do not have a roommate, you will be required to consolidate with another person. Residents of the MELLC apartments, theme communities and the Townhouses are responsible for maintaining their full occupancy for the academic year, or being equally billed the full value of the vacant space. Complete consolidation responsibilities and procedures are described [here](#).

Conditions of Dining/M meal Plans

Students residing on-campus are required to sign up for a [meal plan](#). All WITC students must select from "Option 1, 2, 3, or 4". Food/flex dollars associated with any meal plan are set and additional food dollars may not be added. Cancellation of meal plan voids any food dollar balance. Students may choose to purchase Universal Dollars through the dining services office to use for meals in the dining hall and campus store. All changes to meal plan status must be in writing and made by the last day to add/drop a class each term. Food service is not available during breaks. Off-campus students selecting the meal plan-only option will be assigned to the meal plan for the entire academic year unless they notify the office of Residential Life within the meal plan change period each term. Off-campus students may select any "Option 1, 2, 3, or 4." as their meal plan choice. To change or end a meal-plan only option, students have until the last day of the add/drop course period of each term to do so. Forms to change or drop a meal plan will be available in the Residential Life offices.

Housing/M meal Plan Contract Exemption

Residents may be exempted from their contract during the contract period without financial penalty for any of the following reasons, if the reason is documented: (1) withdrawal from Northland College; (2) graduation, (3) study abroad or College-related internship (non-Ashland area), or (4) call to active military duty. Please note that you have entered a legally binding contract.

Rules and Regulations

Students residing in Northland's Residence halls and Campus Housing are subject to all relevant federal, state, and local laws as well as College rules and regulations. Each resident, by virtue of this contract, agrees to abide by federal, state and local laws as well as the rules and regulations of Northland College as stated [online](#). Further, each resident can be held responsible for any and all behavior or activities within their assigned room or campus housing area. Violation of rules and regulations can result in action being taken by Northland College, in accordance with the Code of Student Conduct, found online in the above link. Northland College reserves the right to cancel your housing and to require you to move from your campus housing if you commit a serious policy violation, or continue to commit successive minor violations, and/or demonstrate a significant disrespect toward others in the residence hall/campus housing community.

Additional Charges

You may be assessed for common area damages occurring within any campus housing that cannot be attributed to specific individuals such as, but not limited to: damaged, stolen furniture or building equipment, additional cleaning due to excessive trash or personal items in common areas, and for broken windows.

Damages

Residents are liable for any damage, modification, or excessive cleaning required in their room/apartment or done to any part of College Housing. Each resident and a Residential Life staff member will complete a room/apartment condition report at check-in and check-out time. By submitting an application-contract and room/apartment condition report, the resident agrees to pay the cost of repair, replacement, or cleaning of any item or part of College housing that the resident damages, modifies, or destroys (including the removal and/or damage of window screens). Replacement costs include full, not depreciated charges for new materials and labor. If a damaged item feasibly can be repaired, resident will be charged the cost of repairing rather than replacing the item. All repairs/replacement work will be initiated and accomplished by the College or its designee. If the resident occupies a double or larger room/apartment, all residents of the room/apartment are jointly liable for damages caused. In room/apartment common areas such as kitchen, bathrooms, living rooms, etc. these areas must be clean prior to any resident checking out. Damage charges will be divided evenly, unless the Area Coordinator or Director of Residential Life determines which one is responsible for the damages. Residents are also responsible for any damage caused by their guests. Residents should dispose of trash in designated locations; failure to abide by this policy will result in disciplinary/financial action. A cost list for damage is available through the Office of Residential Life.

Personal Property, Storage and Insurance

The resident hereby agrees that any and all of their personal property or property of third parties in the resident's custody or possession which may be present upon the College's premises shall be the sole responsibility of the resident. The resident does hereby waive any and all claims of any nature whatsoever against Northland College, its agents and employees for loss, damage, or destruction to said property due to any cause whatsoever, except for intentional misconduct of the above named. Residents are advised to procure personal insurance against such eventualities. All personal property must be removed from the room/apartment on

the last day of occupancy under this agreement, and the resident hereby surrenders all claims to and abandons any property remaining on the premises after such date. Any property stored in a College storage room must be checked in with the Residential Life Staff, dated and stored in proper boxes/containers. All items in storage may be left for a period of nine (9) nine months from the date they first occupied their room for students residing on-campus. For students that leave campus for any reason, they may store for an additional six (6) months from the date they checked out from College housing. Any items left in storage after these time periods will be removed and donated/recycled/disposed of. Storing items in the residence halls will be allowed in designated areas only and the student will accept responsibility for their items. The Office of Residential Life is not responsible for items left in storage.

Payments

A room reservation will be confirmed upon receipt of: (1) A completed housing application, (2) Acknowledgment of agreement to your campus housing contract, (3) A \$100 room deposit for non-Northland students, and (4) An account in good standing with Student Financial Services. If the student seeks cancellation of housing after a room deposit has been received and after a housing assignment has been made, the room deposit cannot be refunded. At the conclusion of the contract period, if the student is not returning to campus housing, the student will have their housing deposit credited to their account in Student Financial Services, provided that they submit a request and meet the appropriate check-out requirements as outlined in the Residential Living [policies](#).

WITC students are required to make an initial \$500 payment at the beginning of each term/semester. Following that payment WITC students have the option of paying for the term/semester up front or making monthly payments throughout the semester, providing the balance is paid in full by the last day of the term of occupancy. All money owed is paid. Failure to do this will result in removal from on-campus housing at Northland College. All room and board fees for the academic year are listed on the Northland Housing & Meal Plan Contract. Students are billed by Student Financial Services and payment of fees should be arranged with them. If a student cancels registration or withdraws, refunds of room and/or board are as stipulated in the Northland College Catalog. If a student remains in campus housing after the student withdraws from classes, the student will be billed for those additional days in residence.

Contractual Understanding

I have thoroughly reviewed the room and board policies, rules, regulations and requirements contained in this contract and agree to comply with them and other such rules and regulations as may be instituted by Northland College during the course of this contract. In particular, I understand that this contract is for both room and board and for the entire academic year consisting of fall, winter and spring terms, subject only to the general room and board refund policies as stated in the Northland College Catalog. It is specifically understood and agreed by and between the parties that it is neither the intention of Northland College nor the Resident to create a "landlord-tenant" relationship, and that the intention is strictly contractual in nature, for housing, and not for a specific housing space and/or ancillary support services provided by Northland College. The provisions of this contract must be either accepted as written or rejected. Any alterations, deletions, additions, etc., will be disregarded, and the contract, when accepted, will be binding on both parties as originally written.

By signing below, you are stating:

- A. You have read the above Northland College Housing and Meal Plan Agreement; and
- B. You agree to abide by the terms of the Contract Information; and
- C. You have reviewed the information regarding the risks of Meningococcal (<https://my.northland.edu/wp-content/uploads/sites/2/2015/07/Meningococcal-Vaccine.pdf>) and Hepatitis B (<https://my.northland.edu/wp-content/uploads/sites/2/2015/07/Hepatitis-B-Vaccine.pdf>) and the availability and effectiveness of the vaccine(s).

Applicant's Printed Name

Applicant's Signature

Date

Make a copy of this contract and application for your records. Please return both completed forms via mail to the address below or scan a copy to RES-LIFE@northland.edu. For questions, please call, (715) 682-1272, or email RES-LIFE@northland.edu.

The Office of Residential Life

Northland College
Campus Mailbox #171
1411 Ellis Ave.
Ashland, WI 54806