



# UAF Residence Hall Application/Agreement

This agreement is for fall 2017 and spring 2018 semesters. Please attach an explanation if requesting an agreement for a shorter time period. If you will be a new resident of UAF Housing, return this form with \$355 (\$315 damage/reservation deposit plus \$40 nonrefundable application fee) in the enclosed business reply envelope, or mail to: UAF Residence Life • P. O. Box 756860 • Fairbanks, AK 99775-6860. Please contact the Department of Residence Life if you are paying with a credit card. Checks are made payable to: Department of Residence Life.

Student last name	First	Middle	UA ID number
Permanent mailing address			Birth date
City	State	Zip	Local/cell phone
Email			Permanent phone
The Higher Education Opportunity Act allows you the opportunity to list contact information in case of an emergency:			
Emergency contact's name		Relationship to student	
Mailing address		Phone	
Email address			

## Tell us about yourself

What is your age of check in? \_\_\_\_\_ Class standing:  Freshman  Sophomore  Junior  Senior  Graduate

I have previously lived on campus.  Yes  No  Male  Female  Gender Inclusive Housing\* Major: \_\_\_\_\_

Please check all that apply to you (please be honest)

Nonsmoker  Smoker  Tidy  Less tidy  Early riser  Night owl  Quiet  Less quiet

Would you prefer to live in a substance-free hall?  Yes  No Would you prefer a substance-free roommate?  Yes  No

## Room type options

**Double:** a room built for two and occupied by two

**Single:** a room built for one and occupied by one; limited availability

**Double-Single:** a room built for two but occupied by one; limited availability.

Traditional first-time freshmen (younger than 20) must live in designated EDGE halls (Moore or Skarland) and will be enrolled in Orientation.

## Campus landline phone for \$120/semester Yes No

Phone line will be activated in your room and the fee placed on your student account. Provide your own phone, calling card and answering machine — voicemail is not available. To cancel your phone line, contact the Residence Life office prior to end of fee payment or entire balance will be owed.

\*Supplemental Application Required for Gender Inclusive Housing.

## Hall/room type preference

Your hall/room type preferences will be considered but cannot be guaranteed due to space/requirement limitations.

1) \_\_\_\_\_ / \_\_\_\_\_ Name of preferred roommate\* \_\_\_\_\_  
 Hall Room type

2) \_\_\_\_\_ / \_\_\_\_\_ Are you:  Interested in living in the Sustainable Village  
 Hall Room type  Mobility-impaired

3) \_\_\_\_\_ / \_\_\_\_\_ International students only:  Prefer living with an English-speaking roommate  
 Hall Room type  Semester Study Abroad student

\* Roommate requests are granted when space is available, when the requests are mutual, and when both applications are received in close proximity to each other.

## Special considerations

Please read both sides of this agreement carefully before signing. **This agreement begins:**  Fall  Spring Year: \_\_\_\_\_

I accept the terms and conditions of this agreement. I understand that by signing this agreement, I am personally (jointly and separately) responsible for compliance with all of the terms of this agreement. Cancellation of housing accommodations after July 31, (including applications received after July 31), will result in the forfeiture of my entire damage/reservation deposit plus any other associated housing charges. Room reservations are guaranteed until 9 a.m. on the first day of classes. I understand that signing this agreement for fall 2016 obligates me to stay on campus for both fall 2017 and spring 2018 semesters. I understand that by signing this document I am incurring a debt that must be paid (be sure to read the back side of this form to understand your obligation).

**Signature of student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Signature of parent/guardian if student is under age 18: \_\_\_\_\_

UAF is an AA/EO employer and educational institution and prohibits illegal discrimination against any individual: www.alaska.edu/title compliance/nondiscrimination. All correspondence must be in writing from student and shall be mailed to the university at the below postal address. The student understands that Alaska Statute . et seq., the Alaska Uniform Residential Landlord Tenant Act does not apply to this agreement. NOTE: Application for and confirmation of admission to the University of Alaska Fairbanks and application for residence hall accommodations are separate transactions, acted upon separately by the university. Return of this application/agreement does not guarantee that accommodations will be available in the residence halls. Any questions you have about the terms and conditions of this agreement should be directed toward the Department of Residence Life prior to signing it. The university shall be entitled to all remedies provided by law or this agreement.

### Residence Life staff use only

Receipt # _____	Date _____	Credits _____
Date _____ Hall _____	Room # _____ <input type="checkbox"/> Double	<input type="checkbox"/> Double-single <input type="checkbox"/> Single
Date _____ Hall _____	Room # _____ <input type="checkbox"/> Double	<input type="checkbox"/> Double single <input type="checkbox"/> Single

**TERMS OF OCCUPANCY:** student is responsible for all of the terms of this Agreement and as a member of the Residence Hall Association agrees to comply with all university rules, regulations, policies, procedures and community living standards including those printed in the Class Registration Schedule, the Residence Life Handbook, the university Catalog and any other university publication or electronic access site. All such rules and regulations are by this reference incorporated into this Agreement. The period of occupancy for this agreement and the academic year will begin on the first day of the fall semester as specified by the university and will end on the day after the last regularly scheduled final examination for the spring semester. Occupancy will not begin until the official opening day unless pre-approved arrangements are confirmed by the Department of Residence Life. Additional housing charges may be assessed to the student. As a campus resident, you are required to purchase a board plan for both the fall and spring semesters. Excluded from this provision are graduate students and those students living in the Cutler Apartment Complex, and the Sustainable Village. All board plans can be purchased with, and activated by, UAF Dining Services. For more information about the available board plan options, costs, program parameters, as well as the Agreement for Services, please visit: [www.uafdining.com](http://www.uafdining.com) or call 907-474-6661.

**NOTE:** Occupancy dates are subject to changes in the academic calendar. Students wishing to remain in campus housing between semesters must apply, be accepted, and pay a fee (with the exception of Cutler and the Sustainable Village). Each approved student will be consolidated into an open residence hall(s). Failure to complete registration (course selection and payment of fees) constitutes a breach of this Agreement. Persons breaching their Agreement will be assessed room costs as defined in the "REFUNDS/COSTS" section of this Agreement and be required to move out. At the opening of each semester and at times of unanticipated over-enrollment, the student may be assigned to overflow housing space. Overflow assignments will be charged at the standard rate.

**ACADEMIC YEAR AGREEMENT:** The term of this agreement is for the entire academic year or for the remainder of the academic year, if entered into after the beginning of the academic year. The academic year consists of fall and spring semester and does not include summer sessions which are acted upon separately by the university. Any student who continues to be enrolled at the university of Alaska Fairbanks shall honor the terms of this Agreement for both the fall and spring semesters and shall be charged the full amount of the fall and spring housing fees. The Cutler Apartment Complex/Sustainable Village **ACADEMIC YEAR AGREEMENT** is for the fall, winter break and spring semester. Students graduating in December or not enrolling for spring semester must provide notice of cancellation by Nov. 30 and must complete proper checkout (see "TERMINATION/FORFEITS" section).

This Agreement is not a lease. It creates no exclusive right on the part of the student to occupy any portion of university property. The university may assign or reassign the student to specific housing when, in the university's sole discretion, it deems such action necessary. The student may not assign any rights or obligations created by this agreement.

**Eligibility:** All students of UAF are eligible for campus housing but are not guaranteed housing until approved by the Department of Residence Life. To better manage occupancy, Residence Life may establish occupancy priorities and eligibility/credit hour requirements at any time deemed necessary.

**UNIVERSITY AUTHORITY:** UAF reserves the right to:

- a) Change room assignments (consolidate) when vacancies occur and single occupants are residing in multiple capacity rooms or when less than four students are living in one Cutler apartment the remaining resident(s) must accept another roommate and/or move to another room/apartment. Students already on the double-single waiting list may keep the room and assume the additional cost if space is available.
- b) Re-assign students from a room, floor, hall, or residence system if necessary for health, safety, financial, or disciplinary purposes or when premises are unsuitable for occupancy.
- c) Enter any unit in order to inspect the same; make essential, preventative, routine, or agreed upon repairs, decorations, alterations or improvements; supply necessary or agreed upon services; or exhibit the premises to laborers or contractors, or as is otherwise necessary in the operation and/or protection of the premises or persons therein.
- d) Enter any premises in the event of an apparent or actual emergency, if there is reason to believe that a university policy is being violated or when other community members' rights are being violated and entry cannot be gained by nominal means.
- e) Close a residence and re-assign residents to available space in other residences or within a residence when sufficient vacancies occur and/or the need arises.

- f) Refuse or terminate housing to any student who is delinquent in the payment of residential fees, who has demonstrated an unwillingness to abide by Board of Regents policy, university Regulations and Residence Life policies and procedures, who may impact the community and/or students personal safety, or who exhibits behavior which is incompatible with maintaining order and propriety of the Residence life community.
- g) This agreement may be terminated by the University by giving the occupant ten (10) days advance written notice to vacate the premises, for any reason, at the sole discretion of the University.

If the student chooses to vacate their assigned unit during the term of this Agreement, but remains enrolled at the university, or the student fails to occupy their reserved space by the first day of classes, the student will forfeit their deposit and will agree to pay for occupancy as outlined in the "REFUNDS/COSTS" section. After July 31, students who have submitted applications are expected to live on campus and pay appropriate housing fees for their reserved space. **NOTE:** Notification of student status to other departments within the university does not cancel this Agreement. Damage/reservation deposits (currently \$315) will be held by the university and carried forward to subsequent academic years until the termination of this Agreement. At the time of termination, the deposit may be used to cover cancellation/termination charges plus costs for any loss or damage caused during occupancy and not otherwise paid or provided for by the student. The same may be applied to pay for other obligations owed by the student to the university. Any portion of such deposit not applied as provided herein will be mailed to, or refunded to the credit card used by, the student within 30 working days after proper check-out. Deposits will be forfeited for the following reasons: 1) failure to complete proper check-in by 9:00 am on the first day of classes; 2) Termination of occupancy during the first sixty (60) days after the official fall opening; 3) canceling room reservations after July 31; 4) failure to properly check out of a room or apartment. **NOTE:** All provisions of this Agreement apply to students with a confirmed room reservation for Spring semester except that the date of record will be changed from Aug. 1 to Dec. 1.

**REFUNDS/COSTS:** All room costs are subject to change. If rates increase after student application, students with accepted agreements will be given the opportunity to withdraw their application without penalty (less application fee). Students terminating their Agreements will be charged room rent based on the Residence Life Refund/Cost Schedule. I promise to pay attorney's fees and other collection costs, which may be based on a percentage at a max of 40% of debt, necessary for the collection of any amounts owed to the university. If I do not pay, the university may take my Permanent Fund Dividend under Alaska Statutes 14.40.251 and 43.23.073 and pursue other collection methods.

**CHECK OUT:** A student's occupancy in university housing is terminated by the university by official check-out (personally signing out) with a Residence Life Staff member. Students failing to complete an official check-out forfeit their deposit and will be assessed all appropriate cleaning, damage and check out fees or housing charges. The student must provide written notice of cancellation as outlined in "TERMINATION/ FORFEITS" section below. On or before the date of hall closing or termination, student must remove himself/herself and all personal property from the premises. The Premises, including equipment, furniture and fixtures shall be clean and in as good order and condition as when received, reasonable wear and tear expected. Upon termination of the Agreement, the university shall have, and is hereby granted, full and free right to remove property of the student or others from the Premises without being guilty of trespass, eviction or forcible entry and detainer, and without relinquishing any of the university's legal rights. Any and all property which may be removed from the Premises by the university pursuant to the authority of this Agreement or of law, to which the student or others may be entitled, shall be handled or removed by the university at the risk, cost and expense of the student.

**WAIVER AND SEVERABILITY:** No term or condition of this Agreement can be waived by the university except as authorized in writing by the Director of Residence Life or designee. Requests must be made in writing. Should any clause or portion of this Agreement be held invalid, the other portions of this Agreement shall remain in full force and effect.

**UNIVERSITY RULES AND PROCEDURES:** These are printed here for your convenience, but are not to take the place of the Residence Life Handbook which should be referred to for more specific information on Residence Life policies and procedures which can be found at [www.uaf.edu/reslife/](http://www.uaf.edu/reslife/):

- a) A room/apartment is to be occupied only by the student(s) for whom it is reserved. Rooms/apartments may not be sublet or used by non-residents for any purpose.
- b) Prohibited items in residential rooms/apartments include corrosive, combustible, hazardous or other dangerous substances, firearms, ammunition, other weapons, and cooking and food storage appliances unless approved by the Department of Residence Life.
- c) All weapons must be stored at the UAF Police Department and cannot be kept in rooms or apartments. The university

reserves the right to remove all prohibited items. Prohibited activities include, but are not limited to: possession or use of illegal drugs or substances, possession or use of alcoholic beverages by persons under Alaska's legal age, public display of offensive materials, relocation of university furniture from one room to another, keeping of pets, and cooking and smoking in unauthorized areas.

- d) Residents are responsible for damages beyond normal wear to localities and equipment. Each student will be charged for damage, or other loss incurred, to their room, the building, furniture, and equipment that is a result of carelessness or misconduct. Damage within the student room, apartment, or the common areas located throughout the building (unless individual responsibility is determined), will be attributed to all occupants of that room, apartment or all resident students served by the common areas. Student agrees to remove all stored personal property from university facilities upon termination of this Agreement. If the student fails to remove said property, student hereby authorizes the university to make disposition of such property in any manner in which the university sees fit, without further recourse from the student.
- e) Student shall not make any material alterations in the space without express written permission from the Department of Residence Life; shall not damage nor permit the damage of any part of the space; shall not do or permit the doing of anything that shall constitute a fire or health hazard; and shall not permit the accumulation of waste and refuse within the space. Violation of these term and conditions may be considered sufficient reason for monetary fines and disciplinary action, including, but not limited to, dismissal from the university residence halls (and possibly the university).

- f) Students may occupy their rooms during Thanksgiving and Spring Break with no additional charge; however, students who wish to remain on campus during the period between semesters must arrange for accommodations separately and pay an additional charge. The cost of winter break housing is built in to the Cutler Apartment/Sustainable Village charge. No board program meals are provided during vacation periods.

- g) Student hereby agrees to obey all applicable university, local, state, and federal laws and regulations which are now in effect or which may become effective during the term of this agreement.

**INDEMNITY/LIABILITY:** UAF accepts no liability for:

- a) Damage or injury to persons or property or loss of property of student unless the same is caused by the gross negligence or willful misconduct of the university.
- b) The loss, damage, or destruction to all personal belongings in the custody of, belonging to, or stored by the student, regardless of cause. This includes losses that occur in the students room, storage room, and public area, in other areas of the hall or campus. The university strongly recommends that students secure insurance for personal property with a private insurance company. The university does not insure the student's private property.

**TERMINATION/FORFEITS:** Agreement may be terminated by the student as follows:

- a) Prior to Aug. 1: The student may cancel this Agreement at anytime prior to Aug. 1 without penalty (less application fee) by filing a written notice to Residence Life.
- b) Graduation, Total Withdrawal or Marriage: The student may cancel this Agreement for Spring semester without forfeiture of the deposit for reasons of graduation, total enrollment withdrawal or for marriage by filing a written notice and appropriate documentation to Residence Life by Nov. 30.
- c) Hardship: The student may request cancellation of this Agreement for hardship by filing a written request to Residence Life. If approved, you will be notified in writing. If denied, you will be notified in writing and held to the terms of this agreement for the remainder of the academic year.

**RELEASE:** By signing the UAF Residence Hall Application/Agreement I give the University of Alaska Fairbanks (UAF) permission to photograph, videotape or record me and to use the photographs, videotape, electronic file, film or audio recording in print and electronic publication, video broadcasts, radio broadcasts, housing database, or any similar electronic and mechanical means. I agree that the photographs, including negatives, slides and prints or any other presentation of the images, is the property of UAF. I waive any right I may have to inspect and/or approve the finished product in which the image may be used. By signing I intend to release and discharge UAF from any and all claims that I may have, and agree to hold harmless and defend UAF from liability arising from claims or litigation arising from its use of my image or voice. A Resident may opt out of this release by filing a written request to Residence Life at the address on the front of the UAF Residence Hall Application/Agreement.

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Student last name (please print)                      First                      Middle                      UA ID number

**Residence Hall Calendar**

**FALL SEMESTER 2017**

Residence halls open, 8 a.m. . . . . Thursday, Aug. 24  
 Orientation for new students. . . . . Wednesday – Sunday, Aug. 23 – Aug. 26  
 First day of instruction . . . . . Monday, Aug. 28  
 Thanksgiving holiday (no classes, most offices closed) . . . . . Thursday – Sunday, Nov. 23 – 26  
 Last day of instruction . . . . . Saturday, Dec. 9  
 Residence halls close, Noon (except Sustainable Village and Cutler Apartments) . . . . . Sunday, Dec. 17

**SPRING SEMESTER 2018**

Residence halls open, 8 a.m. . . . . Sunday, Jan. 14  
 Orientation for new students . . . . . Sunday, Jan. 14  
 First day of instruction . . . . . Tuesday, Jan. 16  
 Spring Break (no classes) . . . . . Monday – Friday, March 12 – 16  
 Last day of instruction . . . . . Monday, April 30  
 Residence halls close, Noon (including Sustainable Village and Cutler Apartments) . . . . . Sunday, May. 6

**Refunds and costs**

The cost of your room is applied to your student account at the beginning of each semester. All room costs are subject to change. If rates increase after a student has submitted an application, students with accepted agreements will be given the opportunity to withdraw their application without penalty (less application fee). All housing related charges and fees place on your student account after the fee payment deadline during the Fall and Spring Semester, or any time during the Summer and Winter Semester, must be paid within seven business days.

All outstanding balances after seven days are subject to a late fee. If you are unable to pay these charges or fees, you must contact the Office of the Bursar before the seven day time period has lapsed to determine your payment options. I affirm that the information I have provided on this application is true and that I am in agreement with any additional charges that may be added to my account resulting from the above selections. I agree to pay all current semester charges, including but not limited to tuition, fees, housing, meal plan charges, and any additional fees on this form. Students terminating their agreements will be charged room rent based on the following schedule. Canceling buy-out/double-singles will follow the percentage refund schedule:

FALL 2017		SPRING 2018	
Prior to Aug. 1	100% refund, including deposit	Prior to Dec. 1	100% refund, including deposit
<b>Aug. 1 - Aug. 23</b>	<b>100% refund, forfeit deposit</b>	<b>Dec. 1 - Jan. 13</b>	<b>100% refund, forfeit deposit</b>
<b>Aug. 24 - Sept. 8</b>	90% refund, forfeit deposit	<b>Jan. 14 - Jan. 26</b>	90% refund, forfeit deposit
SEPTEMBER 12	FEE PAYMENT DEADLINE	JANUARY 30	FEE PAYMENT DEADLINE
<b>Sept. 9 - Sept. 22</b>	75% refund, forfeit deposit	<b>Jan. 27 - Feb. 9</b>	75% refund, forfeit deposit
<b>Sept. 23 - Oct. 6</b>	50% refund, forfeit deposit	<b>Feb. 10 - Feb. 23</b>	50% refund, forfeit deposit
<b>Oct. 7 - Oct. 20</b>	25% refund, forfeit deposit	<b>Feb. 21 - March 9</b>	25% refund, forfeit deposit
<b>After Oct. 20</b>	No refund, forfeit deposit	<b>After March 9</b>	No refund, forfeit deposit

**Read and initial each statement below:**

- \_\_\_\_\_ I accept the terms and conditions of this agreement. I understand that by signing this agreement, I am personally (jointly and separately) responsible for compliance with all of the terms of this agreement.
- \_\_\_\_\_ Cancellation of housing accommodations after July 31 (including applications received after July 31) will result in the forfeiture of my entire damage/reservation deposit plus any other associated housing charges. Room assignments are guaranteed until 9 a.m. on the first day of classes.
- \_\_\_\_\_ I understand that signing this agreement for fall 2017 obligates me to stay on campus for both fall 2017 and spring 2018 semesters. I understand that there is an additional cost associated with winter break housing (except Cutler Apartments and the Sustainable Village).

**Signature of student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Signature of parent/guardian if student is under age 18: \_\_\_\_\_

## Meningococcal disease information

### To all new residents of UAF campus housing:

The State of Alaska requires all post-secondary educational institutions to provide information about meningococcal disease and meningococcal vaccine to all students who intend to reside in campus housing and requires that students sign a form indicating that they have either been vaccinated against the disease or have received information about it. See information and signature blocks below:

Sec. 14.48.165 of the Alaska Statutes reads as follows:

### Immunization of postsecondary students

a. A postsecondary educational institution in this state shall provide written notice to each student who intends to reside in campus housing before the student's initial period of residence that includes the following information:

1. Meningococcal disease
  - A. is a serious illness that can cause death within a few hours of onset; one in 10 cases is fatal, and one in seven survivors of the illness is left with severe disability;
  - B. is a contagious but also largely preventable infection of the spinal cord fluid and the fluid surrounding the brain;
2. Scientific evidence suggests that college students living in campus housing are at a moderately increased risk of contracting meningococcal disease; and
3. Immunization against meningococcal disease decreases the risk of contracting the illness

b. A student attending a postsecondary educational institution shall sign a document provided by the institution indicating that the student has received

1. an immunization against meningococcal disease; or
2. the notice described under (a) of this section (see above) I have received an immunization against meningococcal disease and am aware that if I received the immunization prior to age 16 then a booster shot is recommended.

I have received an immunization against meningococcal disease and am aware that if I received the immunization prior to age 16 then a booster shot is recommended.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print full name

\_\_\_\_\_  
Date of birth

### Alternative affirmatio

I have received and read the information regarding meningococcal disease described above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print full name

\_\_\_\_\_  
Date of birth

Availability of vaccine: The UAF Student Health and Counseling Center provides the meningococcal vaccine for a fee. Due to the limited shelf life, the Center maintains a limited supply of the vaccine and cannot guarantee that it will be available at all times. Students wishing to get the vaccine should call the Center at 907-474-7043 to check on current availability.

## Conviction disclosure form

**You are required to sign and return this form even if you answer NO to these questions.**

\_\_\_\_\_  
Name

\_\_\_\_\_  
UA ID number

I authorize the UAF Department of Residence Life to conduct a detailed criminal background check of my past. Non-disclosure and incomplete or inaccurate information are grounds for immediate termination of housing.

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

Yes\*     No    Do you presently have felony charges pending against you or have you ever been convicted of a felony?

Yes\*     No    Do you presently have misdemeanor charges pending against you, or have you been convicted of a misdemeanor in the past five years?

Yes\*     No    Do you presently have sexual offense charges pending against you or have you ever been charged or convicted of a sexual offense crime or attempt to commit such a crime, as defined by Title 11 of Alaska Statutes?

The Alaska Statutes are viewable online at [www.legis.state.ak.us/basis/folio.asp](http://www.legis.state.ak.us/basis/folio.asp).

\* If you answered yes to any of these questions, please provide information about the crime(s) you have been convicted of, date(s) of conviction(s), court(s) convicted in and sentence(s) received. Please attach a separate sheet for each crime. Additional explanation sheets must have your signature and authorize the UAF Department of Residence Life to conduct a detailed criminal background check. (You may photocopy this form.)

### Crime #1

1) Information about crime convicted of: \_\_\_\_\_

2) Date of conviction: \_\_\_\_\_

3) Court convicted in: \_\_\_\_\_

4) Sentence received: \_\_\_\_\_

Probation dates: Beginning \_\_\_\_\_ Ending \_\_\_\_\_

Probation officer's name \_\_\_\_\_

Probation officer's phone \_\_\_\_\_