



2010-2011 RESIDENCE HALL HOUSING CONTRACT

Name (Last, First, Middle) \_\_\_\_\_  Male  Female

Date of Birth (Example: January 1, 1992) \_\_\_\_\_

E-Mail Address \_\_\_\_\_

ID Number (16 digit) \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

K-State at Salina 2010-2011 Classification:  Freshman  Sophomore  Junior  Senior

Intended Major:

**Plan A** Double Room & 14 meals per week (per academic year)

Your student tuition and fees account will be charged **\$2,785** for the Fall semester and **\$2,785** for the Spring Semester.

**Plan B** Double Room & 19 meals per week (per academic year)

Your student tuition and fees account will be charged **\$2,979** for the Fall semester and **\$2,979** for the Spring Semester.

**Plan C** Single Room & 14 meals per week (per academic year)

Your student tuition and fees account will be charged **\$4,461** for the Fall semester and **\$4,461** for the Spring Semester.

**Plan D** Single Room & 19 meals (per academic year)

Your student tuition and fees account will be charged **\$4,655** for the Fall semester and **\$4,655** for the Spring Semester.

SAMPLE

CONTRACT

**Length of Contract (Per Academic Year)**

This contract is for space in the residence halls on the campus of K-State at Salina and for food service meals for the 2010-2011 academic year (fall and spring semesters) or remaining portion of the academic year at the time of initial occupancy. This contract is nontransferable. Non-occupancy of assigned space by students enrolled at the university does not terminate this room and board contract.

***This contract does NOT include Thanksgiving, Winter, and Spring breaks when the halls are typically closed and food service is not available.*** If a student needs to stay in the halls during these periods or any other time outside of the K-State Academic Year, additional days must be purchased and an Additional Day Housing Contract must be completed.

**Date of Occupancy**

The residence halls open for occupancy at 1:00 p.m. on Friday, August 20, 2010. Meal service begins with dinner at 5:00 p.m. on Saturday, August 21, 2010. Students arriving after Monday, August 23, 2010, must notify the Office of Residence Life in writing of their planned arrival date. Assigned space not occupied by the second day of classes may be reassigned to another student. A student will not be allowed to occupy a room prior to the official opening date or after the official closing date except by purchase of additional days via the Additional Days Housing Contract at [http://www.salina.k-state.edu/residencelife/additional\\_days\\_contract.pdf](http://www.salina.k-state.edu/residencelife/additional_days_contract.pdf).

**Payment Plan**

It is the responsibility of the Cashiers Office to maintain and publish tuition and fees billing for all students enrolled at Kansas State University. Billing is produced the 15th of each month and a notification is then sent to the official Campus e-mail address. Students will access their e-bills through their University iSIS account and will set up other users and notifications. Payment is due by the 14th of the following month.

To pay your student tuition and fees account in installments Tuition Installment Payment Plan (TIPP) information is located on the Controller's web page at <http://www.ksu.edu/pay>.

Payments may be made at the Cashier's window (209 - College Center). The cashier's window is open from 8:00 a.m. to 3:30 p.m., Monday through Friday. After 3:30, payments may be left in the night deposit slot to the left of the Cashier's window and payment will be credited to the students account the next business day.

Payments may also be mailed to: Kansas State University at Salina, Cashier's Office - CC 209, 2310 Centennial Rd, Salina, KS 67401.

### **Residential Meal Plan**

All residential students must purchase a meal plan and have the option of choosing a 14 or 19 meal plan. Meal plans run from Saturday to Friday. Unused weekly meals do not carry over from week to week. Students are required to present their student ID card to be swiped at each meal.

Any student wanting to add, change, or decrease their meal plan may do so once during the first two weeks of each semester with charges to their account being prorated. Contact the Office of Residence Life located in College Center 208C to change meal plan.

### **Services**

Preferred basic cable is provided in every room by Cox Communications. Optional services may be contracted individually by the student and Cox Communications.

With an appropriately configured computer, students will have access to the campus network by either wired or wireless means. Instructional Technology (IT) staff members will assist students in connecting to the network at residence hall check-in. Computer labs are available in both residence halls.

A coin-operated laundry facility is available in each hall.

### **Right of Entry**

The student agrees to allow periodic/emergency access to his/her room by authorized personnel to determine that University property is being maintained satisfactorily, and to insure the protection of the health and safety of residents.

### **Use of Room**

Kansas State University at Salina may reassign or adjust occupancy of rooms and may permit the use of rooms during official recess or in the event of an epidemic or disaster.

### **Safety and Security**

An electronic door-access system requires use of a resident's K-State ID card to gain entry into his/her hall. Visitors must contact the resident of that hall to gain access into the building. Each resident is encouraged to lock his/her door and carry his/her key at all times. Each hall has appropriate fire protection equipment, including a smoke detector in each room and a general fire alarm safety system. Resident Assistants are available 24 hours a day to respond to the needs of residents. Campus security will walk the perimeter of all halls on a scheduled basis. The halls are monitored and recorded by CCTV (Closed Circuit Television).

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### **Vaccinations/Immunizations**

It is the policy of the Board of Regents of the State of Kansas that incoming students residing in student housing at a Regents institution be vaccinated for meningitis or sign a waiver refusing receipt of the meningitis vaccine.

Kansas State University is a Regents institution and is subject to the above policy. By signing this contract, you agree to either receive the meningitis vaccine or sign the appropriate waiver (<http://www.salina.k-state.edu/residencelife/waiver.pdf>) for said vaccine as an express condition of this contract. You recognize and acknowledge that your refusal to comply with the meningitis vaccine policy will be considered a breach of this contract with all potential consequences for a contractual breach available to Kansas State University. Your signature on this contract further authorizes the sharing of your private medical information, with regard to the receipt or non-receipt of the meningitis vaccine, between Lafene Medical Center and K-State at Salina Office of Residence Life for the purpose of implementing this policy. For more information regarding the approved Board of Regents Meningitis Vaccination policy, please see: <http://www.kansasregents.org/download/news/092005%20-%20Press%20Release%20-%20Meningitis.pdf>

### **Cancellation Policy**

This contract is a legally binding agreement between you the student and Kansas State University. All requests to cancel contracts must be submitted in writing to the Office of Residence Life. All cancelled contracts are subject to a \$200.00 cancellation fee. Room and Board Fee refunds will be subject to the University Tuition Refund Schedule found at <http://www.k-state.edu/cgi-bin/eventview/registrar/academic>.

### **Special Accommodations**

A resident with special needs should contact the Office of Residence Life for assistance if needed. All special dietary needs must also be communicated with the university contracted food service provider to help meet the needs of that student.

### **Vacating Halls**

Rooms must be vacated within 24 hours after completion of the student's last final examination each semester, or by the official residence hall closing time, whichever comes first. Students leaving the residence hall system must officially check-out with residence hall staff to stop additional daily charges from accruing. An official check-out includes return of all keys, completing the room condition card with staff and completing a forwarding address card for the mail room. An official check-out of someone canceling their contract includes completion of an "Application to Cancel Room and Board Contract" in addition to these requirements. Failure to complete these steps will result in improper check-out, lock replacement and daily accrued charges being added to the student's account.

Name: \_\_\_\_\_

Please complete this sheet about your room and roommate preferences. This information will be taken into consideration if you plan to live with a roommate and will be used to match you with a roommate as best as possible.

Please note that all university housing is smoke-free. However, we ask that you provide this information for roommate assignments and /or medical reasons.

I am a:  Non-smoker who objects to smoking  Non-smoker who does not object to smoking  Smoker

**1. What kind(s) of music do you prefer?**

- Christian  Classical  Country  Pop  Rock  Hip Hop /Rap  
 Alternative  Jazz  R&B  TechnoOther

**2. Do you listen to music while studying?**  Yes  No

**3. What kind(s) of video games do you play?**

- Classic  Sports  Action  Adventure  Arcade  Simulation  
 Real-time Strategy  First-person Shooter  Other

**4. What kind of roommate do you prefer?**  Studious  Outgoing  Quiet  No preference

**5. Are you comfortable with clutter?**  Yes  No  No preference

**6. When do you prefer to go to bed?**  Before midnight  After midnight

**7. When do you prefer to wake up?**  Before 8:00 a.m.  After 8:00 a.m.

**8. What might you bring for your room?**

- Refrigerator  Microwave  Television  DVD Player  Other Large Items

**Requested Hall:**  Residence Hall  Harbin Hall  No preference

Name of Requested Roommate: \_\_\_\_\_

*Roommate request must be mutual.*

Office use only.

Date Received:

Room Assignment:

Arrival Date:

**Contract Termination**

This contract may be modified or terminated at the discretion of the Assistant Director of College Advancement or an authorized designee of the Assistant Director. A student will be given an opportunity to discuss with the Assistant Director, or an authorized designee of the Assistant Director and a representative from College Advancement, the basis for any proposed modification or termination of this contract. Reasons for modification or termination include, but are not limited to: failure of the undersigned to comply with the terms of this contract; the student engages in conduct that is disruptive of the residence hall community; the student is not formally enrolled in the university; the student engages in actions or activities detrimental to the health, safety, welfare or security of self or other residents; or a resident has been charged or convicted of a crime or crimes against persons. If the contract is terminated, the student will be required to pay the remainder of the contract and vacate the halls within 48 hours.

**Claims Against the University**

By signing this contract, the student agrees: 1) that the Office of Residence Life and Kansas State University-Salina are not responsible for loss or damage from any cause to the student's property or any person's property in the residence hall, 2) that the Office of Residence Life and Kansas State University-Salina are not responsible for injury to the student or his/her family or guests which might result from use of the residence hall, 3) that the student will provide his/her own protection against loss and damage to his/her personal belongings, and 4) the Office of Residence Life, Kansas State University-Salina, and the State of Kansas, and their offices, agents, and employees, are hereby released from all liability for personal injury or property damage arising from use of the residence hall, including liability for negligence.

**Agreement**

I have read, fully understand and agree to the terms, conditions and policies of this contract, the accompanying assignment information and the enclosed materials. I specifically understand and agree to the length, vaccinations/immunizations, and cancellation of this contract.

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

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

**Notice of Nondiscrimination**

*Kansas State University-Salina is committed to a policy of nondiscrimination on the basis of race, sex, national origin, disability, religion, age, sexual orientation or other non-merit reasons, in admissions, housing, educational programs or activities and employment, all as required by applicable laws and regulations.*