The information listed below is pertinent to students requesting University housing for Summer 2012. Space is limited, so return the attached application, Summer Housing Contract, and the emergency medical card to the Office of Residence Life before Friday, April 27, 2012.

**ROOMS**
Summer housing will be in Campion Hall. You will receive your room assignment at the time of your check-in. Amenities in resident rooms include cable, internet, and free laundry. Campion Hall is a non-air-conditioned and non-smoking facility. If you need an air conditioning unit for medical purposes, you must be approved by the JCU Student Health Center. To do so, please complete the Air Conditioning Unit Request Form and return it to the JCU Student Health Center for approval (Please note: you must provide your own AC unit and it must meet the required specifications listed on the form and installed by the JCU Facilities Department):
http://www.jcu.edu/campuslife/health/docs/2010_AIR_CONDITIONER_INFORMATION_AND_REQUEST_FORM.pdf

**OTHER SERVICES**
Kitchen facilities are located on the ground floor of Campion Hall. There are no meal plans for the summer. Einstein Bros Bagels will be open Mondays-Fridays from 8am-2pm when the University is open. Food and soda vending machines are located on the first floor in the main lounge. The vending machines accept cash or Carroll Cash. Mail will be delivered Mondays-Fridays to mailboxes in the D.J. Lombardo Student Center. The Hall Office, located in the main lobby, will be open every evening from 8pm-12am.

**ROOM FEES**
The cost is $120.00/week and includes a single room. JCU students will be billed in full for the duration of the intended stay at the time of application. Billing will be calculated on a weekly basis (Week running Saturday to Saturday). At time of application, you must indicate the dates and number of weeks you are in need of housing. If you choose to leave prior to the date indicated on your application, you will not receive a refund. If you would like to extend your stay, you may do so and will be charged the appropriate weekly rate.

**KEYS**
Each student will receive a FOB and a key. Failure to return the FOB or keys will result in a $100.00 charge to the JCU student account.

**CHECK-IN**
All current residents who are registered to live on campus for Summer will stay in their current room until check in on Sunday, May 13, 2012 from 12pm-4pm. If you do not currently live on campus, you will be able to check into your summer housing space on Sunday, May 13, 2012 in the Campion Hall Office from 12pm-4pm. Check-ins a later points in the summer will be confirmed once applications are received. Most check-ins will occur on Saturdays from 12pm-4pm.

**POLICIES**
All University and Housing policies, procedures, and regulations will be in effect and enforced throughout the summer. These policies can be viewed in the Community Standards manual on the website http://www.jcu.edu/campuslife/deanofstudents/csm/.

**CHECK-OUT**
Check-outs will occur on Saturdays from 12pm-4pm based on the length of your contracted stay.

Students will NOT be able to make arrangements to stay in their summer room past August 4, 2012 at 6pm. Please make necessary arrangements around this schedule.

**OTHER NOTES**
Students applying for reduced fees must provide proof of class registration the summer session. Applications will not be processed without a signed Summer Housing Contract.

Confirmation of summer housing and any other pertinent summer information will be sent via e-mail.
Applications, contracts and emergency medical cards should be returned by Friday, April 27, 2012 to the Office of Residence Life in the D.J. Lombardo Student Center or by mail to Office of Residence Life, Attn: Summer Housing 20700 North Park Blvd., University Heights, Ohio 44118.

Please print legibly!

First Name: ___________________ MI:_____ Last Name:__________________ Banner ID:________

Current Box #:_____________ E-mail:______________________ Cell phone #:_____________________

Spring 2012 Address if you live on-campus: Hall______________ Room:______________

Fall 2012 Address if you plan to live on-campus: Hall______________ Room:______________

Will you have one of the following positions during the summer?
- Orientation Advisor
- Facilities Work Crew
- Residence Life Summer Assistant

Please select your housing dates (Room rates are based on a weekly rate…week will run Saturday-Saturday):

Dates housing needed (be specific):________________________________________________________

Number of Weeks of Housing Requested:_________________________________________________

(If you are not living on campus for the 2012-2013 academic year, you cannot stay in housing past August 4, 2012. If you are living on campus for the 2012-2013 academic year, you will move to your Fall Housing assignment on Saturday, August 4, 2012.)

If you need accessible housing, please contact Services for Students with Disabilities at 216-397-4967.

For Office Use Only:
- Proof of Registration (circle all that apply) SUMMER (dates of classes______________)
- Emergency Medical Card (completed and returned)
- Spreadsheet (entered)
- The Housing Director (circle all that apply)

Date Billed____________________ Amount Billed__________________________

- Confirmation Letter Sent Date sent:____________________________
- Move Out Email Sent Date sent:____________________________
The undersigned, an unmarried full time undergraduate student ("Student") and John Carroll University ("JCU"), enter into this Residence Hall Contract upon the following terms and conditions:

1 Services.
  1.01 JCU will provide Student a residence in a JCU residence hall during the term of the Contract, except in cases where a temporary assignment may be necessary. JCU will provide furnishings adequate to house the prescribed occupancy for the assigned room; one phone jack per room; laundry and vending facilities under the terms of a separate university contract; and necessary repairs to university buildings, furnishings and equipment as soon as reasonably possible.

2 Occupancy.
  2.01 Student agrees that the duration of this Contract is for the entire 2012 summer (or appropriate portion thereof) at JCU.
  2.02 Student will not be allowed to occupy a room before official opening times or after official closing times, including during vacations, except under the following circumstances:
    2.02.01 By special, written permission from the Director of Residence Life or an authorized designee of that office. If special permission is given for occupancy before opening or after closing dates or during vacations, student may be requested to temporarily occupy other than regularly-assigned facilities. Student will be charged for staying in the residence halls at times when the halls are ordinarily closed.

3 Room Assignments and Room Change Policy.
  3.01 JCU will assign accommodations after Student has (1) completed a housing application and (2) signed and returned this Contract.
  3.02 Subject to the availability of space, JCU will make every effort to assign accommodations according to student preferences, but JCU will not guarantee assignment to a particular building, type of accommodation, or specific roommate.
  3.03 A Student who changes rooms without permission will be assessed a charge of $50.00 and will be required to return to the assigned room. The fee will be charged to the Student account.
  3.04 Transfer from one room to another within or between halls shall be predicated upon the space available, date and time of request, and the necessity of the request to transfer.
  3.05 JCU reserves the right to change or cancel assignments in the interests of order, health, safety, or discipline with appropriate written notice.

4 Use of Facilities.
  4.01 When necessary, JCU will:
    4.01.01 Require students to move to other accommodations in order to vacate a building, floor, or wing.
    4.01.02 Consolidate Student when occupancy of a room is less than the designated level. If no waiting list for housing exists Student living in a room with a vacancy will be given the option to pay an additional fee for a buy-out or to consolidate with another Student.
    4.01.03 Control the use of rooms, with medical direction, in the event of an epidemic;
    4.01.04 Inspect all rooms, in the presence of the Student whenever possible, for purposes of inventory, fire protection, sanitation, safety, maintenance and rule enforcement, in accordance with JCU’s authorized search and entry policy.

5 Responsibility for Damage and Loss.
  5.01 Student’s signature on the Room Condition Report form establishes Student’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.
  5.02 Student 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 and tear. Damage within the student rooms is the responsibility of the students assigned. 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 where those damages occur. Student(s) will have one month to appeal any assessed damage fee in writing. Damage fees will be charged to the Student(s) account.
  5.03 Student will be charged $80.00 per key and/or $20.00 per FOB that is lost or stolen. Student is to report lost or stolen keys immediately.
  5.04 Student must check out in accordance with circulated check-out procedures. Failure to do so will result in an improper check-out charge. In addition, Student will be assessed charges for failure to turn in a key and/or for cleaning and damages as necessary at termination.

6 JCU Liability.
  6.01 JCU will assume no responsibility for the theft, destruction or loss of money, valuables or other personal property belonging to, or in the custody of, Student for any reason, whether such losses occur in student rooms, storage rooms, public areas, elsewhere in the hall, or in baggage related to shipment or storage. Student is encouraged to carry personal property insurance.

7 Subletting/Assignment of Contract.
  7.01 Subletting is prohibited and this Contract is not transferable and shall not be assigned by Student.

8 Guests.
  8.01 Student residents are responsible for ensuring that their guests comply with residence hall rules and regulations, for paying all charges related to the presence of guests in their residence hall rooms, and for accompanying guests during visits. Guests, including JCU student residents of other halls, may not enter any residence hall without an escort; and at all times, while there, must be escorted throughout the building.

9 Entering Student Rooms and Residences.
  9.01 Student specifically agrees to be bound by the search and entry procedures of JCU as they now exist or as they may be amended during the term of this Contract. JCU’s search and entry policy is found in the current * Community Standards in the section titled Residence Life.

10 JCU and Residence Hall Regulations.
  10.01 Student shall observe all university policies and residence hall regulations, including those found in the * Community Standards, and this contract. Failure to do so may result in expulsion from the residence halls. Disciplinary action may also be taken by JCU in accordance with established rules and regulations.

11 Termination of Contract.
  11.01 In general, this contract is binding for the summer. JCU may terminate this contract and require Student to vacate the residence halls if JCU determines that Student violated any applicable JCU policies and procedures, including those listed in the * Community Standards and this contract and any other established JCU policies and procedures.
11.02 JCU will provide Student with written notice of any alleged violations which might warrant termination of the Contract and will follow its established disciplinary procedures before terminating the Contract.

11.03 JCU reserves the right to remove Student from the residence halls pending a hearing on any incident when, in the opinion of the Vice President for Student Affairs or Dean of Students or their designee, the Student’s continued presence in the residence halls poses a threat to the safety of the university community.

11.04 Generally, even if a release from the contract is granted, refunds of room and board are not made during a semester. At the discretion of the Director of Residence Life in cases of proven financial need or withdrawal from school for other than a disciplinary reason, refunds may be granted.

11.05 Should this Contract be terminated, Student agrees to vacate the residence hall within 24 hours unless special permission, in writing, has been obtained from the Director of Residence Life or a designee of that office.

11.06 Until all sums due and owing under this Contract are fully paid, Student may not register for future course work at JCU or receive transcripts, diplomas, or degrees.

11.07 Should Student default in complying with any provision in this Agreement, JCU 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.

11.08 Student agrees to pay all reasonable costs, attorney’s fees and expenses that shall be made or incurred by JCU in enforcing this Contract.

11.09 Completion and delivery of this contract by Student does not constitute acceptance by JCU. This Contract is approved and accepted by JCU only when signed by the Director of Residence Life or a designee in the appropriate space below.

12 Room Cost.

12.01 The 2012 summer costs for room will be:

$120.00/week

By signing this contract I understand that I am joining the JCU on campus community where ALL students are welcome and I will conduct myself accordingly.

This Contract for residence hall occupancy at John Carroll University is for the full summer term commencing May 13, 2012 and ending August 24, 2012, or appropriate portion thereof. I understand that if I am not living on campus for Fall 2012, I must check out of my room no later than August 4, 2012 at 4pm. Failure to do so will result in a $200 charge to my student account.

__________________________________________________________ Date ______________________
(Student Signature)

__________________________________________________________ Date ______________________
(Student Printed Name: (include middle name or initial)

__________________________________________________________ Date ______________________
(Co-Signature of parent or guardian if Student is under 18 years of age.)

APPROVED AND ACCEPTED:

By _______________________________
Director of Residence Life or Designee, for John Carroll University

* See Community Standards on the web at www.jcu.edu
Residence Hall Emergency Contact Information
(Please print clearly)

Name________________________________ SS#_____________________

(Last)                                               (First)                              (Middle)

Residence Hall______________________ Room # _______ Cell Phone #_____________________

Date of Birth____________________________________ Home Phone #_______________________

Your Home Address__________________________________________________________________

(Number)                                      (Street)

(City)                                                       (State)                                              (Zip)

Emergency Contact:___________________________________________________________________

(Name) (Relationship)

Phone Number (home)________________ (work)________________ (cell)________________

Please list the address and phone number of the location where you will go if the campus experiences a temporary closing due to a medical or environmental emergency:

Emergency evacuation location: __________________________

(Number)                                      (Street)

(City)                                                       (State)                                              (Zip)

Phone:________________________

Provision of the following medical information is voluntary. Medical information will only be used in the event of an emergency to assist professional EMS or other emergency personnel in rendering aid.

Family or Cleveland Doctor’s Name____________________________________________________

Please list any past medical history or current medical condition of which EMS should be made aware (such as heart, seizures, diabetes, asthma, allergies):

____________________________________________________________________________________

____________________________________________________________________________________

or prescription medications currently being taken (such as insulin or albuterol)_________________

____________________________________________________________________________________

CONSENT TO MEDICAL TREATMENT

I hereby authorize and consent to any x-ray examination, anesthetic, medical, or surgical diagnosis or treatment, and hospital care to be rendered to said child under the general or special supervision, and on the advice of, a licensed physician, surgeon, anesthesiologist, dentist, or other qualified medical personnel acting under supervision. (I further understand and agree a photocopy of this signed Consent will have the same force and validity as the original.)

DATE_____________ SIGNATURE _______________________________________________________

(If over 18 years of age)

DATE_____________ SIGNATURE __________________________________________________________

(Parent/Guardian if under 18 years of age)

Revised 7/10
MISSING STUDENT POLICY

Any student who resides in on-campus housing has the option to identify an individual that University officials can contact no later than 24 hours after the student has been determined to be missing by University officials.

Any student, faculty, staff, administrator or other party who reports an on-campus student missing should be directed to Campus Police. Campus Police will, in conjunction with appropriate outside public safety agencies, investigate the missing person report. If Campus Police determine that an on-campus student has been missing for 24 hours or more, the individual identified by the student as a contact will be called to notify him/her, and gather information for the investigation. If the missing student is under 18 years of age and not emancipated, Campus Police will immediately contact the custodial parent or legal guardian of the student. Campus Police, University officials and appropriate outside agencies will continue to investigate and attempt to locate the missing student.

If you have been missing for more than 24 hours, the University will use the contact listed as your emergency contact on the front of the Residence Hall Emergency Contact Information card. The information will be kept confidential and will only be accessible to authorized University officials.

Indicate below if you want a different contact then what is listed on the front of this form to be registered as the emergency contact information for the missing student policy. Providing this information is optional, and the information will be kept confidential and will only be accessible to authorized University officials.

☐ I want a different person contacted if I am missing for more than 24 hours than listed on the front of the Residence Hall Emergency Contact Information.

Contact person name: ______________________
Primary phone number: ____________________
Secondary phone number: __________________

*This information will be kept confidential and will only be accessible to authorized University officials.”