



**2015-16 Academic Year Housing Contract**

Name \_\_\_\_\_ Gender \_\_\_\_\_  
Last First Middle

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ EMAIL \_\_\_\_\_ Date of Birth \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
month day year

Note: all first-time students under the age of 20 are required to live on campus for the duration of the academic year. This contract is for the full "Academic Year 2015-2016". Students will not be granted a release from the housing contract unless specified conditions as listed in the contract are met.

**Please indicate your preference for housing type:**

\_\_\_\_\_ **4-Person Apartment** - \$6380 for the Academic Year  
Private bedroom, 2-person shared bath, all utilities, and high speed internet service in each bedroom. Wireless internet is also available throughout the apartment.

\_\_\_\_\_ **6-Person Apartment** - \$4380 for the Academic Year  
2-person shared bedroom, 3-person shared bath, with a designated study room. All utilities and high speed internet service in each bedroom and the study room. Wireless internet is also available throughout the apartment.

**A \$300 deposit is due with application. Housing placement will not be made until completed application and deposit is received. Rental fees for a semester or term are due in full on the day a student moves into student housing.**

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

**Student Acknowledgement of Contract, Policy, and Rules and Regulations**

I have been provided the Watkins College of Art, Design and Film Residence Hall Policies Overview.

I have read and agree to abide by these policies. I recognize that Watkins College of Art, Design and Film reserves the right to make adaptations and/or other regulations as necessary without notice, to secure maximum safety, comfort, and convenience for all its residents and for the College community as a whole. I will not hold Watkins responsible for any damages or injury to property or person damages as a result of my residing in the residence halls.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

Additional and alternate format copies of the Residence Hall Policies are also available in supplement to this application, on the Watkins Student Life website (<http://www.watkins.edu/student-life/housing-and-residential-life/>) from Resident Advisors, and from the Office of Student Life.

Office use:

\_\_\_\_\_  
Date Deposit Received

\_\_\_\_\_  
Apartment Unit Assignment

\_\_\_\_\_  
Semester or Term

## Housing Contract Terms and Conditions

All first year students entering Watkins College of Art, Design & Film who are taking twelve (12) hours or more per semester and who are under the age of 20 must live in student housing, to the extent that such housing is available. Students who provide documentation that they will be living with a parent or guardian may be exempted from living in the College student housing if this permanent address is within 50 miles of campus. Students enrolled in fewer than twelve (12) credit hours cannot be guaranteed a space, although they should not assume they will be released from their housing contract. At this time, Watkins has no housing facilities for married students or students with children

A \$300 deposit is due upon submission of Housing Application, at least 60 days prior to beginning of classes for the student's initial semester or term in student housing. Housing is limited, with great demand, and cannot be guaranteed. Students are encouraged to submit their application as soon as possible.

- A. This contract may be cancelled in writing to the Director of Student Life until the day before classes begin in the specified term.
  - a. If cancelled 60 or more days prior to the first day of classes, the deposit is fully refundable.
  - b. With less than 60 days, no refund will be given.
- B. Any resident who does not report on campus by midnight of the first day of classes will be declared a no-show. That apartment assignment will be cancelled and the deposit forfeited.
- C. The \$300 deposit is non-refundable if the student moves out of student housing for any reason during any semester or term.
- D. The \$300 deposit is fully refundable within 60 days after a student completes the term in student housing according to the duration of the contract initially specified and signed by the student and no longer intends to live in student housing in future terms, less any outstanding charges due to Watkins or any fees assessed for repair or cleanup.
- E. If a resident is reapplying for housing the following year/semester, any damages or fees from the current year's contract will be charged directly to the student's account to maintain a full deposit for the subsequent year/semester.
- F. All students who withdraw or take leave of absence from the College, or those who remain at the College, but are granted a release from their housing contract, are liable and will be charged for all days from the contract date to the date of such withdrawal, leave, or release. If such withdrawal, leave, or release occurs after the first week of that semester, they are also liable and will be charged a percentage of the remaining fees for that semester based on the College's refund policy.
- G. A resident who is removed from the residence hall or dismissed or suspended from the College for disciplinary reasons will not receive any form of refund of housing fees or costs.

Students who wish to be considered for release from this contract must meet one of the following conditions and must document circumstances to warrant an exception:

- **Graduation or Withdrawal**

Students who complete all requirements for graduation or withdraw in the fall semester are not liable for the spring semester contract. Written notice must be given 60 days before the opening of the spring semester.

- **Academic Internship/Apprenticeship Off Campus**

Students in an off-campus internship/apprenticeship where the distance to the site would pose significant hardship.

- **Transferring to Another College/University**

Students planning to attend school for the spring semester at another college or university must provide written notice within 60 days before the opening of the spring semester.

- **Extenuating Health Concerns – Special Exception**

Students may be exempt from on-campus housing if the College is unable to provide housing that is appropriate to student health needs. Both the medical condition and the need to move off campus must be verified, in writing, by a physician.

- **Marriage and/or Change in Composition of Family Unit**

A student who marries during the academic year, or who provides documentation of a formal commitment ceremony, may qualify for release from the Housing Contract. Other qualifying conditions may include change of custody, adoptions, and births.

All requests for exceptions must be made in writing to the Director of Student Life. All exceptions will require supporting documentation with the request. Documentation may include any materials the student or Director of Student Life feels may be relevant to explain or reinforce his or her request. The documentation must accompany the formal request for release.

A Housing Contract will be terminated upon a student's graduation, completion of his/her program, or withdrawal or dismissal from the College. The apartment must be vacated within 24 hours following any such action. Resident contracts may be terminated only when, at the discretion of the Director of Student Life, unanticipated major changes occur that would justify such termination. Contracts may not be broken to allow students to obtain lodgings elsewhere.

Any student who withdraws from the College during the semester must vacate her/his room and remove all possessions within 24 hours after withdrawal is complete. Failure to vacate the room may result in forfeit of the housing charges and/or deposit, where applicable, and prevent the student from registering for class in future semesters. The student must return all keys and request a room inspection/check out prior to leaving the College. Any student who withdraws for documented medical reasons may receive a *pro rata* refund.

**With this contract, please return also:**

- \_\_\_ Signature page for the Residence Hall Policies
- \_\_\_ Housing Interest Survey
- \_\_\_ Student Health Sheet

**Please return this entire housing packet to the Office of Student Life.**

[studentlife@watkins.edu](mailto:studentlife@watkins.edu)

Watkins College of Art, Design & Film  
2298 Rosa L. Parks Blvd.  
Nashville, TN 37228

## Housing Interest Survey

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Major: \_\_\_\_\_ Do you have a roommate request? \_\_\_\_\_

Do you have a documented disability or medical condition that you believe warrants consideration when making your room assignment? \_\_\_\_\_

Accommodation Requested: \_\_\_\_\_ (please attach documentation)

Do you have any allergies?  Yes  No. If so, please list: \_\_\_\_\_

Do you smoke?  Yes  No Would you prefer to live in a single sex residence?  Yes  No

Are you a morning or night person?  Morning  Night Would you be interested in being an RA?  Yes  No

Your cleaning habits:  Very Clean  Moderately Clean  Sloppy  Pig-Pen

Would you like your assigned roommates to receive your contact info prior to moving in?

Yes (any contact info is fine)  Yes (but email only)  No thanks

Please indicate below any additional information you think would be helpful for us in making room assignments including any physical disabilities, scheduling concerns, or other information relevant to roommate-matching: \_\_\_\_\_

## Student Health Information Form

### Student Contact Information

Student Name: \_\_\_\_\_ Social Security # \_\_\_\_\_ Gender: \_\_\_\_\_

Home Address: \_\_\_\_\_ U.S Citizen: Yes  No

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

### Emergency Contact Information

Emergency Contact: \_\_\_\_\_ Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

### Emergency Information

Name of Physician: \_\_\_\_\_ Phone: \_\_\_\_\_ What hospital do you prefer \_\_\_\_\_

### Health Insurance Information (carried by student)

Policy Number: \_\_\_\_\_ Group Number: \_\_\_\_\_ Name of Insurance Company: \_\_\_\_\_

Insurance Company Address: \_\_\_\_\_

Please list all physical conditions or problems for which you require ongoing care:

\_\_\_\_\_

Please list all significant allergies or sensitivities:

\_\_\_\_\_

Please list any current medications:

\_\_\_\_\_

Other/Comments: \_\_\_\_\_

**In the unlikely event of an emergency, please contact the above listed individuals on my behalf. I understand that listing a contact does not hold the college responsible to contact listed individual(s). I also understand I am fully responsible for my own health and well-being, including payments for medical care, legal services, emergency transportation, and other needs that may arise and will not look to Watkins College of Art Design and Film to assume any such responsibility in the event that a Watkins administrator seeks and obtains emergency medical treatment for me on my behalf. I also understand that participation in Watkins sponsored programs and events is voluntary, and participation is at my own risk. I agree not to hold Watkins responsible for any injury or property damage.**

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

\_\_\_\_\_  
Date