Residence Hall Assignment: _____ Room Number: _____ Processed by: _____ Date: _____

New Mexico Highlands University®

New Application for Housing

Complete and mail to:
Housing and Student Conduct, Box 9000, Las Vegas, NM 87701
(505) 454-3193 • E-mail: Housing@nmhu.edu
$200 application fee is due at time of submission.

Application for academic year starting: Academic Year 20 _____ - _____ Spring 20 _____

☐ NMHU Student ☐ LCC Student ☐ NMHU Athlete ☐ LCC Athlete

Have you ever lived on campus before? ☐ No ☐ Yes If yes, dates lived on campus:_____

_____

Last Name (Use legal name) **First Name** **Middle Initial** **Student Number**

Sex: ☐ M ☐ F Date of Birth: ___ / ___ /___

_____
Mailing Address

_____
City State Zip Code Country

( ) _____ ( ) _____ _____
Phone Number Cell Phone Number E-mail

The following information must be provided, or your application will not be processed:

_____
Parent or Guardian Name

_____
Billing Address/Permanent Home Address

_____
City State Zip Code Country

Phone Number ( ) _____ Cell Phone Number ( ) _____

For Office Use Only

Date received _____ Date & initials entered into Banner_____

Application fee paid _____

Payment Type: CASH _____ Check _____ Money Order _____ Credit Card _____ MC VISA DISCOVER

Money list number: _____ Money list date: _____

NMHU Class Status: ❑ FR ❑ SO ❑ JR ❑ SR ❑ GR

RESIDENCE HALL STYLE

Assignments are made according to date, receipt of application fee, receipt of materials, preferences, and availability of your choice in the order listed.

Suite Style:
- Private room, suite bathroom, refrigerator, microwave, coed
- (Archuleta Hall; Viles & Crimmin Residence Hall)
- Freshmen through graduate

Traditional Style:
Private and double rooms, shared bathroom, lounge, coed
(Connor Hall – Freshmen through graduate)
(Melody Hall – Freshmen through graduate)
(North Kennedy Hall -Sophomore through graduate-private room, no double rooms available)

Private Style:
Private room, private bathroom, refrigerator, microwave, coed
(East Kennedy Hall, South Kennedy Hall – Sophomore through graduate)
(West Kennedy Hall – Graduate only)

Room Type: ❑ Double ❑ Private

First Preference Style: *Ex: Suite Style*	Hall Preference *Ex: New Residence Hall*	Private/Double/Quad *Ex: Quad*
1._____	_____	_____
2._____	_____	_____
3._____	_____	_____

MEAL PLAN OPTIONS

All students living in a residence hall must purchase a meal plan. Please check your meal plan choice:

Meal Plans	Meals Per Semester	Flex Dollars Per Semester
❑ Membership A	350	$50
❑ Membership B	250	$125
❑ Membership C	175	$165

***Where not specified, Membership C will be assigned.*

Check all that apply:

❑ Check here if you do not wish to have your name/phone number released to your prospective roommate.

❑ Check here if you are a smoker.

** Note: Smoking is no longer permitted in any on-campus housing facility. Should any resident be found in violation of the no smoking policy within the residence, a $300 fine shall be imposed and the housing contract subject to cancellation. All residents who do smoke, agree to do so outside and at least 25 feet from the entrance.*

EMERGENCY CONTACT INFORMATION

Name: _____ Relationship: _____

Address:_____ City:_____ State: ____ Zip: _____

Home Telephone: (_____) _____ Cell Phone: (_____) _____

E-mail: _____

STUDENT CAR INFORMATION

Car Registration: Name _____ Relationship: Self ❑, Mother ❑, Father ❑, Other ❑

Make: _____ Model: _____ (Example: Ford, Escape) Color: _____

License #: _____ State Registered: _____

New Mexico Highlands University®

Terms and Conditions for Housing Application and Room & Board Contract

Applying for campus housing and dining services is a financial commitment. If you change your mind before you begin using the services, some, or all, of the up-front payments will be forfeited.

1) CONTRACT PERIOD:

a) The term of this contract is one academic year as indicated on the application. This agreement provides housing for fall and spring semesters but does not provide housing during the period between semesters, during winter break and summer session, except for the campus apartments. Students residing in residence halls may apply for winter break housing if available. Students might be required to relocate to designated facilities for the winter break. There is an additional fee for winter break housing.

b) At the close of the contract term, residents must vacate their rooms no later than the date of residence hall closing unless they are scheduled to participate in commencement activities. Students participating in commencement activities must vacate by noon on the day following commencement.

c) The term begins and ends in conjunction with regular residence hall operating dates. Students moving in after the contract has begun will be charged a prorated amount for the remaining period of the contract.

d) For residents to opt out of the academic year contract, they must meet certain academic requirements, which can include but are not limited to mid-year graduation, failure to enroll at the university for the spring semester, or student exchange status. Housing and Student Conduct, henceforth referred to as HSC, will accept written appeal requests for contract release charges only for the following reasons:

1) Medical reasoning that is supported by appropriate medical documentation.

2) Life- changing events that are catastrophic in nature and that are supported by appropriate documentation. Please see full policy and refund schedule in Section 19.

The student must fill out a Room and Board Contract Agreement Cancellation Form for verification and will be considered on a case-by-case basis. There IS NO GUARANTEE a student will be released without penalty from the Room and Board Contract.

e) Contracts may be renewed for the subsequent academic year by the last day of the spring semester. Students who fail to renew prior to deadline will be subject to the $200 application fee and will lose housing assignment and priority status.

2) RATES:

a) The university reserves the right to change housing and meal plan rates prior to any renewal of the application and contract. The rates are not expected to increase by more than 10% annually, but that is not guaranteed.

b) All students residing on campus are required to pay an activity fee of $40 per semester. This fee is nonrefundable.

3) RESIDENCE HALLS:

a) Residence halls include Archuleta, Connor, Kennedy, Melody and the New Residence Hall. There is no guarantee of a private room in any other residence hall. Private rooms will be assigned based on occupancy requirements.

b) Each resident must furnish his or her own pillow, blanket, towels and bed linens. HSC furnishes each resident a twin bed, chest of drawers, desk, chair, and closet space. In the apartments, furniture is not provided.

c) Each student is responsible for cleaning his or her room and bathroom. Students living in suites are each responsible for cleaning the common areas of the suite. Students are responsible for cleaning their bathrooms. Students residing in suites will be collectively responsible for any cleaning charges assessed by the HSC for shared common areas for shared common area cleaning as determined in monthly inspections and final checkout.

If necessary, the HSC will have the custodial staff clean any room/suite if it is deemed a health safety or fire hazard. The resident(s) will be billed accordingly for cleaning and disposal charges.

d) Housing provides the custodial services of cleaning and sanitation for all public areas in the residence halls and the bathrooms in Connor and North Kennedy Halls only..

4) ROOM ASSIGNMENTS:

Double rooms have limited availability.

Insofar as space allows, consideration is given to an applicant's choice of residence halls. Residence hall space is first reserved for students returning to the halls from the previous semester. The remaining space is reserved for new residents in the order of receipt of APPLICATION, CONTRACT, AND APPLICATION FEE. Room assignments are contingent upon receipt of the contract and application fee due at the time the application is submitted. All room assignments are contingent upon acceptance for admission and registration for classes at New Mexico Highlands University.

5) MEAL PLAN:

a) The room and board contract will include meals in the dining hall according to meal plan(s) outlined in the HSC Application and Meal Plan Contract. The rates for board do not include meals during official university recesses, between semesters and during holidays. Board meal service commences with dinner on the date residence halls officially open for occupancy. Meals are not transferable, and credit is not given for missed meals.

b) All students residing in the residence halls must select and purchase a meal plan. Please read the application and contract for a description of current meal plan options.

c) Residents not selecting a meal plan will be assigned the Membership C option. Meal plan changes may be made through the HSC only during the first two weeks of the fall and spring semesters.

d) You can make changes to your meal plan the first two weeks of the fall and spring semesters only. Meal plan charges will not be removed from your student account should you choose not to use your meal plan.

6) WHEN NECESSARY, UNIVERSITY HOUSING WILL:

a) Have the right to inspect all rooms, without prior notice or consent if necessary, for purposes of inventory, fire protection, sanitation, safety, maintenance, and policy enforcement;

b) Control, by medical direction, the use of rooms in the event of an epidemic;

c) Have the right to vacate a resident's living area and require students to move to other housing accommodations;

d) Have the right to require non-disabled assignees of space adapted or designated for use by the disabled to move to other campus accommodations that it specifies.

7) APPLICATION FEE:

THIS CONTRACT WILL NOT BE CONSIDERED WITHOUT THE $200 APPLICATION FEE. Of the $200 fee, $100 is refundable at the end of the spring semester subject to the student fulfilling the terms and agreement of the Room and Board Contract. The refund may be withheld if the student has any outstanding financial obligation to the university or the HSC such as costs associated with contract cancellations.

a) APPLICATION FEE – $100 of the application fee is refunded ONLY when a resident:

i. Has been declared academically ineligible to enter or return to the university; or

ii. Has fulfilled the terms and agreement of the Room and Board Contract, offset against resident's outstanding financial obligation resulting from the terms of the contract or cost associated with contract cancellations and/or other outstanding financial obligations to the university.

b) FORFEITURE OF APPLICATION FEE

i. The $100 of the application fee is forfeited if the contract is not cancelled according to the terms outlined in Section 9 and/or Section 16, as applicable.

8) LIABILITY OF UNIVERSITY HOUSING:

The university shall not be liable for any failure, delay, or interruption in performing its obligations herein stated due to causes or conditions beyond its control, or which could not be prevented or remedied by reasonable effort and at reasonable expense. Neither the university nor its officers, agents, and employees are liable for the loss, theft, disappearance, damage, or destruction at any time or in any place of any property belonging to, used by, or in the custody of any resident, no matter where such property may normally be kept, used, or stored.

9) TERMINATION OF CONTRACT:

The housing office may terminate this contract and take possession of any room at any time for violation of any of the provisions herein, as a consequence of disciplinary action or for failure to satisfy specified financial obligations. The contract is automatically terminated if a student's enrollment is administratively terminated. See Section 16 for the financial consequences of termination of contract.

10) FAILURE TO OCCUPY ASSIGNED ROOMS:

a) Residence hall assignments must be claimed by 5 p.m. the first official day of classes. Failure to claim the space by such time will result in cancellation of the contract and forfeiture of $100 of the application fee.

11) VACANCIES:

a) When a vacancy occurs in a double room, the remaining resident must locate a new roommate, move to another double room (if requested by the department), or assume private room charges if the student is not willing to consolidate at the request of the HSC.

b) When a vacancy or vacancies occur in a suite, the remaining resident(s) must move to another occupied suite if requested by HSC or assume charges for the entire suite if the student is not willing to relocate.

c) When a vacancy or vacancies occur in a double room or suite, the room/suite/bathroom must remain readily available for a newly assigned student to move in immediately. If vacant space has been appropriated by the student(s) residing in the room or suite, appropriate cleaning and damage charges will be assessed.

12) HOUSING REGULATIONS:

a) Residents agree to observe the policies and expectations governing residence hall living. A complete list of policies and expectations contained in the Living on Campus Handbook is provided upon check-in to the residence halls. The following is provided as a partial list:

1. A resident is expected to observe all federal, state, and local laws and ordinances. A resident must observe all university and housing policies regarding possession or use of alcohol, illegal drugs, or gambling. In addition, a resident is expected to observe health, safety, and maintenance-related regulations governing group living.

2. The following activities are prohibited: Possessing firearms or other potential weapons; keeping pets; using electrical equipment requiring heavy electrical output or high fire potential such as cooking, electric heating devices, or unapproved refrigerators; using outside aerials or antennas; having water beds; parking motorized cycles in areas other than designated lots; using or threatening to use physical violence against other residents or staff personnel (physical violence may result in an immediate cancellation of the Housing Contract); and tampering with security and fire equipment. Tampering with security and fire equipment may result in immediate cancelation of the housing contract. Failure to comply may subject the resident to sanctions, including contract termination, and removal from university housing and/or possible disciplinary sanctions by the HSC and/or the dean of student affairs.

New Mexico Highlands University®

13) CHECK IN PROCEDURES:

a) At the beginning of the contract term, each resident is required to follow proper check-in procedures and abide to the dates set forth for official check in. Check in dates and times are sent via e-mail on room confirmations. HSC will use the e-mail address provided on this application.

b) All students checking in to on-campus housing are issued a room key via the student ID card or a traditional key determinant of the residence hall assignment. Residents are responsible for the safe keeping of any assigned key. Residents may not give their assigned key(s) to another party.

***Warning: Under New Mexico law, IT IS A CRIME TO MAKE OR DUPLICATE A KEY TO NMHU BUILDINGS OR FACILITIES, INCLUDING THE PREMISES IN QUESTION.**

c)A late check in fee of $50 shall be assessed to any student not checking in on the designated dates and times. Each student is notified in his or her room confirmation of the designated dates and times.

d)Any student needing to check in after the official check in dates, must notify the HSC in writing to make arrangements before official check in.

14) CHECKOUT PROCEDURES:

a) At the completion of the contract term or upon cancellation, each resident is required to follow the proper checkout procedures as outlined in the Living on Campus Handbook.

b) Housing reserves the right to charge an improper checkout fee of $100 for failure to follow formal checkout procedures as outlined on the Living On Campus Handbook. Housing has the right to remove unclaimed items in vacated rooms and place them in storage. Such items not claimed within 10 days will be disposed of by the HSC.

c) All residents issued a traditional key must return the key upon checking out of the residence hall. Any key not returned will be charged to the student account and a lock change fee will be assessed. The student will forfeit the refundable portion of the application fee if applicable.

d) Housing reserves the right to charge a cleaning fee (determined by the length of time and number of personnel assigned to the project) for failure to clean the room prior to checking out. A check out WILL NOT be rescheduled to allow for cleaning.

15) DAMAGES:

a) Each resident is responsible for all damages his or her room and will be charged for repairs or replacements resulting from unexpected wear.

b) Each resident living in a suite are responsible for damages in the common areas of the suite and will be collectively charged for repairs or replacements resulting from unexpected wear.

16) CANCELLATION:

a) New applicants will forfeit the refundable $100 portion of the application fee if they fail to comply with ANY cancellation policy. Failure to enroll in classes by the first Friday of each semester will automatically cancel the HSC Room and Board Contract. Students who have submitted an application but are not admitted or not enrolled must follow the contract cancellation procedures.

b)Renewal applicants that cancel their contract after June 30 will be assessed a $150 cancellation fee.

c) Prior to halls opening: When a written and signed contract cancellation is received before July 1 for fall and January 2 for spring, by the HSC, room and board payments received will be refunded. according to the refund schedule. New applicants who cancel their contract after June 30 will forfeit the $200 application fee.

d) After the halls open: When a written and signed contract cancellation is received by the Department of HSC after the halls open, the resident is subject to forfeiture of the $100 application fee as a cancellation charge and are subject to the terms of the refund schedule. Students moving out of a residence hall during the contract term must begin the contract release process at the HSC.

e) Failure to claim assignment (or notify the housing office **IN WRITING** of a late arrival) by 5 p.m. the first official day of classes will constitute a cancellation and will result in forfeiture of the refundable $100 portion of the application fee and may be subject to the refund schedule..

f) Disciplinary termination from the university will result in the forfeiture of the refundable $100 portion of the application fee and the refund schedule..

g) Contract cancellations must be in writing and signed by the applicant and must be received by the HSC. All terms and conditions of the cancellation release policy must be adhered to, to be considered for review. Cancellation review DOES NOT guarantee you will meet the requirement and be release from your contract. NO TELEPHONE CANCELLATIONS WILL BE ACCEPTED.

17) FINANCIAL RESPONSIBILITIES:

a) The resident agrees to pay all financial obligations set forth in the contract when due. Financial aid recipients must apply all financial aid available to their room and board charges after payment of tuition. In all cases where financial aid is insufficient to cover all charges, it is the responsibility of the student to arrange payments with the business office.

b) All Luna Community College students who reside in the Highlands University residence halls or campus apartments must provide authorization from the Highlands University Business Office verifying ability to pay for room and board charges before being authorized to move into any residence hall or campus apartment. THERE WILL BE NO EXCEPTIONS.

18) ELIGIBILITY FOR HOUSING:

a) To remain eligible for room and board in the residence halls, a student must be enrolled for a minimum of six (6) semester hours (not including audit, online or removal of incomplete grades) applicable toward the student's documented degree programs during both fall and spring semesters. Any student not fulfilling these requirements will be required to vacate any campus housing facility at the request of the HSC, Business Office or the Dean of Student Affairs.

b) Although the student must be enrolled, there is no minimum hour requirement for the summer session. All students residing in the designated summer residence hall must purchase a meal plan.

c) Highlands University is under no obligation to approve this application.

19) Housing and Student Conduct Contract Release Policy and Refund Schedule

All cancellations will forfeit $100 refundable portion of the application fee.

Fall 2013	**Spring 2014**
Housing Refund Schedule	
100% through Aug. 25	100% through Jan. 19
75% Aug. 26 through Sept. 1	75% Jan. 20 through Jan. 26
50% Sept. 2 through Sept. 15	50% Jan. 27 through Feb. 9
25% Sept. 16 through Sept. 29	25% Feb. 10 through Feb 23
Thereafter – No refund	Thereafter – No refund
Meal Plan Refund Schedule	
100% through Aug.18	100% through Jan. 12
85% Aug. 19 through Aug. 25	85% Jan. 13 through Jan. 19
70% Aug. 26 through Sept. 1	70% Jan. 20 through Jan. 26
55% Sept. 2 through Sept. 8	55% Jan. 27 through Feb. 2
40% Sept. 9 through Sept. 15	40% Feb. 3 through Feb. 9
25% Sept. 16 through Sept. 22	25% Feb. 10 through Feb. 16
10% Sept. 23 through Sept. 29	10% Feb. 17 through Feb. 23
Thereafter – No Refund	Thereafter – No Refund

The Department of Housing and Student Conduct will accept written appeal requests for contract release charges only for the following reasons:

A. Medical reasoning supported by appropriate medical documentation.

a. Appropriate documentation includes items such as, but is not limited to:

i. Signed medical documents on official letterhead that includes the physician's identification number and contact information.

B. Life-changing events that are catastrophic in nature and supported by appropriate documentation.

a. Evidence of loss of a parent or guardian, supported by appropriate documentation.

Financial or community behavior based requests will not be considered.

All appeal requests MUST include the following or they will NOT be considered:

A. Copy of completed relevant Contract Release Form.

B. A signed and dated letter outlining the reason for the appeal request.

C. All appropriate documentation (see above) confirming the reason for the request.

Any resident with an academic year contract, and who would like to move out of the residence halls after the end of the fall semester and/or cancel the meal plan can petition for a release from his or her spring housing charges provided he or she has a qualified reason with supporting documentation for releasing their contract.

Qualified Housing Contract releases include:

A. Transfer to another school

B. Graduation

C. Taking part in a student exchange program

D. Withdrawal from NMHU (you will not be enrolled at NMHU)

All other reasons for releasing your contract are NOT considered qualified.

All terms and conditions are subject to change without notice.

IMPORTANT APPLICATION AND CONTRACT TERMS

I understand by signing this form, it becomes a binding offer to contract for residence hall housing and food service for the contract term indicated. I also understand that if and when I receive written notice of an assignment from NMHU, it becomes a binding housing and food service contract for the contract term indicated. I understand that NMHU might not approve this application. The applicable rate will be that as provided by NMHU at the time of my assignment. I have read and accept that the NMHU Housing and Student Conduct Terms and Conditions contained herein are fully a part of this application and contract. If this application is accepted by NMHU and therefore becomes a binding contract, the terms and conditions will be part of the contract. NOTE: If you are under the age of 18, guarantor, parent, or legal guardian signature is also required.

By signing, I agree to all the terms and conditions set forth in this document.

Student Name (Print) _____

Student's Signature _____

Date _____

Parent or Guardian's Name (Print) _____

Parent or Guardian's Signature _____

Date _____