



**DRURY**  
UNIVERSITY

For Housing Office Use Only	
ID#:	_____
Rm:	_____
Ext:	_____

## New Student and Transfer Student Housing Contract

Year and term of entry: (Check one)  Fall semester (August 2012)  Spring semester (January 2013)

Student name \_\_\_\_\_

Last (Family) name

First name

Middle name

Social security number \_\_\_\_\_

Home address \_\_\_\_\_

Street

City

Province/State

Postal Code

Country

Home telephone (\_\_\_\_\_) \_\_\_\_\_ Cell phone (\_\_\_\_\_) \_\_\_\_\_

(Include country code/city code)

Country of citizenship \_\_\_\_\_ E-mail address \_\_\_\_\_

### Room and Board Agreement

I certify that I will be enrolled as a full-time day school student at Drury University for the 2012-2013 academic year and apply for room and board accommodations in a Drury University residence.

Choose one:  180 meals per semester and \$320 credit to use at CX.  150 meals per semester and \$320 credit to use at CX.  120 meals per semester and \$255 credit to use at CX.  90 meals per semester and \$190 credit to use at CX.

**A \$300 deposit (\$100 tuition, \$200 housing) must be returned with this form to the university. Housing cannot be assigned until the contract and deposit are received by the university Admission Office.**

Type of payment enclosed: (check one)  Check in US dollars made out to Drury University  Credit card

must complete credit card authorization form:

[www.drury.edu/housing/forms](http://www.drury.edu/housing/forms) *Do not send cash by mail.*

This contract is for both room and board for the entire academic year or for that part of the year remaining after the effective date of this housing assignment. I agree to pay room and board fees for both semesters, which will be posted to my student account. I authorize Drury university to change my account for all room and board fees, and use monies from federal funds, grants, loans and other sources to pay these charges. I agree to pay interest of 1% per month, collection costs, and legal fees on unpaid balances. Charges made by Drury University for room, board and fee may be paid either in full or by installments as indicated in the financial section of the Drury University catalog prior to the start of classes or entry into campus housing. Students admitted to campus housing mid-year will only be billed for the time they occupy housing and for the full cost of the meal plan. I also agree that **(1) I must live in campus housing during my time at Drury University as a full-time undergraduate student unless I am granted exemption from the university housing policy by the housing office,** (2) I cannot cancel this contract during the academic year except for dismissal from the university for academic or disciplinary reasons, (3) Room and board are available according to the university calendar and will not be available when residence halls are closed, (4) Drury University can refuse any application for housing, (5) If I do not arrive on time for orientation/move-in day, I may be assigned other accommodations or I may have no accommodations. I will notify the housing office in advance if I will arrive late.

**I agree to all terms and provisions on both sides of this form, and agree that they are part of this contract to**

**which**

**I am signing my name.**

Date \_\_\_\_\_ Student signature \_\_\_\_\_

### Agreement Guaranteeing Payment of Charges

Your parent or legal guardian must sign this agreement if you are under age 18. I, the parent or legal guardian of the student, agree that if the student does not pay the charges, I am responsible to pay.

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

Parent or legal guardian

Address \_\_\_\_\_

Street

City

Province/State

Postal Code

Country

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Drury University  
Office of Admission  
900 North Benton Avenue  
Springfield, Missouri 65802  
USA  
Phone: 417-873-7205  
Fax: 417-866-3873



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## General Housing Policies, Regulations, and Conditions

The following regulations and policies have been adopted for the residence halls at Drury University and are part of the contract between the university and the residents of the halls. Harmonious residential living at Drury University requires respect for the property and supervisory personnel of the university. It also demands respect for the property, privacy and academic pursuits of fellow residents. Personal integrity and a cooperative spirit are appropriate characteristics of university students. To help foster and encourage an atmosphere of respect and cooperation, the following regulations are in effect and are a part of the contract between the university and the residents and guests of the halls.

1. Campus housing is available to full-time Day School students aged 17+.
2. The student agrees to abide by the laws of the State of Missouri and the ordinances of the City of Springfield.
3. Illegal use of intoxicating beverages is not allowed. Students (and/or guests) of legal age (21+) may possess and consume beer and fermented alcoholic beverages only in the privacy of their own residence unit with the door closed. Consumption is allowed in the presence of your roommate; however, individuals under legal age shall not buy, drink or possess (hold) alcoholic beverages. Guests must be of legal age. Hard alcohol (defined as any beverage containing distilled alcohol) is prohibited on Drury's campus, as well as all alcoholic energy drinks that contain greater than 5.9% alcohol content. Kegs and participation in drinking games are prohibited. (See Drury University Alcohol Policy for more information).
4. Alcohol paraphernalia (items used for the storage or consumption of alcoholic substances) including decorated or decorative alcohol containers of any kind, is prohibited in campus housing.
5. Any illegal use, possession or trafficking of drugs or paraphernalia is forbidden.
6. Weapons of any kind are not permitted on the university campus.
7. Gambling is not permitted on the university campus.
8. **Pets (except fish) are not permitted in campus housing.** A minimum \$150.00 fine will automatically be charged to your student account for allowing animals in your residence.
9. Candles (with or without wicks), incense, fireworks, halogen lamps, etc., pose possible fire hazards and are prohibited in university campus housing.
10. The following electrical appliances are permitted: coffeemakers, popcorn poppers, toasters, razors, radios, stereos, computers and portable television sets. Hot plates, microwaves, George Foreman Grills, space heaters, or any other appliance with open coils are not allowed. Microwaves and refrigerator/freezers are provided in each residence hall suite.
11. Cable service is provided. Each student is responsible for providing his/her own TV. Satellite dishes are not permitted.
12. **Quiet hours** should be observed from 10 p.m. until 10 a.m. Courtesy hours should be observed 24 hours per day. Noise must be maintained at levels where they will not infringe upon the study or sleep habits of others.
13. Tacks, nails and/or tape will damage walls, paint and woodwork. Suspend items using command 3M products and use university provided bulletin boards to hang items.
14. University furniture should remain intact, and mirrors, bulletin boards, etc., should remain attached to walls. All university furniture must remain in the assigned unit. Additional couches, microwaves and refrigerators are prohibited, however, Sunderland residents may bring an additional minifridge up to 4.0 cubic feet per room. Damage to your room should be reported to the Hall Director or Resident Assistant immediately upon discovery.
15. Rooms should be kept locked when not occupied. The university accepts no responsibility for lost, stolen or damaged articles.
16. Loss of key will cost \$50 for replacement key and core.
17. Student Life Staff and maintenance/custodial personnel will inspect rooms and conduct health and safety checks in all residential rooms and facilities periodically for damages and policy violations/safety concerns. They also **reserve the right to enter the privacy of a student's room or living facility** in case of emergency (such as fire, health emergencies, probable violation of university policy, etc.).
18. Residents will be held individually responsible for any damage done to their rooms and may be held collectively responsible for any other damage occurring to individual rooms or campus housing facilities. Rooms and common areas must be kept clean by the residents. Public area damages will be assessed as needed and charged to appropriate accounts.
19. Individuals are personally responsible for upholding university policy in all university housing facilities and will be held personally accountable should violations occur. Residents are held responsible for their guests.
20. Open hours are from 10 a.m.-12 a.m., Sun.-Thurs.; and from 10 a.m.-1 a.m., Friday and Saturday. Residents and guests may visit in secured main lounges 24 hours a day. Residents and guests may visit each other's rooms only during approved open hours. Overnight guests must be registered with residential life staff. Guests may not stay in campus housing for more than three days in a week.
21. A \$200 room deposit is required of each resident. This should be sent in with this contract to the Office of Admission, 900 N. Benton, Springfield, MO 65802. Damage to rooms and/or the necessity of the university cleaning a room will result in damage fines and possible loss of housing deposit. Students with clean, undamaged rooms will have their deposits carried forward to the next academic year unless they are graduating or not returning to university housing the following year. Students who do not follow proper check out procedure will be charged a \$100 improper check out fine.
22. **No one may move in or out of campus housing** without the approval of the Housing Office. Approval is granted first through the Housing Office and then it is referred to the Dean of Students. Residents may not sublease units.
23. Drury is a tobacco-free campus. Individuals who use tobacco on campus may be subject to judicial sanctions.
24. Tampering with fire alarm systems, alarm pull stations, smoke detectors, fire extinguishers, and safety equipment is prohibited. Discharging or tampering with safety equipment will result in a fine. All students are expected to evacuate facilities during emergency alarms and comply with the requests of university personnel. Students will be fined for noncompliance and may be evicted from campus housing for interfering with safety and security procedures.
25. University rooms and public areas are not to be used as a location for the operation of any business or enterprise; the sale of any services or products. Residents may not use university housing facilities for a commercial purpose or solicit within the buildings. Violations are reported to the Dean of Students Office.
26. Students may not work on or wash motorized vehicles on the premises.
27. Residence Halls are closed over Fall Break, Thanksgiving, Winter Break, and Spring Break. Students with extenuating circumstances may only stay with special permission from their Hall Director. A nightly fee will be charged to the student account for break housing.
28. Room assignments are made in the Housing Office. In case of a vacancy in a room, the remaining occupant may elect to pay the private room fee (if space permits) or the occupant may be requested to move to another room, or may be assigned a new roommate. While every effort will be made to assign compatible individuals, the decision of the Housing Office is final. The student participant in this contract agrees to accept the roommate(s) assigned to him or her. The Housing Office will facilitate a room consolidation process as often as necessary to save energy and make necessary repairs to facilities.

*Drury University reserves the right to cancel this housing contract at any time with no refunds if university policy is violated.*



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## Housing Questionnaire

### Student information

Student Name \_\_\_\_\_  
Last name First name Middle name

Preferred Name \_\_\_\_\_ Gender  Male  Female

Social security number \_\_\_\_\_ Date of birth MM \_\_\_\_ DD \_\_\_\_ YY \_\_\_\_

Permanent address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

In case of emergency, contact \_\_\_\_\_ Relationship to student \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Day phone (\_\_\_\_) \_\_\_\_\_ Evening phone (\_\_\_\_) \_\_\_\_\_

Describe any physical condition that might require special consideration (attach or forward a doctor's statement if requesting special housing accommodations). \_\_\_\_\_  
\_\_\_\_\_

List and describe any medications you are currently taking \_\_\_\_\_  
\_\_\_\_\_

Roommate preference (student name optional) \_\_\_\_\_

Drury University residence halls are all co-ed facilities. Smith Hall 1st floor may be designated as single-gender housing based on request. Male and female students will not share suites or bathrooms.

Please check here if you prefer single-gender housing within Smith Hall.

Residence hall preference (please mark 1st, 2nd, and 3rd choice)

\_\_\_\_\_ Smith Other Preferences \_\_\_\_\_

\_\_\_\_\_ North Wallace \_\_\_\_\_ South Wallace \_\_\_\_\_

\_\_\_\_\_ Freshmen Living-Learning Communities located in Sunderland Hall  
Living Learning Communities require an additional application at [www.drury.edu/lc](http://www.drury.edu/lc)

Transfer student only: Apartment-style residents will have the opportunity to lower their meal plan to 45 meals per semester with \$125 of credit to use at the CX.

Jefferson Park  College Park

\_\_\_\_\_ College hours completed \_\_\_\_\_ College hours in progress

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In order to assist us in selecting the best residence hall, floor, room and roommate match possible, the student (and no other persons) should complete this form as honestly and forthrightly as possible. A correct match is important to a successful and positive living experience. When making residence hall, room and roommate assignments, the university does not discriminate based upon race, religion, sexual orientation, disability, nationality or culture.

*Please check answers. Feel free to make notes in the margin.*

## Personal data

1. Do you smoke (even occasionally)?  Yes  No
2. Could you live with a roommate who smokes?  Yes  No (Please note Drury is tobacco-free)
3. Do you maintain a neat and orderly room?  Yes  No
4. When studying:
  - I require absolute quiet.
  - I like low background noise.
  - I like the television turned on.
5. I study best:
  - In the morning.  In the afternoon.
  - In the evening.  Late at night.
6. When it comes to guests:
  - I do not mind if my roommate spends time with a boy/girlfriend in our room.
  - It would be okay for my roommate to spend time with a boy/girlfriend in our room as long as I knew exactly when they would be there and approved of those times.
  - It would be intolerable for my roommate to spend time with a boy/girlfriend in our room.
7. When sleeping:
  - I go to bed early and get up early.  I go to bed late and get up late.
  - I go to bed late and get up early.  I go to bed early and get up late.
8. When sleeping I require:  Absolute silence  Moderate sound/noise  
 Lights  No special arrangements  Other \_\_\_\_\_
9. I prefer my room temperature  Cool  Warm
10. Which types of music do you listen to most?
  - Alternative  Jazz  Rock  R&B  Rap  Pop  New Age
  - Heavy Metal  Country  70s & 80s  Classical  Christian/Gospel
11. Do you plan on participating in formal recruitment with a fraternity/sorority?  Yes  No
12. I am interested in living with an international student.  Yes  No
13. I am interested in rooming with someone with the same major.  Yes  No

Major (if decided) \_\_\_\_\_

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14. List any extracurricular activities and interests you have: \_\_\_\_\_

15. I  do  do not plan to plug a computer into the network jack in my room.

As a member of the residential community, I have read and understand all policies as stated in the housing contract. I agree to review the Community Standards Handbook and this contract carefully, familiarize myself with the policies and abide by them.

Student signature \_\_\_\_\_ Date \_\_\_\_\_

For information regarding housing amenities, prices and virtual tours, visit [www.drury.edu/housing](http://www.drury.edu/housing). Housing forms are available at [www.drury.edu/housing/forms](http://www.drury.edu/housing/forms).