Do I have to live on campus?
All students with less than 60 earned hours are required to live on campus space permitting. Exemptions for this policy include students who: are married, have dependent children, are commuting from a parent or guardian’s permanent address and primary residence (50 miles or less), are military veterans of 181 days or more, are 21 years of age or older, and special circumstances.

What is the length of the Housing Agreement?
The Housing Agreement is for the full academic year or any portion of that year that is remaining at the time you sign the agreement. The academic year consists of the fall and spring semesters. A cancellation charge of $150.00, any applicable housing fees, and a $750.00 termination fee will be assessed if the contract is broken before the end of the year and you remain a full-time student.

What appliances are not permitted?
Due to general safety and fire codes, restrictions must be places on the use of certain appliances. The following items may NOT be used in student bedrooms: halogen lamps, potpourri kettles, crock pots, hot plates, grills, electric skillets, toasters, and toaster ovens. Basically, anything with an open coil or element is not permitted.

Does the University provide insurance for resident’s property?
No. We urge each student to purchase some form of insurance whether it be renter’s insurance or a rider on their parent’s homeowner’s policy. National Student Services provides personal property insurance. Their web address is www.nssi.com

New applicants need to enclose a $150.00 deposit with this application.
# Residence Hall Housing Agreement

**PLEASE PRINT**

- **LAST NAME**
- **FIRST NAME (FULL LEGAL)**
- **MIDDLE NAME**
- **NAME YOU GO BY**
- **WKU ID (SEE TOPNET)**
- **DATE OF BIRTH**
- **HOME PHONE NUMBER**
- **CELL PHONE NUMBER**
- **EMAIL ADDRESS**
- **BIOLOGICAL SEX: [ ] MALE [ ] FEMALE**
- **PERMANENT ADDRESS**
  - **STREET**
  - **CITY**
  - **STATE**
  - **ZIP CODE**

**AGREEMENT BEGINNING** (check one)

- [ ] Fall Semester Year 20__
- [ ] Spring Semester Year 20__

**GENDER**

- [ ] Male
- [ ] Female
- [ ] Other

**CLASSIFICATION**

- [ ] Freshman
- [ ] Sophomore
- [ ] Junior
- [ ] Senior
- [ ] Graduate
- [ ] KCTCS

**RESIDENCE HALLS - Please rank in order of preference (1st choice, 2nd, etc.)**

- [ ] Bemis Lawrence*
- [ ] Douglas Keen
- [ ] Gilbert
- [ ] Meredith (Upperclassmen)
- [ ] Pearce Ford Tower
- [ ] Rodes Harlin

**Male**

- [ ] Barnes Campbell*
- [ ] Hugh Poland
- [ ] McCormack

**SPECIAL NEEDS**

- [ ] Physical
- [ ] Medical
- [ ] KAP

*For special accommodations, contact the Student Accessibility Resource Center (270) 745-5004 | wku.edu/sarc

**SMOKING PREFERENCE**

- [ ] Are you a smoker? [ ] Yes [ ] No
- [ ] Would you object to a roommate who smokes? [ ] Yes [ ] No

**MOST IMPORTANT PREFERENCE (Check Only One)**

- [ ] Single Gender
- [ ] Residence Hall
- [ ] Roommate
- [ ] Extended Living

**I prefer to go to bed:**

- [ ] Early (before 11pm)
- [ ] Late (after 11pm)

**MUSIC PREFERENCES**

(Check all that apply)

- [ ] Pop rock
- [ ] Alternative
- [ ] Rap
- [ ] Country
- [ ] Contemporary Christian
- [ ] Hard rock
- [ ] Other: _______________

**ROOMMATE PREFERENCE:**

- [ ] I would be interested in living with: [ ] an international student [ ] a student who has an approved animal

- [ ] Extended Living - allows students to live in their rooms when other halls close throughout the Thanksgiving, winter semester and spring break periods.

**SPECIAL NOTES:**

- [ ] Co-Ed

- [ ] Bates Runner* (Honors, Upperclassmen)
- [ ] Hilltopper
- [ ] McLean (Honors, Upperclassmen)
- [ ] Northeast* (Upperclassmen)
- [ ] Southwest (Upperclassmen)
- [ ] Zacharias (Upperclassmen)

**LAST NAME**

- **FIRST NAME**
- **MIDDLE NAME**
- **WKU ID OR SOCIAL SECURITY NUMBER**

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**This document, when submitted with appropriate signature(s) and a $150.00 deposit, is a request to rent Western Kentucky University residence hall space.**

**I have read and accept the Terms and Conditions outlined in this agreement. I understand that these preferences will be honored if possible, but cannot be guaranteed. I verify that the information is true and accurate.**

Signature (Resident's) __________________________________________ Date __________ Age __________

Signature __________________________________ Date __________

Parent or Guardian if resident is under 18 years of age
I. REQUIRED HOUSING POLICY
1. The live-on experience that the Department of Housing & Residence Life is committed to providing, is an essential part of the educational experience at Western Kentucky University. All Students (unless otherwise exempted or who have chosen a different on-campus living accommodation) who have less than 60 credit hours earned, will be charged the lowest community style residence hall rate that HRL offers, which is $2,180 per semester. Exemptions include students who are: veterans of military service (181 days or more), married, have dependent children, 21 years of age or older, members of fraternities or sororities living in chapter houses (sophomores only), or commuting from their permanent address. Requests for exemption based upon special circumstances (defined as unique and unusual) will also be considered.

II. ELIGIBILITY
1. All full-time WKU students and exempted part-time students may live on campus.
2. If a resident fails to enroll, or pay fees and is therefore not an enrolled student, the resident agrees to vacate the premises within 48 hours.

III. PERIOD OF AGREEMENT
1. Upon execution of this agreement by both parties and payment of the deposit, this contract becomes effective and constitutes a binding agreement for the full academic year (fall and spring semesters), or the remaining portion thereof.
2. Any student who remains enrolled, but withdraws from the University housing during the contract period without being released from this agreement, will: forfeit the deposit, be assessed a room charge through the official date of withdrawal, and be assessed a $750 contract termination fee.

IV. SERVICES PERIOD
1. Provided residence hall space is available, the University agrees to furnish a space and use of public areas in the residence halls.
2. The University provides housing during the recess periods of Thanksgiving, Christmas/Semester Break, and Spring Break in Barnes Campbell Hall, Bemis Lawrence Hall, Northeast Hall, and Southwest Hall. All other halls will close for these periods, but residents may leave personal belongings in their room.

V. HOUSING DEPOSIT
1. A $150.00 housing deposit is required to file this agreement, and serves as a combination room reservation, damage, cancellation and room checkout deposit.
2. This deposit may be carried over to the following academic year upon fully meeting the terms and conditions of the agreement for the current academic year.
3. This deposit does not apply toward the semester housing fee or other University obligations unless the resident fails to meet the payment schedule and therefore accumulates a past due obligation with the University.
4. Forfeiture of all or part of this deposit may result from cancellation of this agreement, failure to check-in by the first day of classes, failure to check out properly, or having room damages and/or missing equipment.

VI. ROOM ASSIGNMENTS
1. The University agrees to determine room assignments based on date of receipt, indicated preferences, space availability, and priority status. Returning residents who renew their agreement prior to the established deadline are given “priority status” and reassigned first. Incoming freshmen and transfer students are assigned next. Returning students who apply after the deadline are not guaranteed a hall/room assignment for the upcoming academic year.
2. Roommate assignments are based upon the dates of receipt, priority status, space availability, and mutual request for one another. Residents are encouraged to submit their agreements together.
3. The University makes all assignments without regard to race, sexual orientation or national origin and rejects all requests for changes of assignments based upon these reasons.
4. The Resident agrees to observe the room change procedures established by the university and to have prior written approval before making a room change.
5. If a vacancy occurs in the assigned room, the remaining resident agrees to: seek out another roommate; accept another roommate as assigned; move to another room if requested; or pay additional charges based upon lower occupancy of the room.
6. A resident may not sublease or rent a room assigned or permit another person to share a private room assignment.
7. The University reserves the right to modify room assignments for disciplinary reasons, catastrophe, closing of the facility or unresolvable roommate incompatibility. This agreement may also be canceled by the University for disciplinary reasons. Students removed from University housing for disciplinary reasons will remain obligated to the terms of this agreement and any applicable fees.
8. If housing demand exceeds capacity, the University reserves the right to use a limited number of temporary room assignments on campus.
9. If space is available, request for private rooms will be approved on a first-come, first-served basis. The resident of a private room agrees to pay the additional charges either before the semester begins or before the move is complete.

VII. HOUSING FEE PAYMENTS
1. A Resident agrees to pay the full semester housing fee by the due date.
2. The Resident agrees that any deviation from the established schedule of payment or any problem with payment, must be approved by the office of Billings and Receivables before payment is due.
3. The Resident agrees that failure to make payment as prescribed does not relieve the resident of accumulated housing fees while in residence. The resident understands that nonpayment will result in denial of residence hall accommodations and services, as well as University registration, until the amounts due are paid.
VIII. CANCELLATION BEFORE THE BEGINNING OF THE ACADEMIC YEAR
1. A resident who cancels this agreement will receive a partial refund based on the following dates:
   a. Cancellation received or postmarked by July 1 for an agreement beginning fall semester or November 15 for spring semester, will receive a $100.00 refund.
   b. Cancellation received or postmarked between July 2 and August 1 for an agreement beginning fall semester or November 16 and December 15 for spring semester, will receive $50.00.
   c. Cancellation received after August 1 for Fall or December 15 for spring semester receive NO REFUND of deposit.
2. Written notice of cancellation must be made to the Department of Housing and Residence life in order to receive a deposit refund.
3. A resident who is denied admission, or those who enroll at a WKU extended campus, will receive a full refund of the deposit when they withdraw or cancel.
4. A resident who does not receive a room assignment either permanent or temporary, before the beginning of the academic year due to unavailable space, will receive a full refund of the deposit.

IX. CANCELLATION AFTER THE BEGINNING OF THE ACADEMIC YEAR
1. A resident who does not check into the assigned room by midnight of the first day of classes will be considered a “no show,” and be canceled immediately.
   The housing deposit will not be refunded to no-show residents.
2. Residents must go through the official withdrawal process to cancel this agreement. Official withdrawal procedures are outlined in the University publication Hilltopics for Residence Hall Living. The housing deposit will not be refunded to students who unofficially withdraw.
3. A cancellation charge of $150.00, any applicable housing fees, and a $750 termination fee will be assessed to a resident who officially withdraws from the residence hall at any time during the academic year and subsequently continues full-time enrollment. Exceptions to the cancellation charge will be made for: marriage, graduation, ineligibility to continue enrollment due to failure to meet academic requirements, unexpected medical considerations, or other circumstances which are determined by the University to be beyond the control of the student. Requests for exception from the cancellation charge and appropriate documentation must be submitted in writing to the Department of Housing & Residence Life.
4. A resident's date of official withdrawal from the assigned residence hall room will determine the room charge and, if applicable, the amount of housing fee refund.
5. A resident's room charge will be $150.00 through the first week of the semester and thereafter be determined by the number of weeks assigned, using the following schedule: second week: 50% of semester fee; third week: 75% of semester fee. After the third week, the charge is 100%.
6. An assigned resident who does not go through the official withdrawal process to cancel this agreement on or before the last day of finals week of the fall semester will be considered an assigned spring semester resident and will be charged a spring housing fee accordingly.

X. POLICIES
1. The resident agrees to become aware and observe all published policies affecting his/her status with the University. Specifically included in this agreement by reference are the University publications Hilltopics for Residence Hall Living and the Student Handbook.

XI. FURNISHINGS, UTILITIES, AND SANITATION
1. The University agrees to provide each resident with a bed, chest of drawers, closet space, desk, and desk chair. A cable outlet and data hookups are also provided in each room.
2. The University agrees to provide reasonable amounts of heat, water, electricity, and air-conditioning. Interruptions on a temporary basis for the reasons of maintenance, repair or catastrophe will not be considered a breach of this agreement and the University assumes no responsibility for damages such as food spoilage. If an interruption occurs, the University agrees to restore the affected service within a reasonable amount of time.
3. The University agrees to provide trash removal from designated areas and to clean common hallways, baths, lounges, and general public areas on a regular basis.

XII. CARE OF FACILITIES
1. The resident agrees to be directly and financially responsible for keeping the room and its furnishes clean and free from damage, and to advise the hall director of any deteriorated conditions of the room or its furnishes.
2. The resident agrees not to modify, or allow the modifications of the assigned room or other parts of the building. The resident agrees to obtain advance written permission from the hall director for painting, moving of additional furniture or constructing large extraneous structures.
3. The resident agrees to pay charges for room damages, special housekeeping or maintenance services necessary due to misuse or abuse of facilities.
4. The resident agrees to use public areas in a way that contributes to the orderliness and cleanliness of all areas used by residents and guests.
5. The resident agrees to report loss of the room key and to pay the charges for key and lock replacement.
6. The resident agrees to check the smoke detector in the room once per month.
7. The resident agrees to dispose of room trash in the designated areas.

XIII. LIABILITY
1. The University does not assume responsibility for the resident's or other persons' loss of money or valuables, or for the loss of or damage to personal property and recommends that the resident contact an insurance carrier concerning the availability of protection against such losses.