



Lindsey Wilson College
210 Lindsey Wilson St.
Columbia, KY 42728-1223
(270)-384-2126 or toll free 1-800-264-0138
www.lindsey.edu

Department of Residence Life
Men's Housing (270)-384-8521
Women's Housing (270)-384-8375

HOUSING ROOM & BOARD CONTRACT

-INSTRUCTIONS-

1. **READ** the Terms and Conditions of the **ROOM AND BOARD CONTRACT BEFORE** you precede.
2. **If you have internet access, you can also apply online:**
 - <https://portal.lindsey.edu/forms/residence-life/housing>
3. Please **PRINT** as clearly as possible in **INK** – make sure that you complete **ALL SECTIONS** applicable to you.
4. If you have a Roommate Preference, make sure you indicate the individual(s) (including Lindsey Wilson ID Number) in the appropriate section. Incoming freshman and transfer students who wish to be roommates should try to submit their **ROOM AND BOARD CONTRACT TOGETHER**.
5. Make sure you **SIGN** and date your **ROOM AND BOARD CONTRACT** before sending it to us. If you are under 18 years of age, your parent or guardian must also sign.
6. New applicants must **ENCLOSE** the required non-refundable **\$50.00 Housing Fee** (or verification that you been awarded a College-sponsored room scholarship) with your **ROOM AND BOARD CONTRACT**. (Housing fees can also be paid at the EDGE Orientation Program)
7. Detach and send your completed **ROOM AND BOARD CONTRACT** to:

**DEPARTMENT OF RESIDENCE LIFE
210 LINDSEY WILSON STREET
COLUMBIA, KY 42728-1223
FAX: (270) 384-8206**

We will send you a letter and receipt acknowledging that we have received your **ROOM AND BOARD CONTRACT**. (**BE SURE TO KEEP YOUR RECEIPT FOR YOUR RECORDS.**) Housing assignments will be sent to you during the summer (for fall semester applicants) or in December (for spring semester applicants).

Terms and Conditions

Lindsey Wilson College (hereinafter referred to as LWC) agrees to provide housing accommodations and board to the provisions of this contract. Housing accommodations are rented to the students for the specific purpose of personal residence and may not sublet or be used by residents or outside agencies for any commercial purposes without the written permission of Coordinator of Residence Life. This contract is not transferable.

I. CONTRACT PERIOD

This contract is for full academic year, excluding those announced periods during which residence halls and dining services will be closed. These periods include Fall Break, Thanksgiving Break, Christmas Holiday, Spring Break, and Easter Break. The dates of these periods are specified in the LWC Student Handbook.

II. FOOD SERVICE INFORMATION

- A. **Missed Meals.** LWC takes into consideration the average student will be absent from a certain number of meals and sets the rates accordingly. For this reason, no contract adjustments or refunds will be made for missed meals.
- B. **Misuse of Meal Privileges.** Meal service provided under this contract is for use by the student only. Students who allow any other individuals to utilize their meal card will be subject to disciplinary action.
- C. **Suspension of Meal Privileges.** LWC may suspend meal privileges if the student fails to abide by all terms of this contract. The Vice President of Student Development will determine when and if to reinstate privileges.

III. PAYMENT

- A. **Housing Fee.** A **\$50.00 non-refundable housing fee** must be submitted with this contract. The \$50.00 fee serves as a fee for late cancellation, damages at checkout, or other incidental charges incurred by the student.
- B. **Payment Schedule.** The student agrees to pay LWC for housing accommodations and board according to business office policies. Students may elect a monthly or semester payment plan. The monthly plan includes a finance charge.
- C. **Financial Aid.** Students' financial aid will be applied to all charges including room and board, tuition and fees. Students whose financial aid is not approved at the beginning of the semester must make other arrangements and must be prepared to meet their financial obligations on time from other sources.

IV. ROOM RESERVATION

Returning this contract, properly completed and signed, will reserve a room for the academic year, provided residential space is available. Your room will be assigned according to the date the application materials are received by the Residence Life Office. Please indicate room assignment preferences.

V. Cancellation of this Contract

The student may cancel this contract by giving written notice to the Director of Residence Life or the Coordinator(s) of Residence Life. Cancellation letters postmarked by cancellation deadlines will be accepted. LWC reserves the right to cancel this contract under any of the conditions described herein. Any refunds of payments will be made in accordance with the provisions of this contract.

A. Cancellation Prior to Check-In.

Students must who notify the Director of Residence Life in writing on or before August 1, (January 1, for spring contract only, new residents) of their intention to cancel this contract.

B. Cancellation After Check-In.

Students who notify the Director of Residence Life in writing of their intention to cancel their contract after occupancy, but who will remain enrolled at LWC, will be charged the full amount for the term.

Students who are required to leave the residence hall for failure to meet their financial obligations under the terms of the contract will be charged the full amount in residence for the term.

LWC may terminate this contract, if, in the opinion of the Coordinator(s) of Residence Life, the room or the residence should become untenable due to damage or destruction by fire or other casualty. In such case, the resident will be charged room and board fees for weeks in residence.

In all cases involving cancellation after check-in, the \$50.00 room fee will be not be refunded.

VI. ASSIGNMENTS

- A. LWC reserves the right to make assignments and reassignments of accommodations.
- B. LWC reserves the right to require single occupants to move together. If sufficient space is available students may be given the option to pay for a private room for an additional charge.
- C. Students may request a room change only after the approval from the Coordinator(s) of Residence Life and within a predetermined period of time.

VII. VACATING

Upon termination of this contract for any reason, the student must vacate the residence halls no later than the deadline set by the Coordinator(s) of Residence Life. Upon vacating, the student must follow official checkout procedures are prescribed by the LWC Student Handbook. Students who do not properly complete this procedure will be assessed a minimum \$50.00 improper checkout charge.

VIII. LWC Liability

- A. **Property.** LWC will not be liable for theft, loss or damage to any property of the student, including loss to fire, flood, or windstorm. Further LWC will not be liable for property left in the building after the student vacates or is expected to

vacate. LWC reserves the right to dispose of such property through sale, donation, or in any other manner it deems appropriate. Students and their parents are encouraged to carry appropriate insurance.

B. Personal Injury. LWC will not be liable for injuries (including death) which occur in its buildings or on its grounds. Students and their parents are encouraged to carry appropriate insurance.

C. Disruptions in Service. LWC will not be liable for disruptions in service, which are beyond its control.

IX. ROOM ENTRY PROVISIONS

LWC reserves the right for authorized LWC personnel to enter a student's room for any purpose connected with the maintenance, housekeeping, and management of the facilities or for any other purpose reasonably connected with the interest of LWC.

X. SERVICES BY LWC

LWC agrees to provide existing utilities at no additional cost to the student. In recognition of the energy shortage, the student agrees to use the utilities in a conservative, economic, and efficient manner. LWC will not be liable for any interruption in services resulting from causes beyond its control, and such interruptions will not relieve the student from the obligation of this contract.

XI. LWC FACILITIES AND PROPERTY

A. Upkeep. The student is responsible for keeping the assigned room and its furnishings clean and orderly, for cooperating with roommates in the common protection of property, and for advising LWC, through established procedures, of any deterioration or malfunction of facilities. Further, the student agrees to utilize public areas of the residence hall and residence hall equipment and furnishings in a careful and proper manner and to contribute to their cleanliness and orderliness.

B. Damage.

1. The student is responsible for the assigned room and its contents and will be charged for any and all damage occurring during the term of occupancy.
2. Students who damage LWC property through negligence and willful actions will be financially liable and subject to disciplinary and legal action. If the identity of the person responsible for damage of LWC property in public areas cannot be ascertained, the housing staff may prorate the cost to repair such damages among all or any portion of the residents of the hall, as the Coordinator(s) of Residence Life may deem necessary. All damage charges are due immediately upon receipt of bill. Failure to pay charges will result in enrollment being blocked, meal privileges suspended and official records being held.

XII. Contract Enforcement

A. Waiver. The failure of LWC to insist upon a strict performance of any term or condition of this contract to exercise any right conferred by this contract will not be considered a waiver or relinquishment of the right to do so.

B. Validity. If any section or subsection of this contract becomes invalid, this will not affect the validity or enforcement of the remainder of the provisions of the contract.

XII. Rules and Regulations

Upon signature of this contract, the student agrees to abide by all LWC Residence Life rules, regulations, and policies, including those contained in the LWC Student Handbook. These rules and regulations and policies, along with any reasonable alteration, additions, and modifications as might be made by the Department of Residence Life and properly communicated to resident will be considered a part of this contract with the same force and effect as written herein.

**NOTICE OF
NONDISCRIMINATION**

Lindsey Wilson College does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment or



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Housing Room & Board Contract

Office Use Only
 Date Received ___/___/___
 Housing Fee : _____

I. Personal Information

Male
 Female

Last _____ First _____ Middle _____ Preferred Name _____
 Street Address _____ LWC ID # _____
 City _____ State _____ Zip Code _____ Home Phone (____) _____ Cell Phone (____) _____
 E-Mail (if other than LWC E-mail) _____@_____ Date of Birth (MM/DD/YYYY) _____

II. Emergency Information

I. _____
 Parent/Guardian's Name

Relationship: _____

Home Phone: (____) _____ Work Phone: (____) _____ Cell Phone: (____) _____

II. _____
 Parent/Guardian's Name

Relationship: _____

Home Phone: (____) _____ Work Phone: (____) _____ Cell Phone: (____) _____

III. Assignment Preference Information

Applying for Term: Fall Semester 20____ Spring Semester 20____
 New Student Returning/Former Student
Classification Freshman Sophomore Junior Senior Transfer
Roommate Selection Music Soft Loud
Information Smoker Yes No
 Room Neat Lived-in
Physical Disabilities, which affects your room assignment:
 (If yes, please attach an explanation & verification from your physician) Yes* No

Specific Roommate(s) Preference:

Name: _____ LWC ID# _____

Name: _____ LWC ID# _____

Name: _____ LWC ID# _____

IV. Contact Agreement

I verify that the information herein is accurate. I agree to abide by and be legally bound to the terms, conditions, and policies set forth in the Lindsey Wilson College Student Handbook.

RESIDENT'S SIGNATURE _____

DATE _____

V. Notice of Nondiscrimination

Lindsey Wilson College does not discriminate on the basis of race, color, national origin, sex, age, or handicap. Any persons having inquiries concerning this may contact: Lindsey Wilson College, c/o Human Resources, 210 Lindsey Wilson Street, Columbia, Kentucky 42728, (270) 384-8040 or 1-800-264-0138.