

## Application Instructions

- Please print legibly or type. Return the application with a \$200 housing and meal plan application and contract fee to the Office of University Housing. Make checks payable to: Lawrence Technological University.
- It is important that the student completes the application, not the parent or guardian.
- Lawrence Tech reserves the right to assign or deny housing at its sole discretion.
- Please visit [ltu.edu/housing](http://ltu.edu/housing) for current rates and requirements.

### 1. Lifestyle choices

- To help University Housing choose a roommate on your behalf, answer the questions honestly, as they apply to you currently.

### 2. Definitions

- Neat: orderly in appearance and organization.
- Lived in: comfortable – neither neat nor messy.
- Messy: untidy, disorderly in appearance and organization.
- Morning person: one who rises early to accomplish goals and activities; goes to bed in the evening.
- Afternoon/evening person: one who begins their day in the early afternoon; goes to bed late at night.
- Late night person: one who does not begin their day until the late night; goes to bed in the early morning.

### 3. Room preferences

- Please rank, from 1 – 7, your room preference in desired order.
  - 1 means most desired
  - 7 means least desired
- Unless stated “single,” all rooms are double occupancy (two students per bedroom).
- Single rooms are single occupancy (one student per bedroom).
- Single spaces/rooms are limited.
- Every effort is made to accommodate your preferences. If your preferences cannot be met, you will be placed according to availability.

### 4. Students with disabilities

- If you have a disability and require accommodations for housing and/or meal plan choice, please contact the Office of University Housing and request the *Housing Accommodations Request* form.

### 5. Roommate preference

- If you know of a student with whom you would like to share a room with, write their name in the allotted space. The request must be mutual; the student must want to live with you as well.
- University Housing will not honor any roommate request that may discriminate against another student.

### 6. Meal plans

- A meal consists of an entrée, side dish, and a medium fountain drink.
- Café Cash is a declining balance account placed on your student ID and is used for food purchases.
- First-year students and students with less than 30 credits are required to purchase one of the first three meal plans listed. You may also purchase additional Café Cash.
- All other students are required to purchase a minimum of \$125 in Café Cash or one of the three meal plans listed.

### 7. Summer housing

- If you need summer housing, a separate contract is required. Please request the *Summer Housing* contract from the Office of University Housing.

### 8. Smoke-free housing

- All residence halls are smoke free.
- If you do smoke, you will be matched up with other students who smoke.

## Contract Terms and Conditions

### Highlights

1. A \$200 housing and meal plan application and contract fee is required.
2. Cancellation dates and fees are in effect regardless of when you apply.
3. Application is for the entire academic year or from the time of arrival until the end of the spring semester.
4. There is no trial period or temporary housing available.
5. The contract is not a lease and cannot be terminated at will.
6. You may request to cancel the contract; however, the request is not a guarantee. If the request is approved, you will be billed a forfeiture fee.
7. When you sign the application and contract, you acknowledge that:
  - You have read and understood the entire application and contract.
  - You agree to the entire application and contract.
    - Do not sign if you do not understand or agree with any of the statements on the application and contract.
    - If you need clarification or translation, contact the Office of University Housing at 248.204.3940 or Office of the Dean of Students at 248.204.4100.



# HOUSING AND MEAL PLAN APPLICATION

FIRST NAME	LAST NAME	MI
STUDENT ID NUMBER (IF KNOWN)	BIRTH DATE	GENDER <input type="checkbox"/> M <input type="checkbox"/> F
ADDRESS	CITY, STATE, ZIP	
COUNTRY	INTENDED MAJOR AT LAWRENCE TECH	
TELEPHONE	EMAIL	

Applying for semester beginning (check one)  Fall  Spring For the Year \_\_\_\_\_

I am entering University Housing as a:  New freshman student  New transfer student  
 Current Lawrence Tech student, never lived in housing  
 Current Lawrence Tech student, returning to housing

Lifestyle	Room Preferences	For Students with Disabilities																						
<p>I am a:  <input type="checkbox"/> non-smoker <input type="checkbox"/> smoker            Please note that all residence halls are non-smoking</p> <p>I keep my room:  <input type="checkbox"/> neat <input type="checkbox"/> lived in <input type="checkbox"/> messy</p> <p>When I study I prefer:  <input type="checkbox"/> very quiet  <input type="checkbox"/> moderately quiet  <input type="checkbox"/> noisy  <input type="checkbox"/> no preference</p> <p>I consider myself to be primarily a:  <input type="checkbox"/> morning person  <input type="checkbox"/> afternoon/evening person  <input type="checkbox"/> late night person</p>	<p>My music preferences are (check all that apply):</p> <table style="width:100%;"> <tr> <td><input type="checkbox"/> classical</td> <td><input type="checkbox"/> pop/rock</td> </tr> <tr> <td><input type="checkbox"/> jazz</td> <td><input type="checkbox"/> country</td> </tr> <tr> <td><input type="checkbox"/> classic rock</td> <td><input type="checkbox"/> Christian</td> </tr> <tr> <td><input type="checkbox"/> rap</td> <td><input type="checkbox"/> alternative</td> </tr> <tr> <td><input type="checkbox"/> contemporary</td> <td><input type="checkbox"/> R&amp;B</td> </tr> <tr> <td><input type="checkbox"/> techno</td> <td><input type="checkbox"/> heavy metal</td> </tr> </table> <p>I have an interest in (check all that apply):</p> <table style="width:100%;"> <tr> <td><input type="checkbox"/> sports</td> <td><input type="checkbox"/> theater</td> </tr> <tr> <td><input type="checkbox"/> TV/movies</td> <td><input type="checkbox"/> reading</td> </tr> <tr> <td><input type="checkbox"/> dancing</td> <td><input type="checkbox"/> music</td> </tr> <tr> <td><input type="checkbox"/> video games</td> <td><input type="checkbox"/> shopping</td> </tr> <tr> <td><input type="checkbox"/> learning about other cultures</td> <td></td> </tr> </table> <p><i>Please note that these are preferences, not a guarantee.</i></p>	<input type="checkbox"/> classical	<input type="checkbox"/> pop/rock	<input type="checkbox"/> jazz	<input type="checkbox"/> country	<input type="checkbox"/> classic rock	<input type="checkbox"/> Christian	<input type="checkbox"/> rap	<input type="checkbox"/> alternative	<input type="checkbox"/> contemporary	<input type="checkbox"/> R&B	<input type="checkbox"/> techno	<input type="checkbox"/> heavy metal	<input type="checkbox"/> sports	<input type="checkbox"/> theater	<input type="checkbox"/> TV/movies	<input type="checkbox"/> reading	<input type="checkbox"/> dancing	<input type="checkbox"/> music	<input type="checkbox"/> video games	<input type="checkbox"/> shopping	<input type="checkbox"/> learning about other cultures		<p>I have a disability or medical condition that may affect my housing assignment and/or meal plan choice:  <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If YES, please contact the Office of University Housing.</p> <hr/> <p><b>Meal Plans</b></p> <p><input type="checkbox"/> Nifty-50 Plus Plan            50 meals per semester (an average of 3 meals per week) + \$250 Café Cash</p> <p><input type="checkbox"/> Blue Devil Plan            80 meals per semester (an average of 5 meals per week) + \$100 Café Cash</p> <p><input type="checkbox"/> LTU Favorite Plan            120 meals per semester (an average of 8 meals per week) + \$200 Café Cash</p> <p><input type="checkbox"/> Café Cash Enter Amount \$ _____</p>
<input type="checkbox"/> classical	<input type="checkbox"/> pop/rock																							
<input type="checkbox"/> jazz	<input type="checkbox"/> country																							
<input type="checkbox"/> classic rock	<input type="checkbox"/> Christian																							
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<input type="checkbox"/> video games	<input type="checkbox"/> shopping																							
<input type="checkbox"/> learning about other cultures																								

**Roommate Preference**

*This is a preference – NOT A GUARANTEE. All requests must be mutual.*

\_\_\_\_\_  New Student  Current Student  
 STUDENT NAME

\_\_\_\_\_  New Student  Current Student  
 STUDENT NAME

\_\_\_\_\_  New Student  Current Student  
 STUDENT NAME

**See reverse side for additional information.**



# Housing and Meal Plan Contract

## Terms and Conditions

The undersigned student wishes to reside in a Lawrence Technological University residence hall and agrees to pay the housing and meal application and contract fee in the amount of \$200 (must be paid prior to contract period). Payment will be kept on file and does not need to be paid again as long as the student continues to reside in University Housing. Payment will be released back to the student's account after he or she permanently moves out of University Housing.

### Please initial the following three paragraphs:

\_\_\_\_\_ If the student notifies the Office of University Housing in writing by May 1 of his or her desire to cancel the application and contract, the full amount of the security deposit will be refunded. If the student notifies the Office of University Housing after May 1 but before June 1, 50 percent of the amount will be refunded. If the request is after June 1, the deposit is forfeited. If the student fails to occupy the assigned room after registering for classes at the University, he or she may be liable for the cost of that room for the full academic year.

\_\_\_\_\_ This contract covers housing for the entire academic year, fall semester and spring semester, or from the time of arrival through the end of the spring semester. If the student wishes to terminate the contract, an application to terminate must be submitted to the Office of University Housing. If the request is approved, the student forfeits the entire housing application and contract fee. The student will be assessed a contract cancellation fee of \$500 if it is after the first day of classes during the fall semester. If the request is denied, the student remains responsible for the cost of the room for the full academic year.

\_\_\_\_\_ The cost of the meal plan will be charged to the student's account on a semester basis. The student automatically will be charged in the spring semester for the same meal plan(s) he or she chose for the fall semester unless a change in writing is submitted to the Office of University Housing by the end of the first week of classes in the spring semester. Changes for the fall semester may be made through the end of the first full week of classes and must be made in writing. Payments on the student's account must be made in accordance with Lawrence Tech policies.

If the student wishes to live in the residence halls over the summer semester, a separate summer application and contract must be signed and includes acceptance of a new room assignment, which would likely differ from his or her current assignment.

The student agrees to abide by all University Housing policies as listed in the *Guidelines for University Living*, the *Student Code of Conduct*, or any other published Lawrence Tech document. Violations of any of the policies, or any other conduct deemed to be such as to require removal of a student from a residence hall in the best interests of the other residents, shall be grounds for termination of the contract by the University.

Receipt of the completed application and fee by the Office of University Housing does not guarantee a specific assignment to a residence hall. Final assignment will be determined by the Office of University Housing. The student must be officially admitted and enrolled for credit-bearing course work at Lawrence Tech and making satisfactory academic progress to live in the residence halls. The Office of University Housing reserves the right to reassign and consolidate residents at the University's discretion. Room space cannot be sublet nor can a contract be transferred, sold, or assigned to another person. The student may not conduct or solicit business in the residence hall, including from within the student's room, without the prior approval from the director of residence life.

The student is responsible for damages beyond normal wear and tear to the room and furnishings. University Housing staff will conduct a damage assessment of each room at the end of the housing contract and charge all roommates as deemed appropriate not to do so.

Lawrence Technological University is not responsible for the personal property of the student or the loss, damage, or destruction of that property. All personal property of the student and any property in the student's custody belonging to a third party is the sole responsibility of the student.

The University will release student contact information to roommates unless the student notifies the Office of University Housing in writing at the time of application not to do so.

### Notice of Non-Discriminatory Policy

Lawrence Technological University adheres and conforms to all federal, state, and local civil rights regulations, statutes, and ordinances. No person, student, faculty, or staff member will knowingly be discriminated against relative to the above statutes. Lawrence Technological University is an equal opportunity employer.

### Application Certification

I understand that any misrepresentation or omission of facts in my application will justify denial or cancellation of acceptance to University Housing before or after enrollment.

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

***I agree to accept full responsibility for all debts to the University incurred by this applicant, who is a minor (less than 18 years of age).***

