



# FIVE TOWNS COLLEGE

305 North Service Road, Dix Hills, NY 11746

### RESIDENCE LIFE OFFICE USE ONLY

Date Received \_\_\_\_\_

Date Application Completed \_\_\_\_\_

Semester Applying \_\_\_\_\_

Room Assignment \_\_\_\_\_

## STUDENT HOUSING APPLICATION

### **BUSINESS OFFICE**

Business Office Signature \_\_\_\_\_ Date \_\_\_\_\_

Application Type: Fall \_\_\_\_\_ Summer \_\_\_\_\_ Spring \_\_\_\_\_ 10 Month Housing \_\_\_\_\_  
(Aug 15<sup>th</sup> to June 15<sup>th</sup>)

**\*\* In order for a Housing Application to be accepted and be processed by the Office of Residence Life you must be cleared in writing by the Business Office\*\***

Completing this application does not guarantee or imply a room assignment for the semester. Carefully read and complete the questions presented, and type or print your answer. **Returning students must be in good academic standing in order to reside on campus.**

### INSTRUCTIONS: (Please Read Carefully):

1. Complete and return page one of this application. Retain a copy of the Conditions of Residence Living for your records.
2. Return the completed Application to the Five Towns College Residence Life Office, along with a housing deposit of \$150, payable to Five Towns College.

### APPLICATION DEADLINES

Fall Semester: Due by August 1<sup>st</sup>

Spring Semester: Due by May 1<sup>st</sup>

Winter Semester: Due by December 1<sup>st</sup>

I am applying for campus housing as a Five Towns College student. I understand that if I receive a housing assignment, and I decide not to attend Five Towns College I must notify the College in writing prior to July 1<sup>st</sup> for the Fall Semester and January 2<sup>nd</sup> for the Spring Semester in order to receive a full refund of my housing deposit. I understand that I will be held responsible for the payment of the residence fees in accordance with terms and conditions set forth in the Five Towns College Residential Life Handbook, which is incorporated herein by reference. I have read and agree to the additional terms and conditions printed on this application. If approved, my Residence License shall remain in full effect while I reside on campus and may be revoked for any violation of its terms and conditions. I agree to inspect the Living/Learning Center in advance and to make my own independent decision whether or not to reside on campus. Except for gross negligence on the part of the College, I hereby assume all risk incident to my residence at Five Towns College and agree to indemnify and save harmless Five Towns College Real Property Trust, Five Towns College, its employees, agents, and assignees from and against all losses, claims, actions, suits, expenses, liabilities, damages, or legal fees on the account of any loss, or injury to persons or property incurred by or caused by the acts of the undersigned. Additionally, I accept that college officials may conduct a search of my room if there is reason to believe that violations and/or unlawful events have taken place.

I have read the entire application and agree to abide by all the terms and conditions documented in this application.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent or Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Required if student is under 18 years old)

Last Name, First \_\_\_\_\_ ID# \_\_\_\_\_

## I. IDENTIFYING INFORMATION

Name: \_\_\_\_\_ SS#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
(Last) (First) (M.I) FTC Student ID#: \_\_\_\_\_

Permanent Address:

\_\_\_\_\_  
(Number) (Street)  
\_\_\_\_\_  
(Town) (State) (Zip) Home Phone: ( ) \_\_\_\_\_  
E-mail address: \_\_\_\_\_ Cell Phone: ( ) \_\_\_\_\_

Birth Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Age: \_\_\_\_\_ Sex:  Male  Female  
Emergency Contact Person: \_\_\_\_\_ Phone #: ( ) \_\_\_\_\_

## II. ROOM ASSIGNMENTS

ROOM ASSIGNMENTS ARE MADE WITHOUT REGARD TO RACE, RELIGION, COLOR, CREED, NATIONAL ORIGIN OR VETERAN STATUS. THE RESIDENCE LIFE OFFICE MERELY ATTEMPTS TO MATCH ROOMMATES ON THE BASIS OF SIMILAR LIVING HABITS AND INTERESTS. HOWEVER, RESIDENTS HAVE NO EXPECTATIONS THAT THEY WILL BE SATISFIED WITH SUCH ASSIGNMENT AND FIVE TOWNS COLLEGE MAKES NO GUARANTEE WITH RESPECT TO THE SAME.

A. What is your expected class status for next year? Freshman Sophomore Junior Senior

B. Are you a transfer student?  Yes  No

C. Are you from over 150 miles away?  Yes  No

D. Do you have a roommate preference?  Yes  No

Name of roommate: \_\_\_\_\_

E. Indicate any medical/physical or emotional conditions that should be considered when making a room/roommate assignment. Please provide medical documentation, if none indicate "None".

## III. LIFESTYLE CONSIDERATIONS

A. Which statement best describes you?

- a. I am a morning person and prefer to live with a morning person.
- b. I am a morning person and can live with a night person.
- c. I am a night person and prefer to live with a night person.
- d. I am a night person but can live with a morning person.

B. How do you feel about groups of people socializing in your room?

- a. This would be fine with me except when I am trying to sleep or study in my room.
- b. This would be fine occasionally.
- c. I would be okay only if I didn't plan to be there.
- d. I would expect to find privacy in my room most of the time.

C. I like to study quietly late at night in my room.  Yes  No

D. I am a smoker.  Yes  No

**NOTE: ALL RESIDENCE HALLS ARE NON-SMOKING FACILITIES**

- E. Do you like to listen to music or watch television when you go to bed?  Yes  No
- F. I consider myself as a person who is:  Untidy  Moderately Neat  Very Neat  
 How often do you clean your room?  Daily  Weekly  Once a month

Which statement best describes your standards for the condition of your room?

- a. I like my room to be clean almost always.  
 b. I like my room to be neat, but am willing to put up with a little clutter from time to time.  
 c. It does not bother me if my room is cluttered and disorganized.

G. I like the following music (check all that apply):

- Rock  R&B  Country  Gospel  Classical  
 Jazz  Punk  Metal  Pop  Rap/Hip Hop  Other\_\_\_\_\_

Who are some of your favorite music artists/bands? \_\_\_\_\_  
 \_\_\_\_\_

H. My academic major at Five Towns College is: \_\_\_\_\_

My Concentration is: (Please Circle One) Accounting Audio Recording Technology Broadcasting  
 Business Management Composition/Songwriting Computer Business Applications Journalism  
 Literature Music Business Musical Theatre/Vocal Performance Music Education

### III. AUTOMOBILE

Only students with sophomore standing or higher may register a vehicle. (**Freshmen will need to apply for special permission.**) Will you register a vehicle on campus? Yes\_\_\_\_\_ No\_\_\_\_\_

### IV. MEAL PLAN

All resident students are required to purchase a meal plan.

### V. ROOMMATE QUESTIONS

What do you want in a roommate?

\_\_\_\_\_  
 \_\_\_\_\_

How do you study? (Meaning do you need silence, do you like to listen to music, etc.)

\_\_\_\_\_

What are your pet peeves?

\_\_\_\_\_

What are your favorite TV shows?

\_\_\_\_\_

How do you like to spend your free time?

\_\_\_\_\_

Do you play any instruments? If yes, which ones and will you play them in your room?

\_\_\_\_\_

**Five Towns College**  
**Student Housing Application**  
**CONDITIONS OF RESIDENCE LIVING**

**I. TERMS AND CONDITIONS OF OCCUPANCY**

The complete terms and conditions are published in the Five Towns College Residence Life Handbook, which is incorporated herein by reference.

1. This license is for a residence hall assignment. Students are expected to conduct themselves in a manner which demonstrates due regard for their fellow residents. All rules of the residence halls and College must be followed, including those that are published in the Student Handbook, Residence Life Handbook, and in all Residence Life publications.
2. Resident students must meet the following requirements: must be a full time a students registered for classes five (5) days a week, maintain a 2.0 grade point average each semester and cumulatively
3. Assigned rooms will not be available for occupancy or storage prior to the date set by the Residence Life Office. Students residing in residence halls must vacate their room and return keys no later than 24 hours after their last exam or 5 p.m. on the final day of exams. Graduating students who will be attending commencement exercises must vacate their room by 3 p.m. on the day of graduation.  
 Failure to move out within the prescribed period will result in a fine and possible eviction. The College will not be held responsible for students' belongings and reserves the right to confiscate and dispose of belongings left in the residence halls
4. If granted, a housing license is only valid for the current academic year/semester. While every effort is made to accommodate the housing needs of continuing students, the college does not warrant that a subsequent license will be issued beyond the current academic year/semester.
5. Students who have resided on campus for six (6) semesters may only remain on campus thereafter with permission from the Dean of Residence Life.

**II. CANCELLATION/TERMINATION OF AGREEMENT**

1. Prior to the first day of classes, this agreement may be cancelled in writing by notifying the Residence Life Office. The student will be subject to charges as indicated below. These charges apply to all students, including those who cancel due to a leave of absence or withdrawal.
  - a. Students who have assignments for the Fall Semester have until July 1<sup>st</sup> and for the Spring Semester until January 2<sup>nd</sup>, to cancel without penalty. Thereafter a cancellation fee applies.
  - b. Students who are assigned a room after July 1<sup>st</sup> or January 2<sup>nd</sup> will have 15 days after notification by the Residence Life Office to cancel with no penalty. Thereafter, a fee will be assessed.
  - c. Students residing in the residence halls for the Fall Semester will be charged a cancellation fee if they cancel for the second semester, unless such a fee is waived by the Residence Life Office. Only those students who show proof of December graduation will be exempt from these charges.
2. If, after 24 hours from move-in day, a student has not cancelled or taken occupancy, the room assignment will be cancelled automatically and applicable charges will be assessed.
3. Cancellations after taking occupancy for any reason (graduation, withdrawal, leave of absence, etc.) must be made in writing to the Residence Life Office. The effective date of a student's cancellation is the date on which the student:
  - a. Cancels in writing at the Residence Life Office
  - b. Vacates and removes all personal belongings from the room.
  - c. Returns keys and properly checks out with the residence hall staff.

The cancellation will not be considered effective until the three conditions stated above are met.

**THE REFUND SCHEDULE FOR ROOM AND BOARD IS:**

<b>Withdrawals During</b>	<b>Refund %</b>	<b>Housing Obligation %</b>
Day Before Scheduled Move-In	100%	0%
1 <sup>st</sup> Week	90%	10%
2 <sup>nd</sup> Week	70%	30%
3 <sup>rd</sup> Week	50%	50%
4 <sup>th</sup> Week	25%	75%
After the 4 <sup>th</sup> Week	0%	100%

**The \$150 Housing deposit is refundable until July 1<sup>st</sup> for the Fall Semester and January 2<sup>nd</sup> for the Spring Semester.**

4. The College reserves the right to terminate this agreement and repossess a room when a student fails to pay College fees, violates College policies or regulations, begins a leave of absence, or drops below 12 credits in any semester.

III. ASSIGNMENTS

This license is non-transferable. The room(s) shall be occupied by no fewer than the number of students previously assigned by the College. If during the term of occupancy a license is terminated with respect to either roommate, the remaining student must accept a replacement roommate. If a new roommate is not accepted, the license of the remaining student may be terminated. The Residence Life Office reserves the right to consolidate resident students on an as needed basis.

No change in room assignments shall be made without the prior consent of the Residence Life Office.

The College reserves the right to increase the capacity of the room(s) to accommodate an additional student(s). Reassignment to another room is subject to availability, schedule, and authorization by the Residence Life Office. Regulations and procedures for room changes are published in advance of the period for change. The Residence Life Office reserves the right to reassign students to different rooms or terminate this license at any time if it determines, in its sole discretion, that such assignment or termination is necessary or advisable in the interest of health, safety, consolidation of resources, or the conduct of its residence life program.

IV. SECURITY DEPOSIT

A refundable security deposit is required for all resident students. A full refund is given, providing that there are no damages to the assigned room and/or common living areas. Refunds are issued after the Spring Semester.

V. MOVE IN/MOVE OUT

A resident is required to check-in formally at the beginning of occupancy. Check-in and check-out will occur at the building desk where a resident must fill out appropriate forms and pick up or return keys. The Room Inventory and Condition Form obtained at move-in will become the basis for the assessment of charges due to damage or loss. Keys will be issued to the resident on record at the beginning of the occupancy period. Keys cannot be transferred or given to another person. Extra keys will not be given out, nor may a resident duplicate a key. Lost keys must be reported immediately to the Residence Life Office. Keys that are stolen, mislaid temporarily, or not returned at the end of the occupancy period or at the time of move-out will be considered lost keys. In all cases when a key is lost, the core of the lock will be changed, and new keys will be issued. The resident will be billed a service fee to cover the cost of changing the core and cutting new keys.

Before moving out, a resident is to remove all refuse, discard material and must leave the room clean. All charges for additional cleaning required for removal of personal property, and/or any loss or damage caused by the resident(s) will be billed equally to each resident. Belongings left behind upon move-out or expiration of occupancy agreement will be considered abandoned.

When one roommate moves-out while the others remain, each is equally responsible for cleaning the room/bathroom. If the room/bathroom is not found to be in acceptable condition after College inspection, cleaning service will be provided, and the residents will be held jointly responsible for the cost of cleaning.

VI. FURNISHING AND UTILITIES

1. The College agrees to equip each room with a bed, chest of drawers, closet space, desk, desk chair, and one active telephone line for each resident. Connection fees and toll charges may apply.
2. The College assumes no liability for loss or damage to a resident's personal property due to fire, theft, or other causes.
3. The College reserves the right to levy charges for damages, unauthorized use, or alterations to rooms, equipment, and/or bathroom walls, floors, ceilings.
4. The resident may not install equipment, make alterations or do repairs to their room without prior permission from the Residence Life Office. This includes nailing or tacking of items on the walls.
5. The College agrees to provide reasonable amounts of heat, water, and electricity during the contract period. Interruptions of any one or all of these services, is considered to be temporary, and residents will not be able to claim damages for loss of utilities.
6. Waterbeds and makeshift lofts are prohibited in the residence hall. Putting tape, decals, signs, or other decorations on the interior and exterior of the building is prohibited.
7. Privately owned furniture must be approved by the Residence Life Office before installation.

VII. BEHAVIORAL EXPECTATIONS

All students must abide by the policies, procedures and expectations in the *Student and Residence Life Handbooks*, which are incorporated into this document by reference. A copy of this document will be provided at room check-in. The Residence Life Office reserves the right to remove residents from housing for violating these procedures and expectations: such a removal will constitute breach of contract by the resident and **NO REFUND WILL BE GRANTED FOR ROOM AND BOARD CHARGES.**

I have read the entire application and the Conditions of Residence Living and agree to abide by all the terms and conditions documented.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent or Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

**(Required if Student is under 18 years old)**