2012-2013 Application and Agreement for On-Campus Housing

Residence Life 45-045 Kamehameha Highway, Kaneohe, HI 96744
Phone Number: 1-808-236-3540 ***Fax Number:*** 1-808-236-3539 ***Email:*** housing@hpu.edu

Please complete all form fields. Enter N/A for fields that do not apply

HPU Student ID: _____

Name: **First** _____ **Last** _____ **Middle** _____

Sex: □ Female □ Male

Address:
Street Address _____ **P.O. Box** _____

_____

City _____ **State** _____ **Country** _____ **Zip Code** _____

Phone Numbers:
Home: **Country** _____ **Area Code** _____ **Number** _____
Cell: **Country** _____ **Area Code** _____ **Number** _____

E-mail Address: _____@my.hpu.edu

This is HPU's official method for communication with students. All housing updates will be sent to this email.

All students living in the residence halls are required to provide proof of personal medical health insurance throughout the duration of this agreement. A student's health insurance must be valid in the state of Hawaii. Please list your health insurance carrier and policy # in the space provided below:

Medical Health Insurance Carrier: _____

Policy #: _____

Please notate "N/A" if health insurance has not been confirmed at the time of application. Residents will be required to provide proof of valid medical health insurance before checking into the residence halls.

Housing Fee and Room Occupancy: (please indicate your 1st and 2nd choice for room occupancy)

First Second Double Occupancy (shared bathroom) $6,241 per semester + $500 Security Deposit
First Second Triple Occupancy (shared bathroom) $5,021 per semester + $500 Security Deposit

A $500 security deposit payment must be made after completing this application in order for the application to be processed.
Applications received without the $500 security deposit will be considered incomplete and will not be processed.
The Hawai'i Loa campus has six co-ed residence halls. Rooms/suites are shared furnished accommodations with students of the same gender. If your first choice is not available (double occupancy or triple occupancy) , you will be assigned to your second choice and notified of your assignment.

Parent Access for Financial Information:

I hereby authorize Residence Life of HPU to release financial details of my account to the following individual(s) (parent(s), guardian, etc.)

1. _____

2. _____

This authorization remains in effect while I am enrolled at HPU. I understand that I may revoke this authorization at any time by notifying Residence Life in writing.

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Please complete all form fields.
Enter N/A for fields that do not apply

The following information assists Residence Life in matching you with your roommate(s). Please note that at times, exact preference matching may not be possible. We hope to provide you with the best possible Hawai'i Pacific University housing experience. Please be sure you (the student) completes this section.

Status: (please mark all that apply)

- □ New to HPU
- □ Transferring to HPU
- □ Continuing at HPU

- □ Freshman
- □ Sophomore
- □ Junior
- □ Senior
- □ Graduate student

Birthday _____/_____ /_____
(mm/dd/yy)

Intended Major Program:_____

A. Room Neatness:

- □ I am very tidy and organized
- □ I am semi-tidy
- □ I am not tidy and leave things everywhere

B. Study Habits:

- □ I require absolute quiet as I am easily distracted
- □ I am able to tune out most noises and am not easily distracted

C. Sleep Habits:

(Weekdays) I get up at _____ and go to bed at _____

(Weekends) I get up at _____ and go to bed at _____

D. Floor Placement: □ I prefer to live on a floor with only other residents of my same gender.

(Please note that students will always be placed in a single-sex suite and Residence Life will make every effort to honor the request made by students on this item; however, cannot guarantee this assignment.)

E. Smoking: For health and safety reasons smoking is not permitted in the residence halls and residence life facilities and grounds. A designated smoking area, however, is available in the residential life area.

Do you smoke? □ Yes □ No Do you mind living with a smoker? □ Yes □ No

F. Additional Information:

Please share any additional information about yourself that you think will assist in roommate placement and your assignment in the residence halls including any special needs or information (i.e., interests, medical information, etc.):

_____

_____

G. Roommate Preference: Name(s) of fellow resident(s) I would like to live with: _____

(Please note any requested roommate must also request to this living arrangement before Residence Life considers this request.)

Roommate Information Authorization:

□ Yes, I authorize Residence Life to release my contact information to my prospective roommate(s).

□ No, I do not authorize Residence Life to release my contact information to my prospective roommate(s).

Of the items listed above, circle the most important element for your housing assignment

A. Room Neatness
B. Study Habits
C. Sleep Habits
D. Floor Placement
E. Smoking
F. Additional Information
G. Roommate Preference

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Please complete all form fields.
Enter N/A for fields that do not apply

Students who cancel their application prior to May 1, 2012 will receive a full refund of their security deposit and any housing fees paid. After May 1, 2012 all security deposits and housing payments are NONREFUNDABLE.

Please review the attached POLICIES, TERMS, AND PAYMENT DEADLINES at the end of this form.

Housing Fee Payment Options. Please check one option ONLY by initialing the applicable line.

If I am accepted into on-campus housing at HPU, I intend to pay for my housing fees via:

_____ **FULL PAYMENT:** I agree to make my full payment ($6,241 double-occupancy or $5,021 triple-occupancy) by the designated deadlines:

Fall 2012 payment deadline: July 1, 2012
Spring 2013 payment deadline: October 15, 2012

_____ **PARTIAL FINANCIAL AID:** I am a financial aid recipient and expect that my financial aid award will cover PART of my housing costs for the fall 2012 and spring 2012 terms. I agree to pay my remaining balance by the payment deadlines:

Fall 2012 payment deadline: July 1, 2012
Spring 2013 payment deadline: October 15, 2012

_____ **FULL FINANCIAL AID:** I am a financial aid recipient and expect that my financial aid award will cover my housing costs in FULL for the Fall 2012 and Spring 2013 terms.

_____ **PAYMENT PLAN:** I would like to apply for the Residence Life Installment Plan. Per the installment plan, payments are due in three equal amounts on:

July 1, 2012; August 1, 2012; and September 1, 2012 for the fall 2012 term
October 15, 2012; November 15, 2012, and December 15, 2012 for the spring 2013 term

_____ **YELLOW RIBBON or GI BILL:** I am a veteran of the US Armed Forces or am a dependent of an active duty member of the US Armed Forces. I believe I may be eligible for housing benefits. I am requesting that Residence Life work with me on an individual basis regarding these housing benefits.

I verify that all information given in this application is complete and correct to the best of my knowledge. I have read this 2012-2013 Application and Agreement for On-Campus Housing including the Payment, Terms, and Payment Deadlines and agree to the terms specified herein.

_____
(Student please PRINT name above)

_____ _____
(Student signature above) (Date)

If student is under the age of 18, a parent/guardian's consent is required.

I am the parent/guardian of _____, and I have read and agree to the terms and conditions.

_____ _____

(Parent/guardian signature above) (Date)

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Hawai`i Pacific University
2012-2013 Application and Agreement for On-Campus Housing

Policies, Terms, and Payment Deadlines

1. It is understood and agreed that this reservation and agreement is binding for BOTH the fall 2012 and spring 2013 terms; **IT IS NOT APPLICABLE FOR THE FALL SEMESTER ONLY.** Occupancy and agreement dates for the fall 2012 housing term are from August 27, 2012 (11:00 a.m.) to December 17, 2012 (12:00 noon). Occupancy and contract dates for the spring 2013 housing term are from January 18, 2013 (8:00 a.m.) to May 13, 2013 (12:00 noon). The reservation and agreement is for occupancy in the Hawai'i Loa campus residence halls and for the required on-campus 14-meals-per-week plan. **Once a student has accepted the offer to a space in University housing for the fall term, this agreement is binding for fall 2012 AND spring 2013.**

2. The $500 nonrefundable security deposit must accompany this Application and Agreement in order for this application to be processed. Receipt of the security deposit places the student in the "applicant pool" and does not confirm a space in University housing. (Financial aid or scholarships may **NOT** be applied toward the payment of the $500 security deposit). The $500 security deposit converts to a refundable deposit at the end of the academic year (Spring 2013). Each room will be professionally cleaned and sanitized following the completion of the occupancy period. The cost of the cleaning will depend on the effort required to bring the unit to an acceptable level of order and cleanliness. Damage to the room (beyond standard wear of residency) will be deducted from the security deposit and the balance of the security deposit will be returned to the student following spring 2013 term.

3. Demand for spaces in the residence halls is very high. The University uses a wide range of criteria to determine the allocation of rooms and roommate assignments including but not limited to: assignment to available male or female spaces, attributes gathered from the student's housing profile information, date of application for housing, academic level (freshmen, transfer/graduate student), type of room requested (double or triple), past academic performance, intended major, and geographic distribution of residents. Applications for housing are accepted until all housing is filled and assignments normally are finalized by mid-to-late May. In order to be considered for on-campus housing a student must be accepted to the University and be considered a full-time student (12 credits undergraduate/ 9 credits graduate) and have all required housing documents included in the Housing Application and Agreement submitted by the deadline dates. Students must maintain full-time status for the duration of time in the residence halls. Students that are not placed in the residence halls will be placed on a waiting list and notified if spaces become available. Typical notification dates for acceptance into housing are mid-to-late May for early applications to housing, and then during the summer as spaces become available. Students not placed into the residence halls due to the lack of availability of space will receive a full refund of their security deposit and any housing fees paid, if applicable. Processing of the security deposit and housing fees does not constitute confirmation for housing assignment. Students who cancel their application prior to May 1 will receive a full refund of their security deposit/housing fees paid. **After May 1, the security deposit and any housing fees paid become nonrefundable for all students accepted into on campus housing. Additionally, all housing fee charges become non-reversible.**

4. FINANCIAL AID RECIPIENTS: Students who are receiving financial aid and wish to apply this aid toward their Housing Fees must have all required and completed financial aid documents and supporting documentation received by the Office of Financial Aid **well in advance of the Housing Fee deadlines**. Additionally, any Parent PLUS Loan or alternative loans must be credit pre-approved before the housing fee deadline in order for the applicant to be accepted into housing, or to preclude being transferred to the waiting list. Students who intend to use the Parent PLUS Loan toward payment of their bill are encouraged to call their chosen lender for a credit check. It may take over 72 hours for a credit check to be viewable by the Financial Aid Office, and dependent on the specific lender. Please ask that the pre-approval notification be sent to the HPU Financial Aid Office. Once a student submits the Application and Agreement for On-Campus Housing, the Office of Financial Aid provides Residence Life with the student's Total (Net) Estimated Award for the academic year. **STUDENTS RECEIVING FINANCIAL AID MUST NOT ASSUME THAT THEIR FINANCIAL AID WILL COVER ALL ACADEMIC AND HOUSING EXPENSES**. The student is also responsible for all unpaid balances not covered by financial aid as a result of any revisions that may occur prior to and/or during the academic year. Upon payment of the $500 security deposit, completion of all financial aid and supporting documents, and pre-approval of PLUS and any alternative loans, the student will be considered for assignment in the residence halls.

5. Applicants who have made late or partial payments, have requested to cancel their housing reservation, and/or have not completed the formal housing check-in process are not exempt from the terms of the 2012-2013 Application and Agreement for On-Campus Housing. Additionally, the University reserves the right to place a hold on the student's account, preventing the release of transcripts or registration, until all amounts due to the University are paid.

6. DEADLINES: Payments must be met on or before the specified deadlines to confirm the residence hall reservation, or not default on this agreement. Once an application is accepted, the student's account is appropriately charged. Not meeting payment deadlines results in a monthly late charge and may also result in losing your housing bed space.

- Security Deposit ($500): Must accompany this Application and Agreement for On-Campus Housing in order for the application to be processed
- Priority Due Date to be considered for initial assignment to housing: May 1, 2012
- Notify Applicants of Housing Acceptance Status: Initial notification in mid-May 2012; rolling notification thereafter
- Last Day to Withdraw Housing Application with Full Refund: May 1, 2012
- Housing Fee Fall 2012: Due by July 1, 2012
- Housing Fee Spring 2013: Due by October 15, 2012

7. CANCELLATIONS AND PENALTIES:

A. **Petition to Cancel for spring semester only:** The terms of this 2012-2013 Application and Agreement for On-Campus Housing **are binding for BOTH the fall and spring semester, after May 1, 2012**, and the cancellation policy applies to all applicants for on-campus housing who meet the criteria, including Financial Aid students who are using full or partial Financial Aid toward housing.

The cancellation policy only applies to students who meet the criteria and to spring cancellation requests.

I. A student may petition to cancel their agreement by the fall semester's housing check-out, if they are:
   - Withdrawing from the University before the agreement ends due to medical matters (and a notice from a medical doctor is submitted); or
   - Accepted into a HPU Exchange Program during the terms of the agreement (and a notice from program director is submitted); or

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7. CANCELLATIONS AND PENALTIES (continued):

- Graduating in December 2012.

Requests to terminate the agreement due to finances and/or desire to live off-campus, for example, do not warrant a termination of this agreement. Additionally, checking-out, vacating, or abandoning a residence does not constitute a release from this agreement.

II. Approval of the petition is at the sole discretion of the University. If approved, the student would be subject to the following:
- $1,000 Early Cancellation Penalty Fee (ECPF); and
- Forfeiture of their $500 Security Deposit.

B. **Breach of Agreement/Eviction:** The resident must follow all of the University's rules and regulations (as set forth in the Student Code of Conduct and Residence Life policies) and all local, state, and federal laws. For the most up-to-date HPU Student Code of Conduct and Residence Life policies, please see the HPU Dean of Students website at http://www.hpu.edu/Studentlife/Dean_of_Students/index.html. If the resident violates any of the University's rules and regulations and/or any local, state, or federal law, then, in the sole discretion of the University, this agreement may be terminated. If the resident is evicted, then the resident will adhere to the Policy for Evicted Students (to include financial impacts) as stated below:

I. Vacate the halls within 48 hours after receipt of notice from the University, unless a specified period is prescribed by Residence Life. (Vacate includes removing all personal belongings from the room, and returning the room and mailbox keys to Residence Life.)

II. Pay the full academic year housing contract fee. The housing fee charges will remain on the student account and will result in an account "hold" should the payment not be made by the housing fee deadlines. The evicted student may be refunded the spring contract payment if he/she is "replaced." Residence Life will do their best to fill that student's bed space; however, the University does not guarantee a replacement. The student is still responsible for the entire contract payment.

III. Forfeit the security deposit upon eviction.

IV. Pay any and all cleaning or damage fees and any associated discipline fine upon eviction.

V. Unable to return to the residence hall (to include as a resident guest), to include any future term as well.

VI. Student discipline file may be forwarded to the Dean of Students for review.

8. NON-LIABILITY OF THE UNIVERSITY: The University is not liable for lost, stolen, or damaged property belonging to a resident or its guests, regardless of where the loss, theft or damage occurs. The University strongly recommends that residents insure their personal belongings.

9. MEDICAL INSURANCE: Students are required to provide proof of personal medical health insurance throughout the duration of this agreement. A student's health insurance must be valid in the state of Hawaii.

10. WINTER HOUSING: The option of staying in the residence halls during university winter break may be contracted separately at a separate housing fee, if it is made available. Such housing acceptance may be contingent upon a student's disciplinary record. No food service will be provided over winter break.

11. DATES OF OCCUPANCY:

FALL 2012

- Halls open for fall 2012: Monday, August 27, 2012, 11:00am – halls open to all residents
- Halls close for fall 2012: Monday, December 17, 2012, noon

SPRING 2013

- Halls open for spring 2013: Friday, January 18, 2013, 8:00am – halls open to all residents
- Halls close for spring 2013: Monday, May 13, 2013, noon

By signing and submitting this 2012-2013 Application and Agreement for On-Campus Housing, I have agreed to live in the residence halls for the fall 2012 AND spring 2013 terms and have agreed to abide by all University and Residence Life policies and procedures.