

# CCAD UPPER-LEVEL STUDENT HOUSING AGREEMENT



Columbus College of Art & Design

APPLICANTS MUST SHOW PROOF OF A PAID \$250 SECURITY DEPOSIT BEFORE SELECTING A ROOM. DEPOSIT MAY BE USED FOR BOTH SUMMER 2018 AND 2018-2019 ACADEMIC YEAR TERMS.

TO BE CONSIDERED FOR HOUSING, APPLICANT MUST:

1. PAY THE SECURITY DEPOSIT
2. BRING AGREEMENT TO THE HOUSING SELECTION (or submit it to the Residence Life after)
3. BE ENROLLED FULL TIME AND BE IN GOOD FINANCIAL STANDING
4. UNDERSTAND THAT ALL AGREEMENTS ARE FOR 2 SEMESTERS UNLESS YOU ARE GRADUATING IN DECEMBER.

**NOTICE:** Summer Residents will live on one floor of DSA in apartments with other CCAD students. Interns from other schools will live on the same floor but in separate apartments.

## APPLICANT INFORMATION

FULL LEGAL NAME \_\_\_\_\_  
LAST FIRST MIDDLE

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ COUNTRY \_\_\_\_\_

EMAIL \_\_\_\_\_ CELL PHONE # ( \_\_\_\_\_ ) \_\_\_\_\_

GENDER  MALE  FEMALE  TRANSGENDER HIGH SCHOOL GRADUATION YEAR \_\_\_\_\_

## ROOM, MEALS & ROOMMATE PREFERENCES

\_\_\_ THE STANDARD DSA ROOM IS A PRIVATE BEDROOM IN A 4 PERSON APARTMENT AT A RATE OF \$4,050

\_\_\_ A LIMITED NUMBER OF A PRIVATE BEDROOMS IN A 2 PERSON APARTMENT MAY BE AVAILABLE AT A RATE OF \$4,370

### PREFERRED ROOMMATE(S)

Students may request up to 3 preferred roommates. The chances of being housed with requested roommate(s) are increased if completed agreements (including deposits paid) are brought to room selection together. **A preferred roommate selecting an apartment does not ensure you a room in that apartment.** Spaces cannot be held or reserved..

ROOMMATE #1 \_\_\_\_\_

ROOMMATE #2 \_\_\_\_\_

ROOMMATE #3 \_\_\_\_\_

### ROOMMATES MATCHING

I PREFER ROOMMATES OF THE SAME GENDER IDENTITY

NO PREFERENCES TO MY ROOMMATES' GENDER IDENTITY

**NOTE:** All unassigned bedrooms will be locked. Open bedrooms are eligible for assignment at anytime.

### MEAL PLAN SELECTION

All residents must purchase a meal plan for on-campus housing.

Gold Meal Plan (250 meals and \$100 Flex) at a rate of \$1,800 per semester

Silver Meal Plan (175 meals and \$125 Flex) at a rate of \$1,410 per semester

Bronze Meal Plan (125 meals and \$150 Flex) at a rate of \$1,080 per semester

## ASSIGNMENT QUESTIONNAIRE

**Select one from each column:** Your most honest choices will help us make the best possible assignments. Our goal is to consider all your indicated choices, but exact matches cannot be guaranteed.

I GO TO BED EARLY.  MY ROOM IS MESSY.  I AM A PEOPLE PERSON.  I LIKE LIVELY PLACES.  NO SMOKERS PLEASE.

I GO TO BED LATE.  MY ROOM IS CLEAN.  I NEED ALONE TIME.  I LIKE CALM PLACES.  I'M OK WITH SMOKERS.

Select up to 3 music genres you most enjoy:

ALTERNATIVE  COUNTRY  GOSPEL  METAL  CLASSICAL

FOLK  JAZZ  POP  R&B/HIP HOP  ROCK

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## TERMS OF THE AGREEMENT & POLICIES

### HOUSING SECURITY DEPOSIT

This deposit will be held as security to apply toward any unpaid residence hall fees and for any damages, repairs, or replacement of contents of the residence hall should such be caused by you or your guest(s) intentionally or negligently destroying, defacing, damaging, or removing any fixtures or other part of the residence hall, or for damages to common areas within the residence hall if responsible individuals cannot be identified, or for unpaid fines or tuition or fees owed to the college. The balance, if any, of the deposit will be **returned 6 weeks after the end of the academic year.**

### TERM OF THE AGREEMENT

Once you have selected or been assigned a room on campus, this Housing Agreement becomes **a binding contract for both semesters of the new academic year** unless you cancel by May 1, 2018. We do not accept one semester housing applications unless you are graduating after the fall semester or unless you are a new resident in the spring semester.

**VERIFY:** Initial \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

### REFUND OF DEPOSITS AND/OR RESIDENCE HALL FEES

Refunds of deposits are not granted after May 1, 2018. Students should notify the Office of Residence Life before this date if needing to cancel an application. If you withdraw from CCAD after the first day of the semester or are released from your contract residence hall fees may be prorated at the discretion of the college. Refunds for other circumstances are not possible.

### NON-DISCRIMINATION STATEMENT FOR ON-CAMPUS LIVING

Columbus College of Art & Design does not discriminate in housing procedures on the basis of race, creed, color, gender identity, religion, sexual orientation, national origin, or disability. Please contact the Office of Residence Life at 614.222-3294 or housing@ccad.edu to discuss any housing concerns you may have, so that we may make your living situation as comfortable as possible.

### ADA COMPLIANCE STATEMENT FOR ON-CAMPUS LIVING

If you have a documented disability as described by the Rehabilitation Act of 1973 (PL 933-112 Section 504) and Americans with Disabilities Act (ADA) that may have an effect on your living conditions in the CCAD residence halls, contact Disability Services at 614.222-4004. They can assist you and the Residence Life staff in formulating a reasonable accommodation plan and provide support in developing appropriate accommodations for your living environment.

### RULES AND REGULATIONS

You will be expected to uphold and abide by the terms of this application and the rules and regulations governing students of the College as they appear in the Student Handbook, the Residence Hall Policies Handbook and in policies both oral and written which the College may establish. The College reserves the right to alter, delete or add policies when it deems necessary. If a student is voluntarily or involuntarily separated

from the college in accordance with published procedures in the Student Handbook, this housing agreement is automatically cancelled with any refunds given solely at the discretion of the College.

### HOUSING INSURANCE COVERAGE

The College shall maintain fire and extended insurance coverage on the structures and other improvements of the residence hall with a scope and level of coverage that the College deems appropriate. Such insurance will not provide protection for any property that you bring on the residence hall premises. You should make arrangements to insure the safeguarding of personal property due to theft, fire, building dysfunction, or any other cause. The College assumes no liability for your personal property..

### ROOM ENTRANCE

The Director of Residence Life and authorized College personnel may maintain a key to the residence hall and shall have access to the residence hall rooms at all reasonable hours for the purpose of inspecting or repairing the same and shall give you reasonable notice of intent to enter, except in the case of emergency or if it is impractical to do so, or if there is a reason to suspect a violation of College or residence hall rules or policies is occurring. Notifying the College a needed repair in your room shall be considered authorization for College personnel or the agent of the College to enter the room without notice to effect repairs. All rooms may be inspected by the College over breaks and between semesters, or at other times as deemed necessary by College personnel.

### ROOM CONSOLIDATION & CHANGES

During the academic year, vacancies will occur within the residence halls. If a vacancy occurs in a room designated as a double and space permits, residents will be offered the opportunity to keep the room as a single and be charged the single room rate. Otherwise, the resident may be required to move in with or take on another roommate to maintain the double room rate in an effort to be fair to students who choose to be charged for a single room. Students may not change rooms without permission. Students requesting a different room assignment must complete a Room Change Request form and submit it to the residential community coordinator. Permission to change rooms is not automatically given upon request. CCAD reserves the right to move students whenever appropriate; students may not refuse any roommate assigned to their quarters. Room changes are not allowed during the first or last two weeks of a semester.

### BED BUG PREVENTION

Columbus is number seven in the nation for bed bug population so it is imperative that all residents remain vigilant about bed bug prevention. Resident must report any bed bug sightings or concerns immediately – only a few bedbugs can multiply and can spread to other rooms, suites and apartments. Failure to report in a timely manner may mean sharing in the cost of eradication. Resident must cooperate with all pest control efforts. If bed bugs are detected in your space, you will be provided with detailed instruction on how to prepare for treatment. Your space must then be properly prepared for all treatments. Failure to prepare for treatments may result in a \$200 fine.

## REQUIREMENTS

Requirements to be permitted to move into the residence hall:

- Housing deposit must be paid by the time that application is received.
- No balance owed to CCAD (includes library fines, parking tickets, etc.) or payment arrangements in place and are being adhered to for the term.
- All required financial aid paperwork completed for current term(s) and sent to CCAD.
- No hold on your account (i.e. for immunizations, parking fines, library fines, etc.)
- If paying fees with an alternative loan, application for alternative loan completed and receipt of loan approval from lender.
- If the above financial aid paperwork is not completed prior to August 1, or your financial aid package will not fully cover the cost of housing, meals, tuition and fees, you must make payment arrangements at One Stop Student Services in the Crane Center (614.222.3295).

## SIGNATURES

Carefully read both pages of this application before signing. By signing you are agreeing to all terms listed in this application. Your signature below indicates that you understand that: 1) this is an application for a housing assignment and does not guarantee that you will be given an assignment, 2) **this Housing Agreement becomes a binding contract for both semesters of the new academic year once you have a room selected or assigned, unless you cancel by May 1, 2018**, 3) security deposit refunds are very rarely granted after that date.

SIGNATURE OF STUDENT \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE OF PARENT/GUARDIAN \_\_\_\_\_ DATE \_\_\_\_\_

\* ANY STUDENT WHO IS NOT EIGHTEEN (18) YEARS OF AGE AS OF THE DATE OF HIS/HER SIGNING THIS APPLICATION MUST ALSO HAVE HIS/ HER PARENT OR LEGAL GUARDIAN SIGN THIS APPLICATION.

OFFICE OF RESIDENCE LIFE USE ONLY:

HOUSING ASSIGNMENT, ROOM \_\_\_\_\_

STAFF MEMBER SIGNATURE AND DATE \_\_\_\_\_