



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: lmgonzalez@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

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

Parent or Guardian Name

Billing Address

City State Zip Code Country

Phone Number () _____

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 \$300.00 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.*

Check here if you like to study after 10:30 p.m.

NMHU Class Status: FR SO JR SR GR



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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; New Residence Hall)
Freshmen through Graduate

Traditional Style: Private and Double rooms, Shared bathroom, Lounge, Coed
(Connor Hall, Melody Hall, North Kennedy Hall)
Freshmen through Graduate

Private Style: Private room, Private bathroom, Refrigerator, Microwave, Coed
(East Kennedy Hall, West Kennedy Hall, South Kennedy Hall)
Sophomore through Graduate

Room Type (Double/Private)

There is no guarantee of a private room; private room assignments are subject to occupancy needs.

1st Preference: _____

2nd Preference: _____

3rd Preference: _____

MEAL PLAN OPTIONS

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

7-Meal Plan 10-Meal Plan 15-Meal Plan 19-Meal Plan

***Where not specified, 10-Meal Plan will be assigned.*

EMERGENCY CONTACT INFORMATION

Name _____ Relationship _____

Address _____ City _____ State _____ Zip _____

Home Telephone () _____ Cell Phone () _____

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
(circle one)

Money List Number: _____ Money List Date: _____

Residence Hall Assignment: _____ Room Number: _____

Application Processed by: _____ Date: _____



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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 upfront 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.

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. Petitions for release from spring semester charges must be submitted in writing to the Housing and Student Conduct Office. The student must fill out a Contract Release Request 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) A resident may choose to buy out of his or her contract with the purchase option. The purchase option requires a 25% buyout of the REMAINDER (the unused portion of the contract) of the Room and Board Contract.

f) 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) University Housing reserves the right to change 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 \$25 per semester. This fee is nonrefundable.

3) FACILITIES:

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

b) Residence halls include Archuleta, Connor, Kennedy and Melody Halls. East, West and North Kennedy Halls are private rooms. There is no guarantee of a private room in any other residence hall. Private rooms will be assigned based on occupancy requirements.

c) Housing provides the custodial services of cleaning and sanitation for all public areas in the residence halls.

4) ROOM ASSIGNMENTS:

Check In

a) 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.**

b) 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) MEALS:

The room and board contract will include meals in the dining hall according to meal plan(s) outlined in the Housing and Student Conduct 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.

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, sanita-



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tion, 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, \$150 is refundable during 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 NMHU Housing office such as costs associated with contract cancellations.

a) APPLICATION FEE – \$150 of the application fee is refunded ONLY when a resident:

i. Has been declared academically ineligible to enter, continue, 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 \$150 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:

University Housing 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 Paragraph 16 for the financial consequences of termination of contract.

10) FAILURE TO OCCUPY ASSIGNED ROOMS:

a) Residence hall reservations 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 \$150 of the application fee.

11) ROOMMATE VACANCY:

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 Housing and Student Conduct department.

12) MEAL PLAN:

a) 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.

b) Residents not selecting a meal plan will be assigned the 10-meal plan option. Meal plan changes may be made through the Housing and Student Conduct Office only during the first two weeks of the fall and spring semesters.

13) 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. Failure to comply may subject the resident to sanctions, including contract termination, and removal from University housing and/or possible disciplinary sanctions by the Housing and Student Conduct department and/or the Vice President of Student Affairs.

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.



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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 15 days will be disposed of by the Housing and Student Conduct department.

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 financially responsible for any University Housing property missing from his or her room or damaged beyond normal wear and use. All residents may also collectively share financial responsibility for damages that occur in common areas.

16) CANCELLATION:

a) Students will forfeit the refundable \$150 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 Housing and Student Conduct Room and Board Contract. Students who have submitted an application but are not admitted or not enrolled must follow the contract cancellation procedures described in Paragraph 16 f.

b) Prior to halls opening: When a written and signed contract cancellation is received before July 1st for fall and January 2nd for spring, by the Housing and Student Conduct Office, room and board payments received will be refunded, less the \$150 cancellation charge.

c) After the halls open: When a written and signed contract cancellation is received by the Housing and Student Conduct Office after the halls open, the resident is subject to forfeiture of the \$150 application fee as a cancellation charge. Students moving out of a residence hall during the contract term must begin the contract release process at the Housing and Student Conduct Office.

d) 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 \$150 portion of the application fee.

e) Disciplinary termination from the university will result in the forfeiture of the refundable \$150 portion of the application fee.

f) Contract cancellations must be in writing and signed by the applicant and must be received by the Housing and Student Conduct Office. **NO TELEPHONE CANCELLATIONS WILL BE ACCEPTED.**

19) FINANCIAL RESPONSIBILITIES:

a) The resident agrees to pay all financial obligations set forth in the contract when due. Financial aid recipients must apply all fi-

ancial 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.**

20) ELIGIBILITY FOR HOUSING:

a) To remain eligible for room and board in the residence halls, the student must be enrolled for a minimum of six (6) semester hours (not including audit 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 Housing and Student Conduct department, Business Office or the Vice President 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 designation summer residence hall must purchase a meal plan.

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 _____