



# Non-Rockhurst Student Occupancy Agreement Get With It And Apply!

## I. PERSONAL INFORMATION

(Last Name) \_\_\_\_\_ (First Name) \_\_\_\_\_ (MI) \_\_\_\_\_

Gender: Male Female

Social Security #: \_\_\_\_\_

Educational Institution\Program in which you are affiliated:

\_\_\_\_\_  
(This field must be completed for your application to be processed)

Date of Birth: \_\_\_\_\_  
Are you a citizen? Yes No

*In accounting for and processing of a refund, regulations imposed by the Internal Revenue Service require the University to know whether you are a United States Citizen.*

Current Phone#: \_\_\_\_\_

Cellular Phone#: \_\_\_\_\_

Email Address: \_\_\_\_\_

Permanent Phone #: \_\_\_\_\_

For Department Use Only	
Received on :	_____
Building:	_____ Room: _____
<input type="checkbox"/>	<input type="checkbox"/>
Check?	Credit Card?
Check #	_____
Check in date:	_____
Check Out Date:	_____
ID Number:	_____

Permanent Address (used for refunds & correspondence):

Current Address:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

How did you hear about the accommodations at Rockhurst University?



## II. ACCOMMODATIONS

Housing is available on a first come, first serve basis. However, any Occupancy Agreement that can not be proceed because space is not available will be returned immediately along with a full refund. We will attempt to contact anyone with an incomplete or incorrect Occupancy Agreement for the correct information. Only completed Occupancy Agreements will be processed. Any Occupancy Agreement that is not accompanied by the full payment of the total charge or a credit card number that can be approved for the full payment of the total charge will be returned without being processed.

Some of the services that all summer intern residents will enjoy are: a single space in a four-person townhouse, movable desks and dressers, a full kitchen with appliances, high speed internet, local telephone hook-up, cable access, and paid utilities. There are at least two rest-rooms located in each townhouse unit. Coin operated laundry facilities and ice machine are centrally located in the Townhouse Village Community Center.

If you wish to bring attention to any **medical condition or special disability accommodations** please contact the Office of Residence Life at 816.501.4663



## Summer Interns

The townhouses will open for all-intern move in on Friday, May 21, 2010 from 9:00 AM to 4:30 PM. All interns are strongly encouraged to schedule travel so that they can accommodate this time frame.

The townhouses will close on July 31, 2010 at 4:30 PM. All interns must have checked out of their townhouse by 4:30 PM with a staff member. **Failure to do so will result in a \$50 fine** for each half hour past 4:30 PM. It is very important that interns arrange return travel or other lodging accommodations around this date. As the University is preparing its buildings for full-time student check-ins, we are unable to extend this date or time. Residents checking out before this date will not be refunded for time not used.

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Summer intern 2010 living in 4-person townhouse  
(Read Internet Statement and Computer Requirements Below)

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## IV. PAYMENT INFORMATION

### Summer Interns

Deposit (required)	\$100.00	\$ <u>    \$100    </u>
4-person townhouse	\$1800.00	\$ <u>   1800.00   </u>
	<b>Total</b>	\$ <u>   1,900.00   </u>

### I am paying with:

Check amount \_\_\_\_\_

Check # \_\_\_\_\_

**Makes checks payable to: Rockhurst University**

Or (circle one)

Visa

Mastercard

Discover

AMEX

Card # \_\_\_\_\_

Exp. Date \_\_\_\_\_

Billing Address: \_\_\_\_\_

Security Code \_\_\_\_\_

Name on Card \_\_\_\_\_

\*\*Signature of Cardholder \_\_\_\_\_

All cancellations must be made in **writing by the occupancy applicant**. The Assistant Dean of Students will review and determine eligibility. Verbal notifications of cancellations are appreciated, but do not take the place of written notice. Housing refunds, with the exception of nights stayed, will be made for a serious medical injury made to the individual who signed this agreement and must be accompanied with a documentation for a doctor. The decision to refund the individual is made after review of medical documentation.

**\*\* If the cardholder is not submitting this occupancy agreement, a letter with the cardholder's original signature must be sent authorizing the use of the card. The letter must include the following: applicant's name, applicant's Social Security #, amount**

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## Internet Statement/Computer Requirements

The University provides wireless internet across campus including the residential facilities for summer interns. This is the only form of internet connection available for campus guests. Internet access is complimentary for all summer interns. Please be sure your computer is wireless ready to connect to our 802.11B network.



**V. This is a legal and binding Occupancy Agreement. Make your decisions and mark your preferences carefully. This occupancy agreement applies for the entire term indicated and no refunds will be made for early departure or “no show.”**

By signing this Occupancy Agreement I agree to the following:

- To submit full payment of all charges with this agreement. Verify payment was received prior to arrival. **Without full payment check-in will not be permitted.**
- **Students canceling their contract will forfeit their deposit. Students must submit in writing their intent to cancel their housing contract to the Office of Residence Life prior to their scheduled move-in day. Students canceling after their scheduled move-in day will be subject to a prorated housing bill.**
- To forfeit the total charges if I chose to leave before my scheduled departure date (for non-semester students). The total forfeiture also applies to “no shows” (those who sign the Occupancy Agreement, but do not take possession of residence and whose cancellation letter does not arrive in the Office of Residence Life before my scheduled move in date.)
- To pay for unresolved housing charges, room key and/or building swipe access card not being returned, excesses cleaning, damages, fines, or any combination of the above. Non-Rockhurst students will receive an invoice outlining charges within 45 days of departure. Payment must be submitted to the Office of Residence Life 30 days from date of invoice.
- If I indicated credit card payment, I am the authorized cardholder or I have a letter with the authorized cardholder’s signature sent to the address below.
- If in the event excess cleaning is required and/or damage is sustained to the resident room, and it cannot be determined which occupant's is/are primarily responsible, the University reserves the right to allocated the damages as they see fit.
- To abide by the Term and Conditions of Occupancy and the check out procedures.
- Non-Rockhurst students will be asked to leave within 30 days of receipt of formal notification of outstanding debt. Students may be subject to fees/charges for other services rendered (i.e. break or summer housing when residential facilities are normally closed, student activity, computer use or parking fees) or damage done to any Rockhurst University facility.
- Rockhurst will not be obligated to provide student services to non-Rockhurst students outside of those ordinarily and customarily offered by RU Residence Life.
- Non-Rockhurst students will be asked to sign a FERPA/Counseling release to allow for an open level of communication between RU and student’s institution. Information will be shared on a “need to know basis” and in general will involve issues considered by staff of RU or the student’s institution be significant in nature (i.e. that may have an impact on the health, safety or well-being of the student, other students, or campus operations).
- While on RU property, non-Rockhurst students must comply with all conduct standards as prescribed by RU. RU will provide non-Rockhurst residents will all such standards. RU shall have the right to terminate any residency if, in the sole opinion of RU’s administration, the actions of the student are disruptive, dangerous, or violate in any manner, the prescribed conduct standards.

**I have read and understand all of the information provided by Rockhurst University for occupancy and agree to abide by its terms and conditions.**

**Applicants Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Guardian's Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

(if student is under the legal age of 18)

**Please keep a copy for your records and return the original with payment to:**

**Rockhurst University  
Office of Residence Life\Conference Services,  
1100 Rockhurst Road, Kansas City MO 64110**



## Terms and Conditions for Occupancy

- The Occupant is responsible for the care and condition of the residence covered by this agreement, including, but not limited to, the walls, floors, ceiling, furniture, etc. The residence must be left in the move-in condition upon departure. The occupant agrees to pay the cost of repairs for any damages and the cost for any special cleaning needed to return the residence to its move-in condition. The need for and the costs for any such repairs will be decided solely by the University.
- The general cleanliness, upkeep and condition of the residences are important for the health and welfare of the Rockhurst community. To further this goal the occupant and the University agree that the University reserves the right to enter an occupant's residence for administrative, safety, or regulatory purposes. The occupant and the University also agree that the University may enter an occupant's residence as outlined in the Rockhurst Student Handbook\*. It is expressly agreed that members of the University staff may enter an occupant's residence for administrative purposes such as, but not limited to, facility management and repairs including painting, furniture delivery, removal, or care of furniture, maintenance and safety inspections, and general housekeeping. After knocking and waiting a reasonable amount of time, entry may be made.
- The University is not responsible for the loss of, damage to, any property of the occupant. The University recommends the occupant carry insurance on their belongings.
- The University does not permit any of its facilities for any commercial purposes whatsoever. Solicitation and gambling are expressly prohibited.
- All animals, excluding fish, are prohibited in the residence halls. Fish tanks cannot exceed 10 gallons. Animals found will be removed by occupant and occupant may have contract terminated with no refund of total charges.
- No personal heating, cooling, air-conditioning, or cooking apparatus is allowed in the residence hall with the exception of a microwave.
- All occupants and their guests must abide by Rockhurst policies, as well as state, Kansas City laws, and Federal Laws including, but not limited to, those dealing with fire safety, intoxicants, narcotics, drugs, and weapons. In particular, occupants must abide by the University Code of Conduct as set out in the Rockhurst Student Handbook\* and any other policies specific to a campus program in which they are participating. Occupants are responsible for the proper disposal of waste. There is no smoking in any residential facility on the Rockhurst campus.
- Any roommate assignment that results in a physical threat or destructive behavior/action may result in reassignment of the involved occupant(s) to temporary housing per the University's discretion. An occupant who is dismissed from Residence Life for misconduct or illegal, disruptive, or dangerous behavior must remove all belongings, return key/swipe access card, and vacate within 24 hours of the action or the closing of residential facilities, whichever occurs first. If the occupant fails to vacate residence within 24 hours, the University reserves the right to take possession of the residence, remove and dispose of occupant's belongings at the occupant's risk and expense, change the locks to the premises, and charge all costs associated with this change to the Occupant. An escort will accompany a dismissed student if necessitated by their historical or present conduct.
- The University reserves the right:
  - To levy and collect for damages to, unauthorized use of, alterations to residences, equipment or buildings, fine occupants for breaking Rockhurst Residential policies, and for special cleaning/repairs necessitated by improper use of its facilities.
  - To reassign occupants to other accommodations on campus.
  - To bar any occupant from campus, if, in the sole opinion of the University, the individual's conduct is illegal, disruptive, or dangerous to the University or to member of the University community.
  - To terminate the reservation of any occupant if, in the sole opinion of the University, unforeseen events make it inadvisable or illegal or impossible to provide the required facilities.
  - To retain any payment made by, on behalf of the occupant, any occupant banned from University housing
  - To bar any occupant from campus facilities based on availability and/or behavioral concerns
  - Upon timely notification, to alter the terms of this occupancy agreement.



# Immunization Requirements



***Any person who will be residing in any on campus residential facility for a semester or more (3 or more months) must comply with the current immunization practices as recommended by the American College Health Association and the Center for Disease Control.***

The **Required Immunizations** include:

- Documentation of two MMR's (measles, mumps, rubella) or a serum screening titer verifying immunity to Rubella
- Documentation of the meningococcal (Meningitis) vaccination OR a signed waiver (which we will provide) stating that you have received the educational information and have decided not to have the vaccination.
- Any student entering Rockhurst from outside the United States must show evidence of tuberculin (TB) screening within 12 months. Positive screens must be treated.

The **Recommended Immunizations** include:

- Tetanus Booster within 10 years of admission (strongly recommended for all adults)
- Varicella Vaccination (if there is no childhood history of Chickenpox)
- Hepatitis B Vaccination (all incoming college students)

Please initial \_\_\_\_\_

