



**DRURY**  
UNIVERSITY

Office Use Only					
ID#:	_____				
Rm:	_____				
RDENL:	_____				
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## New Student and Transfer Student Housing Contract

Year and term of entry: (Check one)  Fall semester (August 2016)  Spring semester (January 2017)

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

Choose one:  90 meals and \$200 credit to use at CX per semester.  120 meals and \$270 credit to use at CX per semester.  150 meals and \$340 credit to use at CX per semester.  180 meals and \$340 credit to use at CX per semester.

**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  Online payment with check or credit card at [www.drury.edu/deposit](http://www.drury.edu/deposit)

Student certifies that he or she will be enrolled as a full-time Drury day school student or will be enrolled in Drury graduate courses for the academic year selected. Student agrees to live in campus housing as a full-time undergraduate day student unless the student is granted exemption from the university housing policy by the Housing office. As long as the student is a full-time undergraduate in the day school or enrolled in Drury graduate courses, this contract is for housing and meal plan for the entire academic year, or one semester with permission from the Housing office for study abroad, student teaching or due to graduation; or, if application is for accommodations after the beginning of the academic year, for that part of the academic year remaining after the effective date of the assignment of accommodations. 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.

Student authorizes Drury University to charge the student account for all room and board fees, damage/cleaning fees, and and/or cancellation fees and use monies from federal funds, grants, loans, and other sources to pay these charges. Student agrees to pay interest of 1% per month, collection costs, and legal fees on unpaid balances. Charges made by Drury University 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 who withdraw from Drury University before the end of the year should consult the Drury University catalog regarding refunds. Student agrees that he or she may not cancel this housing contract at any time, either before or during the academic year, unless no longer a full-time day school student or graduate student; otherwise, only the university may break the contract based on a student's Request for Exemption. Should the university break this contract due to an exemption request, student agrees to pay applicable cancellation fees and prorated amounts for housing and meal plan. Room and board are available according to the university calendar and will not be available when residence halls are closed. Drury University can refuse any application for housing. If student fails to occupy assigned accommodations on or before the first day of classes of the period covered by this contract without having given the Housing office notice of delayed arrival, the accommodations may be assigned to another student, but delayed arrival shall not relieve the student of responsibility for accepting other available accommodations assigned to him/her.

Failure to honor the student's assignment or roommate preferences will not void this contract. In case of a vacancy in a double or triple 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 be assigned a roommate. While every effort will be made to assign compatible individuals, the decision of the Housing office is final, and student agrees to accept any roommate(s) assigned to him/her. The Housing office will facilitate a room consolidation process as often as necessary.

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

Student has read and agrees to the terms and conditions stated on this contract and will review and follow the Community Standards Handbook & the academic catalog. Hard copies of the Community Standards are available at the Dean of Students office.

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

### 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.

Print Name \_\_\_\_\_

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

Address \_\_\_\_\_

Street

City

Province/State

Postal Code

Country

**Return this contract and \$300 (\$100 toward tuition, \$200 toward housing, refundable until May 1 for fall enrollment or December 1 for spring enrollment) deposit to:**

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. 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 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, air popcorn poppers and toasters. Sunderland, Wallace, and apartment residents may bring an additional minifridge (up to 4.3 cubic feet per room). Hot plates, microwaves, refrigerators, crock pots, toaster ovens, 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, but students must provide their own QAM tuner if their TV was manufactured without one. The Housing office can provide QAM tuner rental information. Each student is responsible for providing his/her own digital TV. Satellite dishes are not permitted.
12. Quiet hours should be observed from 11 p.m. until 9 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 are prohibited.
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/technology services 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. Damage to your room should be reported to the Resident Director or Resident Assistant immediately upon discovery. 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 the Residence 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 uncleanness will result in 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 and nicotine products on campus may be subject to judicial sanctions. (See Drury University Tobacco-Free policy for more information.)
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 Break, Winter Break, and Spring Break. Students may stay with special permission from the Housing office. A nightly fee will be charged to the student account for break housing.



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## Housing Questionnaire

### Student information

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

Preferred name \_\_\_\_\_ Gender  Male  Female

Date of birth MM \_\_\_\_ DD \_\_\_\_ YY \_\_\_\_

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

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

If playing a sport at Drury, indicate your sport if you prefer to live with a teammate. \_\_\_\_\_

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

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

Freshman building 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/llc](http://www.drury.edu/llc).

Apartment-style housing is available to a student who left high school at least one year prior to move-in.

If eligible, mark building preference (please mark 1st, 2nd, and 3rd choice).

\_\_\_\_\_ University Suites \_\_\_\_\_ College Park \_\_\_\_\_ Jefferson Park \_\_\_\_\_ Manley

Apartment-style residents will have the opportunity to lower their meal plan to 45 meals per semester with \$130 of credit to use at the CX.

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In order to assist us in selecting the best roommate match possible, the student (and no other persons) should complete this form as honestly and forthrightly as possible. 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 with additional preferences.*

## Personal data

1. Do you smoke (even occasionally)?  Yes  No (Please note Drury is tobacco-free.)
2. Could you live with a roommate who smokes?  Yes  No
3. My bedroom is:
  - Mostly clean and in order.
  - Clean, with occasional disorder.
  - Neither clean or organized.
4. When studying:
  - I require absolute quiet.
  - I like to listen to music.
  - 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 having overnight guests:
  - I'm usually okay with getting little to no advance notice from my roommate.
  - I prefer that my roommate and I agree on visits in advance.
  - I am uncomfortable with either of us having an overnight guest.
7. On school nights, I go to bed at \_\_\_\_\_ and I wake up at \_\_\_\_\_.  
On weekends, I go to bed at \_\_\_\_\_ and I wake up at \_\_\_\_\_.
8. When sleeping I require:  Absolute silence  Moderate sound/noise  Complete darkness  
 No special arrangements  Other \_\_\_\_\_
9. I prefer my room temperature  Cool  Warm
10. Which types of music do you listen to most?
  - Alternative  R&B  Rap  Pop
  - Metal  Country  Christian/Gospel  Other \_\_\_\_\_
11. Do you plan on participating in formal recruitment with a fraternity/sorority?  Yes  No
12. I would like to live with an international student.  Yes  No  Doesn't matter
13. I am interested in rooming with someone with the same major (if decided).  Yes  No

Major \_\_\_\_\_

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

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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).