



# Concord University Room Reservation Form

This application does not admit you to the University. Please contact the Admissions Office at 1-800-344-6679 if you need an application for admissions.

Read both sides of this form and return it **with the required \$50.00 room reservation fee to:** Office of Housing and Residence Life, PO Box 1000, Campus Box D-12 9, Concord University, Athens, W V 247 12-100 0. **The reservation fee must be drawn on an American Bank.**

**Please Print or Type**

Male      Female

Home Address \_\_\_\_\_ Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle \_\_\_\_\_

Street or PO Box \_\_\_\_\_ City and State \_\_\_\_\_ Zip Code \_\_\_\_\_ Country \_\_\_\_\_

Email Address \_\_\_\_\_

Parents' or Guardian's Name \_\_\_\_\_

Telephone where your family may be reached: (\_\_\_\_) \_\_\_\_\_ Emergency telephone number: (\_\_\_\_) \_\_\_\_\_

Name of your high school \_\_\_\_\_ Previously enrolled at Concord? \_\_\_\_\_

If new transfer, name of last college attended \_\_\_\_\_ Date of Birth \_\_\_\_\_

Social Security Number \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_ Applying for term beginning: Fall 20\_\_ Spring 20\_\_  
First Summer Term 20\_\_  
Second Summer Term 20\_\_

College Class: Freshman      Sophomore      Junior      Senior

**EMERGENCY INFORMATION:** If parent/guardian is unavailable, please notify \_\_\_\_\_ @ telephone # \_\_\_\_\_  
Blood Type \_\_\_\_\_ Health Insurance Company \_\_\_\_\_ Policy # \_\_\_\_\_  
Special health conditions (such as allergies, diabetes, reactions to medications, etc.) \_\_\_\_\_  
Special medications or treatment, i.e., insulin - diabetes \_\_\_\_\_  
ADA covered conditions/needs which you wish to report: \_\_\_\_\_  
\_\_\_\_\_ (add an addition sheet if needed).

By signing below, I agree to the terms as stated on the back.

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

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

Signature of Parent or Guardian if applicant is under 18

**Do not write below; for office use only.**

in the forfeiture of the fee.

**ROOM RESERVATION FEE : A fifty dollar (\$50 .00) deposit is required of all students with out exception.** Applications cannot be processed without the reservation fee. Make checks payable to Concord University; please do not mail cash.

Refund is made when the room is canceled BEFORE June 30 for the fall semester; BEFORE December 21 for the spring semester; and 10 days prior to summer school. After these dates, deposits are forfeited. Applications submitted after these deadlines are automatically subject to forfeiture upon cancellation. If you are not accepted by the University, refund is automatic regardless of deadlines. The cancellation of applications received during a semester for occupancy before the end of that semester will result

Date application received \_\_\_\_\_

Fee receipt number \_\_\_\_\_

Residence Hall \_\_\_\_\_

Room Number \_\_\_\_\_

Roommate \_\_\_\_\_

# Residence Hall Policy Agreement

## It is understood and agreed:

1. That it is my responsibility to read and understand the most current additions of the University Catalogue, Student Handbook, Key to Residence Living, Residence Hall Policies Contract, and communications from the Offices of Student/Staff Affairs and Housing and Residence Life in order to be acquainted with the policies and regulations published therein;
2. That I must reside on campus so long as I am unmarried and do not reside with my parent(s)/guardian(s) and must obtain an exception to this policy in accordance with applicable guidelines and procedures in order to live off-campus;
3. That I will occupy the room which I am assigned unless I receive official notice from the Office of Housing and Residence Life to move;
4. That should I consider canceling this agreement during the academic year, I will contact the Office of Housing and Residence Life; I understand that simply vacating the premises does not release me from the obligations of this agreement;
5. That I will not sublet my room or otherwise allow any person(s) to stay in my room without registering them as guests;
6. That should my course load become less than 12 semester hours of credit, I must receive written permission from the Director of Housing and Residence Life or his/her designee, in order to remain in the residence halls; otherwise, enrollment below 12 hours of credit is grounds for automatic termination of residence;
7. That the residents of each room will assume responsibility for maintaining their room (suite) in an acceptably safe and sanitary condition according to standards set forth by the University;
8. That I will remove no furnishings from the room;
9. That the University reserves the right to change room assignments at its discretion, including but not limited to, consolidation of room assignments;
10. That if one of the occupants of a room moves, the student(s) who remain agree(s) to accept an assigned roommate(s) or to move to another room;
11. That I will be subject to administrative charges, the applicable additional fee for single occupancy of a double/triple room or the double occupancy of a triple room, disciplinary action and/or evictions if I misrepresent the truth, intimidate assigned occupants or otherwise attempt to manipulate the room assignment process;
12. That I will report to the Housing staff any maintenance or repair requirements;
13. That no electrical equipment, other than that specified in the Key to Residence Hall Living, will be kept in the room, and that the University reserves the right to inspect this equipment and to order the removal of such equipment judged by the University to be unsafe or otherwise not in compliance;
14. That the University reserves the right to conduct periodic inspections of my residence hall room (suite) to enforce University or residence hall policies;
15. That I will be responsible for all damage to the room and its furnishings and for property loss; that the cost of repairs and replacements will be charged to all residents of the room where individual responsibility cannot be established;
16. That I will abide by the University visitation/escort policy which regulates the visiting of men and women in the residence halls;
17. That it is my responsibility to keep my room locked at all times and that the University is not financially responsible for personal possessions lost or stolen from the room;
18. That I relieve the University from any liability resulting from property damage or personal injuries sustained in or around the residence halls to myself or my invitees and guests; (Students or parent/guardians are encouraged to carry appropriate insurance to cover such losses.)
19. That I will not permit unauthorized drugs, firearms, weapons, petroleum fuels, or explosives in my residence hall room at any time;
20. That if I engage in any type of disruption of the normal activities of the University, I will be subject to immediate suspension from all residence areas and/or the University;
21. That at all times, but especially during stated quiet hours, I will observe rules concerning noise in and around the residence halls;
22. That I will abide by the University's policy pertaining to drugs and alcoholic beverages, including beer;
23. That if I wish to keep fish, I will use a tank which does not exceed the designated size; and that I will keep no other creature;
24. That the University keys are not to be duplicated and that unauthorized possession of a University master key is grounds for immediate suspension or dismissal;
25. That I cannot use, or allow others to use, residence hall facilities or residence hall telephone numbers as a place of business, or for purposes of solicitation, or any purpose beyond normal residency;
26. That I will not drive any motor vehicle onto the lawns or walkways surrounding the residence halls and will abide by regulations regarding vehicle registration and parking;
27. That should I at any time cease to be fully enrolled as a Concord University student, I will vacate the residence halls within three days of the date of withdrawal from the University, unless I am subject to suspension, expulsion, or eviction, in which case I must immediately vacate;
28. That I must make other arrangements for housing during periods when classes are not in session, since the residence halls are closed during such periods;
29. That if my physical or mental health might jeopardize the safety or well-being of myself or any other member of the University community, I may be required to have an examination by the University physician or a consultation with a University counselor; should the physician or counselor determine a health or safety concern exists, the Housing and Residence Life Office may amend or terminate my housing agreement as appropriate;
30. That breach of this agreement or violation of any University regulation outlined herein or in the current addition of the Concord University Student Handbook may result in eviction upon seven days notice except where the University determines my continued residence would pose a danger in health, welfare, or safety of any other member of the University community, in which case I may be evicted **immediately**.

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# Concord University

## Interest Survey

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### Instructions:

The information gathered here will assist the Room Assignment Coordinator in roommate placement.

**Section 1** pertains to roommate preference. If you have a roommate preference, this will be considered the most important factor in your assignment. It is acceptable to have no preference, as the remainder of the survey will provide information helpful in matching you to another student with whom you may be mutually compatible. If you have a preference, both you and your preferred roommate must request each other. So long as space is available, we will attempt to place you with your preferred roommate if both of you submit your housing deposit by June 1 (Fall semester) or December 15<sup>th</sup> (Spring semester).

The earlier we receive your completed forms and housing deposit, the sooner we can begin placing you with a suitable roommate. If the housing deposit is an obstacle keeping you from entering the housing assignment process, please remember, room reservations may be nullified and housing deposit fees refunded if your official cancellation order is received in the Office of Housing and Residence Life prior to June 30 for the fall semester, December 21 for the spring semester, and ten days prior to each summer term.

**Section 2** pertains to specific building preference. If you list a preferred roommate in Section 1, both you and your preferred roommate must list the same information here in order to be considered for a specific building preference.

**Section 3** provides information about some of the important aspects of roommate compatibility. Even if you listed a preference in Section 1, you must complete Section 3 in case circumstances change your room and roommate assignment. Unlike the first two sections where no preference is an option, in Section 3 you must indicate choices. Section 3 is used to place you with another student whose responses most closely match your own.

**Note: Parents, please allow your son/daughter the opportunity to complete the interest survey independently. It is critical, as we strive for a successful roommate match, that incoming students answer every item on this form as truthfully as possible. When this survey is completed thoughtfully, the possibility for a positive roommate match is greatly enhanced.**

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### Section 1: Preferred Roommate (if appropriate)

Name \_\_\_\_\_  
Last First Mi.

Roommate Social Security # \_\_\_\_\_

**You are most likely to be matched with your roommate preference if:**

1. A). Both you and your listed preferred roommate have been accepted to Concord University; B). Each have provided the Office of Housing and Residence Life with the required \$50.00 room deposit fee by **June 1 (Fall semester) or Dec 15th (Spring semester)**; C). Both you and your preferred roommate have listed each other as hopeful roommates on this form (as space is available).
2. After **June 1 or Dec. 15th**, please continue to list your preferred roommate. The Office of Housing and Residence Life will make every reasonable attempt to satisfy any hopeful living arrangement but cannot guarantee your request.
3. Do you have two other friends who plan to attend Concord University with whom you would like to live near? If so, list them here:

\_\_\_\_\_  
Last First M.I.

\_\_\_\_\_  
Last First M.I.

Again, we cannot guarantee that any number of friends will be able to reside in close proximity to one another. However, we will make every attempt to accommodate all possible requests, especially if building preferences drawn from this form match.

4. Are you a first time college student?

Yes  No

5. Do you intend to represent Concord University in athletics?  Yes  No If so, which sport do you hope to play?

Basketball (BB),  Baseball (BL),  Cheerleading (CL)  
 Football (FB),  Golf (GF),  Rugby (RG),  
 Softball (SB),  Soccer (SC),  Tennis (TN),  
 Track (TR),  Volleyball (VB)

6. What is your major? \_\_\_\_\_ If undecided, which area are you leaning towards?

Art (9932)  Science/Math (1505)  
 Business (9949)  Social Science (1055)  
 Education (4000)  Speech (9946)  
 English Lang/Arts (1025)  Theater (9920)  
 Music (9940)  Undecided (0000)  
 Athletic Training (8000)

**Section 2: Specific Hall Request (will be honored contingent upon the availability of room, and the date your \$50.00 room deposit was received in the Office of Housing and Residence Life):**

Open to female students: Open to male students:

North Tower  South Tower  
 Wilson Hall  Wooddell Hall  
 Sarvay (if available)  Sarvay (if available)

No Preference  No Preference

**If you listed no preference in Section 1, you will be placed with someone whose responses best match your answers to Sections 2 and 3.**

A. (All resident halls offer students the opportunity for academically enhanced living environments in specified areas.) Would you prefer to reside in an honors/academic living area?  Yes  No

B. Substance free living areas are designed for those students making a serious commitment to abstain from bringing any form of tobacco or drug (including alcohol) to a substance free floor. Smokers, or those who have recently stopped smoking, can not reside on this floor or area. Students who elect to reside on a substance free floor will be required to move if they possess or consume alcohol, tobacco, or drugs on a substance free floor/area. Would you like to reside in a substance free living area?  
 Yes  No.

**Section 3: Lifestyle Indicators. (Complete even if you listed a preference in Section 1.) All responses are completely confidential. Check all that apply:**

- 1. I am an absolute non-smoker and wish to room with a non- smoker.
- 2. I am a non-smoker, but do not care if my roommate smokes.
- 3. I am a smoker.
- 4. I presently, or until recently have shared my room with a sibling or other relative.
- 5. I wish to reside in an area where residents work together to create a quiet area conducive to study.
- 6. I normally go to bed before midnight on weekdays.
- 7. I expect a residence hall room to be the primary place of study.
- 8. I intend to be active in campus organizations.
- 9. I am from a city with more than 50,000 residents.
- 10. I am very neat and tidy.
- 11. I generally keep my room a mess.
- 12. I place high value upon my religious beliefs and those of others.
- 13. I frequently study while listening to music or watching television.
- 14. I will be staying at the University on weekends at least half of the time.
- 15. I have an interest in computers.
- 16. I abstain from the use of alcohol and tobacco.
- 17. I abstain from the use of alcohol and other drugs.
- 18. I expect to consume ONLY one or two glasses of alcohol a week or less.
- 19. I expect to be a social consumer of alcohol (three containers of alcohol or more per week).
- 20. I have an interest in living with an International student.

Please note your preferences in music:(check all that apply)

Country/Western	<input type="checkbox"/>	Jazz	<input type="checkbox"/>
Hard Rock	<input type="checkbox"/>	Reggae	<input type="checkbox"/>
Soft Rock	<input type="checkbox"/>	Rap	<input type="checkbox"/>
Classical	<input type="checkbox"/>	Top 40	<input type="checkbox"/>