



Enrollment Management and Student Success  
**RESIDENCE HALLS OFFICE**

## Residence Halls Application

<b>Select Contract Period</b>							
Full Semester <i>(check all that apply)</i>	<input type="checkbox"/> Fall	<input type="checkbox"/> Intersession	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer	Year	20_____	
Short-term Contract	From _____ / _____ / _____		To _____ / _____ / _____				
<b>Applicant Information</b>							
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Last Name		First Name			MI	
SS# or UOG ID			Date of Birth	Month	Day	Year	
Local Address			Permanent Address (parents or other)				
Telephone Contact Number ( _____ )			Email				
Name of Parent or Guardian (if applicable)							
Ethnicity							
Class Level	<input type="checkbox"/> Freshmen	<input type="checkbox"/> Sophomore	<input type="checkbox"/> Junior	<input type="checkbox"/> Senior	<input type="checkbox"/> Graduate	<input type="checkbox"/> ELI Regular	<input type="checkbox"/> ELI - PIP
Enrollment	<input type="checkbox"/> UOG, Full Time	<input type="checkbox"/> UOG, Part Time	<input type="checkbox"/> GCC, Full Time	<input type="checkbox"/> GCC, Part Time	<input type="checkbox"/> Short-Stay <input type="checkbox"/> Student <input type="checkbox"/> Guest	<input type="checkbox"/> Early Check In	<input type="checkbox"/> Late Check In
Field of Study							
Priority in room assignments is given as follows and in accordance with the Residence Halls Application Schedule (see Rate Schedule): 1) Full-time UOG students, 2) Part-time UOG students, 3) Full-time GCC students, 4) Part-time GCC students, 5) Non-student Guest (or Short-term Contract).							
<b>Preferences</b>							
1. Occupancy	Double (w/ roommate) <input type="checkbox"/>			Single Private (no roommate) <input type="checkbox"/>			
<p><b>Double occupancy rate</b> entails having a roommate. (<i>Note:</i> Resident aiming for Double Occupancy should carefully consider the following—A person who chooses Double occupancy but refuses to have a potential roommate move in with him/her will be charged the Single Private Occupancy rate on the day he/she refuses a roommate). <b>Single Private rate</b> indicates that a resident is guaranteed a single room for the contract period. A \$10.00 <b>RHGC fee</b> has been included in the charges for each billing period listed above.</p>							
Roommate Preference	Name						

<b>CHARGES:</b> Days _____ x Rate: _____ + RHGC Fee: _____		<b>CLEARANCE:</b>	
<b>For Office Use Only</b>	<input type="checkbox"/> DBLAC \$ _____	Student Status	<input type="checkbox"/> New <input type="checkbox"/> Cont. <input type="checkbox"/> Return
	<input type="checkbox"/> SAC-Private \$ _____	Health Clearance	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Remarks:	Collections	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> TOPP/Date: _____
		Enrolled	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Cleared <input type="checkbox"/> Not Cleared <input type="checkbox"/> Charges Posted: Date: _____	<input type="checkbox"/> ML <input type="checkbox"/> E-Sent/Date: _____
		Remarks:	

**Reservation/Security Deposit**

A One Hundred Dollar (\$100.00) Reservation/Security Deposit is required before your UOG Residence Hall Application will be processed. After your application has been approved and a reservation is made, there is a fifty-dollar (\$50.00) cancellation fee. You must cancel your reservation in writing to the Residence Halls Office before (but not including) the first day of the contract period. If you do so, you will receive a fifty-dollar (\$50.00) refund. (The first day of the contract period is usually the Saturday before classes begin for Fall & Spring semester contract periods, and the Monday of the week when classes begin for Summer & Inter-session contract periods. See the Calendar for important dates.) Failure to arrive at the Residence Halls on or before the first day of the contract period, will result in the nullification of the student's reservation and the WHOLE DEPOSIT (\$100.00) will be forfeited and the room may be reassigned, unless written confirmation (see below) or cancellation of the reservation is received by the Residence Halls Office before the first day of the contract period.

If you have **already paid a deposit** during a previous semester that has not been refunded to you, please give the receipt number of the deposit.

If you are paying your deposit in cash, the deposit should be made at the University of Guam Business Office. If you are submitting this application by mail, you may include a Check or Money Order for \$100.00 with the application. Make the check payable to the University of Guam.

**Notice:** Students under the age of 18 years must have the written consent of their parent or Legal Guardian to reside in the University of Guam Residence Halls. Such permission must accompany this application.

Applicant's Signature

Date

**Confirmation of Reservation**

For those who make a Full-Semester reservation: If you will arrive at the UOG Residence Halls after the first day of the contract, you must confirm your reservation by giving your arrival date and signing below (or by writing a separate confirmation letter to the Residence Life Office at a later date).

By confirming your reservation, you become obligated to pay the full-semester rent, or that portion of rent that is due on whatever date you might subsequently cancel your reservation in writing. (During the Fall and Spring semesters, 100% of the full semester rent will be owed after the fourth week of the contract period.) To avoid charges beyond the cancellation fee, you must cancel your reservation (whether confirmed or not) before the beginning of the contract period.

Arrival Date

Signature

Date

The Residence Halls Office attempts to contact applicants to notify them when their applications have been approved and reservations have been made. However, each applicant is ultimately responsible for contacting the Residence Halls Office to verify the status of his/her application.

***For office use only:*** Short-Stay HD (Dorm Security Deposit)

Receipt No. \_\_\_\_\_

Amount paid: \_\_\_\_\_

Signature of UOG Personnel \_\_\_\_\_ Date: \_\_\_\_\_

Print/Sign

UOG Station, Mangilao, Guam 96913

T: 671.735.2260 | F: 671.735.2262 | W: [www.uog.edu](http://www.uog.edu) | E: [rho@triton.uog.edu](mailto:rho@triton.uog.edu)*The University of Guam is an equal opportunity provider and employer.*

# RESIDENCE HALLS CONTRACT

## University of Guam

The undersigned, \_\_\_\_\_, who agrees to be a registered student at the University of Guam or Guam Community College, hereinafter called the "Resident," and the University of Guam, hereinafter called the "University," hereby enter into this Residence Halls Contract upon the following terms and conditions:

### 1.0 Term of Contract

Subject to the availability of space, the University will provide the Resident a residence in a University of Guam residence hall during the term of the Contract. The term of this contract shall be: Full Semester Contract (Dates will be supplied by the Residence Halls Office.)	For the _____ Fall, Inter-session, Spring, or Summer _____ Year _____ term,  From: _____ Month _____ Day _____ Year _____ Through: _____ Month _____ Day _____ Year _____
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Short Term Contract (Guest rate)	From: _____ Month _____ Day _____ Year _____ Through: _____ Month _____ Day _____ Year _____
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*Please initial by each line.*

### 2.0 Payment

\_\_\_\_\_ 2.1 Rental charges are due and payable at the University's Business Office by the beginning of the contract period, and in accordance with the rate payment schedule established by the University. *Deferred payments must be arranged in writing with the Collections Office located at the Administration Building.* A copy of your deferred payment schedule must be filed with The Residence Halls Office. Non-payment of rental charges (as confirmed by the Collections Office) will result in eviction.

### 3.0 Assignment of Contract

\_\_\_\_\_ This Contract is not transferable and may not be assigned by the Resident.

### 4.0 Residence Assignments

\_\_\_\_\_ 4.1 The University agrees to assign accommodations only after the Resident has (1) completed a Residence Hall Application, (2) made a \$100.00 Reservation/Security deposit, (3) endorsed the Residence Hall Contract, and (4) submitted the prepayment of rent or made deferred payment arrangements with the Collections Office. Should the Resident be given accommodations prior to the completion of all four prerequisite items, eviction may result at any time the University deems appropriate.

\_\_\_\_\_ 4.2 The University does not by this contract guarantee specific halls, rooms, or roommates, and reserves the right to assign or re-assign residents to other rooms and halls in the best interest of the individual resident, or the residence community, or to make the most effective use of available accommodations. The University may also terminate this contract for reasons of unsuitable resident conduct.

\_\_\_\_\_ 4.3 If the Resident refuses to change rooms when required to do so, he/she may be evicted from the Residence Halls or fined ten dollars (\$10.00) per day.

\_\_\_\_\_ 4.4 If the Resident has a double occupancy status and refuses to accept a roommate when required to do so, the resident will be required to pay the single occupancy rate plus a two dollar (\$2.00) per day fine for every day he/she is without a roommate, beginning on the day he/she refuses a roommate.

\_\_\_\_\_ 4.5 If the Resident has chosen double occupancy status, but there is no other matching resident with double occupancy status with whom the Resident might share a room, the Resident will be charged the single occupancy rate for the days that he is without a roommate, until there is a roommate available.

### 5.0 Occupancy

\_\_\_\_\_ 5.1 The Resident will not be allowed to occupy a room prior to the official opening date of the contract period or after the official closing date except under the following circumstances:

\_\_\_\_\_ 5.1.1 Graduating seniors remaining on campus for commencement activities;

\_\_\_\_\_ 5.1.2 By special, written permission from the Director of Housing or an authorized designee of The Residence Halls Office.

### 6.0 Resident's Responsibility for Damage and Loss

\_\_\_\_\_ 6.1 The Residence Halls Office requires a Reservation Deposit of one hundred dollars (\$100.00) to reserve a room in the dormitories. This Reservation Deposit automatically becomes a Security Deposit when residency begins, and will be held by the University until residency is terminated. The Residence Halls Office may apply this Security Deposit to any of the resident's outstanding charges, including those that arise out of the resident's responsibilities as specified within this contract. If the Security Deposit drops below \$100.00 during any term, it must be supplemented before the beginning of the next term or within forty-five (45) days, whichever is sooner, so that the University has a \$100.00 deposit in its possession.

\_\_\_\_\_ 6.2 The Resident's signature on the *Room Inspection Check-list* establishes the Resident's acceptance of the condition of the room and contents at the time of occupancy and, therefore, becomes the standard for the condition of the room and contents, at the termination of occupancy.

6.3 The Resident specifically agrees to be liable for damage or other loss incurred to the building, room, furniture and equipment which is not the result of ordinary wear. Damage within each individual residence is the responsibility of the resident(s) assigned to that residence. **Damages that occur to public areas (e.g. restrooms, lounges, study rooms, etc.) that are not attributable or chargeable to a specific individual or group shall be equally shared by the residents of the living area or residence hall where those damages occur.** The Resident agrees to pay such damages to the University upon demand. The schedule of fees are not limited to the following:

Lost Keys	\$35.00 (Fixed)	Room Paint	\$25.00 (Fixed)
Clean Up	\$35.00 (Minimum)	Trash Can	\$ 5.00 (Fixed)
Admin. Checkout	\$50.00 (Fixed)	Bed Sheets/Pillows	\$15.00 (Fixed)
Refrigerator	\$200.00 (Fixed)	Key Lock-Ins	\$ 5.00 (Fixed – After two lock-ins)

6.4 The Resident must check out in accordance with circulated check-out procedures. Failure to do so will result in an improper check-out charge (i.e. administrative check-out). In addition, the Resident will be assessed charges for failure to turn in a key, and/or damages to the Residents room and/or for cleaning of the Resident's room that is necessary at termination.

### 7.0 University Liability

The University shall assume no responsibility for the theft, destruction or loss of money, valuables or other personal property belonging to, or in the custody of the Resident for any cause whatsoever, whether such losses occur in residential rooms, storage rooms, public areas, elsewhere in the hall, or in baggage related to shipment or storage. The Resident is encouraged to carry personal property insurance.

### 8.0 Search, Entry, and Room Inspection

8.1 The Resident specifically agrees to be bound by the Administrative Room Entry and Search Policy of the University as it now exists or as it may be hereafter amended during the term of this Contract. The University's Administrative Room Entry and Search Policy is found in the current Student Housing Handbook.

8.2 The University reserves the right to inspect a Resident's room periodically. A Resident's room may be entered by authorized University personnel, in the presence of the Resident whenever possible, for purposes of inventory, fire protection, sanitation, safety, maintenance, and rule enforcement, in accordance with the University's Administrative Room Entry and Search Policy. When feasible, the Resident will be notified in advance of any such inspection.

### 9.0 Student Resident's Guests

9.1 During the academic year, guests may be accommodated on a space-available basis and only when registered with the Housing Office. Residents will be responsible for the payment of all rental and damage charges related to the presence of their guests in the residence hall, and for insuring that their guests comply with residence hall rules and regulations. The fee for registered guests is \$10.00 per person per night, on a space-available basis only.

9.2 There will be a charge of twenty-five dollars (\$25.00) per night assessed to any Resident who has an unregistered guest past the curfew hour.

### 10.0 University and Residence Hall Regulations

*The Resident shall observe all University and Residence Hall Regulations. Failure to do so may result in eviction from the Residence Halls or some lesser disciplinary action from The Residence Halls Office.* Disciplinary action may also be taken by the University in accordance with established rules and regulations.

### 11.0 Information Disclosure

Residents must inform the University's Residence Halls Office in writing if they do not want their room location or telephone number disclosed.

### 12.0 Termination of Contract

#### 12.1 Definition of Terms:

12.1.1 Termination: As used herein, termination refers to the discontinuance of the contractual relationship between the Resident and the University. Termination occurs after occupancy and only then when either approved by the University at the Resident's request or initiated by the University for reasons set forth in this contract.

12.1.2 Cancellation: Under the contractual agreement the Resident may cancel his or her application for housing if done in writing to The Residence Halls Office prior to the beginning of the contract period.

12.1.3 Verification: When the Resident will **not** be able to take possession of his room on the first day of the contract period, to hold his reservation, he must verify his intention to stay in the Residence Halls in writing with the Housing Office before the first day of the contract period. After the Resident verifies his intention to stay in the Residence Halls, a room will be held for him from the beginning of the contract period until whatever date the resident verifies as his arrival date in the Residence Halls, or until he officially cancels his reservation. After the Resident verifies his reservation, he will be considered as having taken occupancy of his room as of the first day of the contract period, unless he subsequently cancels his reservation in writing before the first day of the contract period. Consequently, by verifying his reservation, the Resident becomes subject to the *Charge Schedule By Week (or any part thereof) After Occupancy* of this Contract (section 14), even if he never physically occupies a room in the Residence Halls.

12.1.4 Nullification: If the Resident fails to **verify** (see paragraph 12.1.3) or to **cancel** a reservation in writing with The Residence Halls Office **before** the first day of the contract period, and does not arrive at the Residence Halls **on** the first day of the contract period, the Resident's reservation will be nullified, and the whole deposit (\$100.00) will be forfeited, and the room may be reassigned. Thereafter, if the Resident wants to rent a room, he must re-apply and pay a new deposit.

12.1.5 Occupancy: (1) The Resident receives a hall assignment, appears at the assigned hall, and is issued a key to a specified room, or (2) the Resident has verified (see paragraph 12.1.3) his intention to stay in the Residence Halls in writing with the Housing Office. Actual physical occupancy of the room by the Resident and/or the Resident's possessions are not necessary to constitute occupancy.

12.1.6 Eviction: The Resident's contract shall be terminated and the Resident shall be required to vacate the assigned room for violation(s) of any provision(s) of the Contract.

- 12.2 The University may terminate this Contract and take possession of any room at any time for violation of any of the provisions herein, or for violation of any Residence Hall Rule or Regulation, or where it is in the interest of the University and the Resident.
- 12.3 This Contract is automatically terminated if the Resident's enrollment is officially terminated through withdrawal from the University or dismissal.
- 12.4 The Resident may elect to terminate this Contract in the event of marriage. The University may require proof of marriage prior to granting a refund.
- 12.5 The Resident will be responsible for all charges due to the University on the date that the contract is terminated. The charge schedule is set forth in paragraph 14.0 below.
- 12.6 Involuntary withdrawal from the University through disciplinary suspension or dismissal and eviction from the Residence Halls for violation of any provisions of this Contract, or for violation of the Residence Hall Rules, shall not entitle the Resident to a refund.
- 12.7 Applications for refund after occupancy shall be made through the Housing Office; however, such applications shall not be processed until arrangements for final check-out are complete.
- 12.8 In the event the University, for proper cause, decides to revoke this contract and has made a reasonable effort to contact the Resident and the Resident is not available to receive the notice of revocation of Contract, the notice of revocation may be posted on the door to the Resident's room.
- 12.9 Should this Contract be terminated, the Resident agrees to vacate the residence hall within two (2) hours unless special permission, in writing, has been obtained from the Director of Housing or a designee of that office.
- 12.10 **Until all sums due and owing under this Contract are fully paid, the Resident may not register for future course work at the University or receive transcripts, diplomas, or degrees.**
- 12.11 Should the Resident default in complying with any provision herein, the University may, at its election, terminate this Contract, retain all payments made hereunder, or in the alternative, it may seek any other remedy in law or in equity which it may elect, including, but not limited to specific performance of this Contract and damages.
- 12.12 The Resident agrees to pay all reasonable costs, attorney's fees and expenses that shall be made or incurred by the University in enforcing this Contract.
- 12.13 The rates, dates, refund or other policies set forth in this contract supersede rates, dates, refund and other policies as they may appear in other documents.
- 12.14 Completion and delivery of this contract by the Resident does not constitute acceptance by the University. This contract is approved and accepted by the University only when signed by the Director of Housing at the appropriate space contained herein.

### 13.0 Charges Before Occupancy

- 13.1 If the Resident gives a written notice of cancellation to The Residence Halls Office **before** (but not including) the first day of the contract period (usually the Saturday before classes begin), the Resident shall be charged \$50.00 and refunded \$50.00. Failure to meet this time requirement will result in forfeiture of the full deposit.
- 13.2 If the Resident fails to *verify* (see paragraph 12.1.3) or to *cancel* (see paragraph 12.1.2) a reservation before the first day of the contract period, and fails to arrive at the Residence Halls on the **first day** of the contract period, the Resident's reservation will be nullified and the whole deposit (\$100.00) will be forfeited.

### 14.0 Charge Schedule By Week (or any part thereof) After Occupancy

- 14.1 After *occupancy* of a room in the Residence Halls is taken or *verification* of a reservation is made, a Resident will be charged according to the following schedule:
- 14.2 Charges:

<b>Spring &amp; Fall Semesters:</b>	<b>Percent Of Total Full-Semester Rent Charged</b>
First Week of the Contract Period	10 percent
Second Week of the Contract Period	20 percent
Third Week of the Contract Period	30 percent
Fourth Week of the Contract Period	40 percent
After Fourth Week of the Contract Period	100 percent
<b>Summer Semester &amp; Inter-session:</b>	<b>Percent Of Total Full-Semester Rent Charged</b>
Within 1st day of the contract period to the 3rd day of the first session of classes	10 percent
Within 4th to 5th day of the first session of classes	20 percent
Within 6th to 10th day of the first session of classes	30 percent
After the 10th day of the first session of classes	100 percent

\_\_\_\_ 14.3 NOTE: The charge schedule is based upon the Resident's being formally released from the Residence Hall Contract. Unauthorized "Move-Outs" (without formal release from the Contract) will result in the Resident being charged the full semester's rent.

\_\_\_\_ 14.4 Improper Check-Outs (i.e. failure to have a staff member inventory the Resident's room and/or failure to turn in the room key) carry a fifty dollar (\$50.00) penalty, plus the charge for a lock change if the key is not returned on time.

\_\_\_\_ 14.5 A \$5.00 fee will be charged to the Resident if he locks himself out of his room and requires the assistance of Housing staff to gain entrance to his room. This fee will be waived twice in a contract period.

\_\_\_\_ 14.6 The University of Guam Residence Halls does NOT allow alcohol in any form(i.e. display, consumption, or possession) in the dorms or premises. Violation of this policy will result in *immediate* eviction.

\_\_\_\_ 14.7 Resident Meal Plan. The Resident shall be charged a required dorm meal plan, effective Fall 2017. The Resident shall be assessed eight hundred dollars (\$800.00) for one hundred twenty(120) meals per semester, in addition to dorm rental charges.

Cafeteria Hours		
Sunday:	<i>Dinner Service Only</i>	5PM-7PM
Monday-Friday	<i>Lunch</i>	12PM- 2PM
	<i>Dinner</i>	5PM-7PM
Saturday	<i>Lunch Only</i>	11AM-2PM

\*Please note that the meal plan offers 12 meals per week. The resident must manage the 120 meals throughout the semester. Additional meals may be purchased with the Residence Life Office, once the 120 meals have been reached.

\_\_\_\_\_ Signature of Resident                                  Date

\_\_\_\_\_ Signature of Director, Residence Halls Office          Date

\_\_\_\_\_ Print Name of Resident

\_\_\_\_\_ Student ID Number or Social Security Number