



2009 – 2010 Housing and Dining Application and Agreement Signature Page

Students Under 18

Statement of Agreement – The 2009 – 2010 Housing and Dining Agreement, Terms and Conditions, and OHRL Policies and Procedures Handbook are available on the Office of Housing and Residence Life Web site at <http://studentaffairs.odu.edu/housing/> By signing and submitting this agreement, I am stating that I have read, understood and accepted **The Terms and Conditions, the OHRL Policies and Procedures** and all documents contained therein. It is strongly recommended to review these documents prior to signing the agreement as once signed, the document is binding.

Initial where indicated. Initialing designates acceptance and understanding of the terms and conditions presented.

- (Initial)_____ I understand I am entering into a **LEGALLY BINDING** agreement with the OHRL, contracting for the agreement period as specified by my housing assignment. It is strongly recommended to review all pertinent documents prior to signing the agreement as once signed, the document is binding.
- (Initial)_____ I am aware that fall semester only agreements are not available.
- (Initial)_____ I understand that by making an application to Old Dominion University's Office of Housing and Residence Life, I am not guaranteed an assignment.
- (Initial)_____ **I understand that I must submit a \$250 application fee of which \$50 is non-refundable.**
- (Initial)_____ I understand that until the OHRL has determined payment has been received my application will be in pending status.
- (Initial)_____ I understand that priority for NEW student housing is established based on the date the completed application and \$250 application fee is received by OHRL and comparing my preferences to the space that is available. As such, an assignment within my preferences cannot be guaranteed. The OHRL reserves the right to make changes in assignments when the University and Housing and Residence Life deems it necessary.
- (Initial)_____ I understand that priority for RETURNING student housing is established based on the "Priority Points Structure" and in the case of ties within the structure, the date the completed application and \$250 application fee is received by OHRL shall determine the applicant's priority status. The OHRL reserves the right to make changes in assignments when the university deems it necessary.
- (Initial)_____ I am aware all cancellation requests **MUST BE MADE IN WRITING**, e-mail is acceptable, and must include my full name and University ID. **VERBAL CANCELLATIONS ARE NOT ACCEPTED.** I may cancel my agreement with loss of only the \$50 non-refundable fee until **May 1, 2009 for RETURNING STUDENTS or May 1, 2009 for NEW STUDENTS (see defined categories).** As described in the *Terms and Conditions*, should I desire to cancel my agreement after May 1, 2009 date, I may be responsible for the costs of the entire agreement period.
- (Initial)_____ I am aware that if I am a NEW Student (see defined categories) that has an agreement to begin the spring semester (January 2010), that I may cancel my agreement with loss of only the \$50 non-refundable fee by November 1, 2009. As described in the *Terms and Conditions*, should I desire to cancel my agreement after the November 1, 2009 date, I may be responsible for the entire agreement period.
- (Initial)_____ I understand if I am assigned to Rogers Complex, Gresham Complex, The Foundation House, The Inn, Ireland House, Virginia House, Scotland House, France House, England House, Dominion House, Whitehurst, or Powhatan Village, I am required to contract for a meal plan. I am aware that I may change to a different plan for which I am eligible using the process as specified by the Card Center. The information is available from their website at: <http://www.odu.edu/af/cardcenter/> and I understand that I must do this by the established deadline.
- (Initial)_____ I understand that should I move to another residence where the meal plan is not required or the required meal plan is less than I have contracted for, that I must complete the current semester meal contract and then may adjust the meal plan for the following semester. I am aware that I may change to a different plan for which I am eligible using the process as specified by the Card Center. The information is available from their website at: <http://www.odu.edu/af/cardcenter/> and I understand that I must do this by the established deadline.
- (Initial)_____ I verify that the information I am providing on this agreement is accurate. I understand that knowingly providing false information to OHRL is a violation of University policy and may result in termination of my housing contract and/or disciplinary action.
- (Initial)_____ By signing this application and agreement, I authorize OHRL to access my student educational records maintained by Old Dominion University for legitimate business purposes associated with my residing in Housing and Residence Life. I also authorize the OHRL to disclose contact information about me to my assigned roommates' including my name, e-mail address, and home address (the items indicated are considered directory information and can be released UNLESS the student has requested their directory information be withheld from the Office of the University Registrar.

University Village Residents Only

(Initial)_____ I understand my agreement for University Village is for the full agreement period, which includes summer housing, even if my plans for the summer mean I will not be residing on-campus (or unless I am assigned to a short-term lease agreement building). I also understand I may not rent, sub-lease or otherwise allow another person to live in my space even if I do not plan on physically residing in the space during the full agreement period.

(Initial)_____ I understand there are three separate payments for University Village which coincide with the three semesters, fall, spring and summer. The third University Village payment—for summer is posted in April during the spring semester.

(Initial)_____ I understand there is an additional cost for an Extension in the summer from the end of the long-term agreement to the beginning of the next long-term agreement and that I pay a daily rate, established by Housing and Residence Life, if I want to remain in my space or leave

COMMUNICATION DISCLAIMER —read and Initial the following statement:

(Initial)_____ I understand that according to University Policy 3506: Electronic Mail for Official University Communications (available online at: http://www.odu.edu/ao/polnproc/pdfs/3506_New_10-1-07.pdf) and that I am expected to activate and check my University email account regularly in order to receive official OHRL communications in a timely fashion. I am held responsible for managing this email communication. OHRL uses email as the designated form of communication with all students. When applying, you must provide your @ODU.edu email address or verify it is accurate. We are not responsible for lack of communication if you provide invalid accounts. Should you mainly use another account, please have your @ODU.edu address forwarded. It is the responsibility of the resident to become familiar with all provisions of this agreement. It is the responsibility of the student to keep parents/guardians informed.

REMINDER: Review Terms and Conditions and OHRL Policies and Procedures Handbook prior to signing the document.

Last Name:_____ First Name:_____ Middle Name:_____

University ID Number:_____

Student Signature:_____ Date:_____

Parent/Guardian Signature (if student is under 18):_____ Date:_____

STUDENTS UNDER 18: After reading the documents, you **MUST** complete and sign the **SignaturePage**. Both the student and parent/legal guardian must sign. Mail the completed **SignaturePage** to OHRL:

**Office of Housing and Residence Life
4603 Elkhorn Avenue, Suite 1208
Norfolk VA 23508**

Assignment Policy: Old Dominion University makes all assignments without regard to race, color, religion, national origin, veteran’s status, or political affiliation. The Office of Housing and Residence Life reserves the right to change room assignments for disciplinary reasons, catastrophe, effective utilization of space, building repairs, unreasonable incompatibility of roommates or the best interest of the university.

