

# MontanaTech

## THE UNIVERSITY OF MONTANA

### Residence Life Application for Room and Board

Desired Entry:  Fall 20 \_\_\_\_  Spring 20 \_\_\_\_

First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Male:  Birthdate: \_\_\_\_\_

Student cell phone: \_\_\_\_\_

Female:  Age: \_\_\_\_\_

Student home phone: \_\_\_\_\_

Tech ID: \_\_\_\_\_

Student e-mail: \_\_\_\_\_

\*Supplied from Tech Admissions

Emergency Contact Name: \_\_\_\_\_

Emergency Phone: \_\_\_\_\_

#### General Information:

Class Standing for Upcoming Year:

Academic Major: \_\_\_\_\_

First-year   
 Sophomore   
 Junior   
 Senior/Grad

Collegiate Athlete: Yes \_\_\_\_\_ No \_\_\_\_\_ Sport: \_\_\_\_\_

Smoker Yes \_\_\_\_\_ No \_\_\_\_\_

\*\*Note: Smoking is not permitted in any campus building.

#### Room Preference:

Please pick the building you are most interested in, and then number your room type choices starting with "1" as your first choice. All effort will be made to meet room preferences, but most freshmen will be assigned double rooms in Prospector Hall. A meal plan is required for all residence hall students. The Gold plan has access seven days a week, and the Silver has access only on weekdays. The Upper-class plan is available only to students with 30 credits or more.

Prospector Hall	Centennial Hall	N. Missoula Housing	Meal Plan (required)
Double Room _____	Double Room _____	Double Room _____	Gold _____
Suite Double _____	Suite Single _____	*Apartments are located approximately one mile off campus	Silver _____
Single _____	<i>Suite Single rooms are upper- class only</i>		Upper-class _____

Roommate Preference: \_\_\_\_\_

(Roommate requests must be mutual to be considered.)

**Special Accommodations:** Montana Tech makes every reasonable effort to meet the special housing needs of students with disabilities and international students with specific cultural needs. If you have special housing or food service needs due to cultural difference or medical necessity, please attach a letter outlining your request or call us at (406) 496-4425 to discuss it.

#### \*\*\*IMPORTANT—READ BEFORE SIGNING THIS CONTRACT!\*\*\*

Your contract is incomplete without a \$100.00 reservation deposit. If you cancel your contract for any reason, you need to contact the Office of Residence Life prior to June 1 in order to receive a deposit refund. Cancellations received after June 1 will not receive a refund. Housing during scheduled campus holidays and breaks is not covered in this contract.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Mail to: Office of Residence Life  
 1301 West Park St  
 Butte, MT 59701

White = Office Copy      Yellow = Student Copy

*I. FIRST-YEAR RESIDENCY REQUIREMENT:*

All new entering first-year students (30 credits or less semester credit hours and under 21 years of age), with the exception of those students living at home or with immediate family within commuting distance from the College, are required to live on-campus for the entire first year. **All first-year students seeking to be exempt from this requirement must receive written permission from the Director of Residence Life.** If exemption is not approved, students will be held responsible for housing charges that will be placed on their account. Exempted living conditions will be checked by the Office of Residence Life during the course of the ensuing semester. Falsified exemptions are grounds for a financial penalty.

*II. RESERVATION DEPOSIT:*

All students requesting residence hall accommodations must submit a one-hundred dollar (\$100) reservation deposit with this contract. This deposit guarantees a reservation in a residence hall and is a commitment, on the student's part, to live there.

A. This deposit is refundable in full only if the Office of Residence Life is notified by June 1.

B. If no cancellation is received before the effective date of this contract, the student does not attend Montana Tech, or if a student attends Montana Tech but does not finally reside in Montana Tech residence halls, the student forfeits the reservation deposit.

C. The one-hundred dollar (\$100) reservation deposit submitted with the contract becomes a damage deposit once the student takes occupancy of the room. This deposit is refunded at the end of the contract period if there are no damage fines or other fees assessed against the student.

*III. ROOMMATE, ROOM PREFERENCE & SPACE RESERVATION:*

Students may indicate a roommate preference on their contract/housing application form. The Residence Life Office will make every effort to accommodate their preference. Housing assignments are made on a first-come, first-served basis. If students have a specific roommate preference they must both specify each other as a roommate choice.

A. A completed contract and \$100 deposit is a reservation for a space in the residence halls. Montana Tech will be responsible for providing this space, but will not guarantee any specific room type, living option, or location preference.

B. Failure to honor a specific request will not void this contract. Subletting is not allowed.

*IV. OVERFLOW HOUSING*

A. In the event the residence halls are beyond capacity, first year freshman will be housed in other housing operated by Montana Tech. This includes, but is not limited to, Family Housing. Students are not automatically exempt in the event that overflow housing is needed; the one-year live in requirement still applies.

B. When rooms become available in the residence halls, students are selected to move based on their date of deposit. This move is not optional.

C. Overflow housing is subject to the same requirements as listed on this contract.

*V. TIME PERIOD COVERED BY CONTRACT:*

The time period that this contract covers begins on the day that the residence halls open for the Academic Year and ends when the halls close at the end of the term for which students have contracted for housing. (See Montana Tech Academic Calendar/Student Handbook for current dates.)

A. This contract DOES NOT cover housing or food service during scheduled vacation periods or between semesters. However, with the exception of Spring Break, special arrangements can be made for students to occupy their room during some of these times at a nominal extra cost. Food Service is not normally offered during breaks.

B. This contract is binding at the time students accept the key to their assigned room.

C. All assigned rooms will be guaranteed until the first hour of classes, unless students notify the Director of Residence Life of a delay in their arrival.

*VI. PROGRAMMING FEE:*

All students residing in the Residence Halls are assessed a \$10.00 programming fee **per semester** as determined by the Residence Hall Association. This fee is included in the room and board fees and is non-refundable.

*VII. FOOD SERVICE:*

The Montana Tech Residence Hall Contract is a room and board contract. All residents must choose one of the meal plan options available. If a food plan is not designated on the contract, the student will be assigned the Gold Plan.

*VIII. PERSONAL PROPERTY:*

Montana Tech is not responsible for the personal belongings and property of students living in a residence hall. Students are encouraged to carry an appropriate amount of personal property and renter's insurance. Students are also expected to lock their doors and carry their keys with them at all times.

*IX. PAYMENT OF ROOM AND BOARD FEES:*

Payment of your room and board fees is due each semester in accordance with dates and procedures of the Montana Tech Business Office, Registration, and Financial Aid services. There is no refund for late arrival. Students contracting for room and board while a semester is in progress will be assessed a pro-rated amount.

*X. TERMINATION OF CONTRACT:*

A. Upper-class student contracts are semester long in length and can be extended each semester. First-year students are required to contract until they have satisfied other criteria (credit totals, age or exemption).

B. Residence Hall Contracts will be terminated immediately if students withdraw from or receive an honorable dismissal from college.

C. Graduation and certain internships may make students eligible to terminate their contract.

D. The Residence Life Office reserves the right to terminate the contract of any student who knowingly and willingly poses a threat to persons, property, and the well-being of the residence hall, its inhabitants, or staff. The Office may also terminate the contract of someone who disrupts the reasonable rights of other students to live and study comfortably and effectively. No refund will be made.

*XI. REFUNDS:*

If a resident terminates this contract, no refund will be allocated for the remainder of the contract period.

*XII. POLICY INFORMATION:*

By reference, the Montana Tech College Catalog, Student Handbook, and the Residence Hall Handbook are parts of this contract. Students are expected to make themselves familiar with these documents. The Residence Life Office and Montana Tech reserve the right to make changes in policy as the need arises. These changes will become effective when students receive proper notice.