

RESIDENCE HALL APPLICATION

Mail your \$125 Room Reservation Fee along with this application to:

Office of Admissions
Brewton-Parker College #2011
P.O. Box 197
Mt. Vernon, GA 30445

FOR OFFICE USE AND VALIDATION ONLY:

Money Order # _____
Check # _____
Received By _____
Date Received _____
Assignment: Hall _____ Room _____

INSTRUCTIONS:

1. Housing assignment will be made upon receipt of approved admission, completed housing application and \$125.00 NONREFUNDABLE Room Reservation Fee.
2. Housing assignment is for the entire academic year.
3. If a resident has not checked in by 5:00 p.m. of the first day of classes and has not notified the Department of Residence Life, the room assignment may be canceled.
4. Roommate requests must be mutual.
5. Private rooms are only available as space permits
6. Assignments are determined on the basis of the date of receipt of the housing application, reservation fee and priority status. Returning students who renew their assignment prior to the established deadline are assigned first. All others are then assigned on the basis of the date of receipt and space availability. Special attention shall be given to mutual requests that arrive within a two-week period; however, roommate and residence hall preference are not guaranteed.

PERSONAL INFORMATION:

NAME _____ SOCIAL SECURITY _____
Last First Middle

ADDRESS _____ TELEPHONE _____
Street City State Zip Code

SEX: Female _____ Male _____ DATE OF BIRTH _____

CLASSIFICATION: Freshman _____ Sophomore _____ Junior _____ Senior _____

Applying for: SEMESTER ___ Fall ___ Spring ___ Summer Session I ___ Summer Session II / YEAR: 20 _____

EMERGENCY INFORMATION:

In case of accident, illness, or other emergency, please provide the following information for the person to notify.

NAME _____ RELATIONSHIP _____

ADDRESS _____ TELEPHONE (_____) _____
Street City State Zip Code

RESIDENCE HALL PREFERENCE: (Indicate first and second choice)

MALE: _____ Baron Ridge
_____ LeRoy Hall
_____ Thompson Hall

FEMALE: _____ Dowling Hall
_____ Friendship Hall
_____ McAllister Hall

NAME OF PREFERRED ROOMMATE: _____ (Must be mutual)

() Check here if you wish to apply for a private room. Private rooms are assigned only if space is available. (\$1000 Fee per semester)

BE SURE TO READ ALL TERMS AND CONDITIONS ON THE REVERSE SIDE OF THIS FORM BEFORE YOU SIGN THIS AGREEMENT.

Signature of Applicant

Date

Signature of Parent or Guardian (if under 18)

TERMS AND CONDITIONS FOR STUDENT OCCUPANCY

The student's signature on this residence hall application serves as an agreement to the terms set forth below:

1. **ELIGIBILITY:** Residence halls are intended to be occupied by students who are enrolled on a full-time basis at Brewton Parker College. A resident of campus housing must be enrolled at Brewton-Parker and must maintain a minimum of three credit hours per semester. Exceptions are made at the discretion of the Director of Residence Life and the Vice-President for Student Services.
2. **DURATION:** This agreement is binding for the entire academic year or remaining portion thereof. Any student who leaves campus housing during the period of this agreement without formally withdrawing from **school or without official** written release from the Vice-President for Student Services continues to be liable for charges during the agreement period.
3. **DATES OF OCCUPANCY:** Students must occupy assigned room from the date designated as the official opening of campus housing to the date designated as the end of the term in the college academic calendar. Residence halls are closed between semesters and students must vacate rooms during holiday breaks. The right to use campus housing during these periods is reserved by the College.
4. **ASSIGNMENTS:** While every attempt will be made to honor mutual roommate requests, the College reserves the right to reassign students to other rooms or buildings if it is in the best interest of the overall program. Assignments are made on the basis of (1) date of receipt of application and (2) specific requests of the applicant.
5. **CANCELLATIONS:** To be released from a residence hall agreement and receive a refund of the room reservation fee, written notification must be received 30 days prior to the day of registration of the semester the agreement becomes effective. Letters requesting cancellations/refunds should be sent to the Office of Admissions.
6. **RESIDENCY REQUIREMENT:** All Mount Vernon students are required to live in campus residence halls. Exceptions will be granted for one of the following:
 1. Students who are classified as a Senior as defined by the *College Catalog*.
 2. Students who reside with their parents, a legal guardian, or spouse within 50 miles of the campus.
 3. Students who are 22 or older as of the first day of classes during the term in which they desire to live off-campus.

Students who are required to live on-campus must do so unless an exception to the policy is granted. Failure to do so will result in denial of the privilege of enrollment. Students who have special situations that may justify an exception to the policy may file a written request with the Director of Residence Life who will review the request and grant or reject it, after a consultation with the Vice-President for Student Services. Any student receiving a grant or scholarship that requires him/her to live on campus must do so. If a student's request to live off campus is rejected, the final avenue of appeal is through the Student Affairs Appeals Committee.
- The College reserves the right to adjust residency requirement at any time.
7. **SUBLETTING:** Housing agreements are not transferrable to any person.
8. **APPLICATION AND ROOM RESERVATION FEE:** A \$125 Room Reservation Fee must accompany each Residence Hall Application before it can be processed. **THE ROOM RESERVATION FEE IS NOT APPLIED TO ROOM RENT.**
9. **LIABILITY:** The College does not assume any legal obligation for loss of or damage to personal property. Students are encouraged to purchase appropriate insurance to cover such possible losses.
10. **ADDENDA:** Residence hall rules and regulations appearing in the most recent *Student Handbook* and College Catalog and revisions thereto as may be periodically instituted by the College are made a part of this agreement.
11. **GROUP BILLING:** Group billing will be used when damage has been done to a common or public area and no individual or group of individuals can be identified as being responsible. A three-day grace period will be given to encourage the involved parties to come forward on their own or to be identified by others. When this fails, the cost of damage repairs is assessed against everyone living in the area on a pro-rata basis.
12. **CONSOLIDATION:** If one of the occupants of the room moves out prior to the midpoint of the semester, the remaining occupant must either accept another roommate or pay a \$1000 Private Room Fee. In cases where neither of the consolidating parties wishes to move, priority to remain in the current room will be based upon (1) length of room occupancy; (2) length of enrollment; and (3) date of receipt of application, in that order. When space is available, private rooms may be rented at an additional charge. A resident assigned a private room who voluntarily takes a roommate before the midpoint of the semester, will be refunded at a flat rate of \$10.00 per week for the remaining full weeks of the semester. After mid-semester, there will be no refund of the Private Room Fee.
13. **AUTHORIZATION:** For the purpose of promoting student safety, enhancing residential compatibility and enforcing the housing rules and regulations of the College, the applicant hereby authorizes the College, through its agents and employees, to make such investigations as may be necessary and appropriate to verify the information contained in this application for housing and to enforce the housing rules and regulations of the College. The College reserves the right for its officials to enter all buildings, lockers and rooms for any purpose at anytime without prior notice. The College further reserves the right to give law enforcement officers access to any area at anytime without prior notice.