

# HOUSING & RESIDENCE LIFE

## 2024 SUMMER SCHOOL APPLICATION



HOUSING &  
RESIDENCE LIFE  
MONTANA STATE UNIVERSITY BILLINGS

Students interested in living in the residence halls during Summer sessions need to complete the following application and **submit with a \$125.00 non-refundable room damage deposit that will be a prepayment on your summer bill.** An email confirming the reservation will be sent upon receipt of the application and deposit. If you have any questions while completing this application, please contact us as 406-657-2333. Please return this application to: Housing & Residence Life, Montana State University Billings, 1500 University Drive, Billings, MT 59101-0298.

Name \_\_\_\_\_ SS # or ID # \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Birth date \_\_\_\_\_  Male  Female

Cell phone \_\_\_\_\_ E-mail address \_\_\_\_\_

### I need Housing during the following dates (summer housing dates: May 6—Aug 9):

Date Check in: \_\_\_\_\_ Date Check out: \_\_\_\_\_

Summer Session Rates Double room \$200/week Single room \$220/week

### Halls Opening and Closing Dates

Students can officially check into their residence hall room at 9:00 am on the day prior to the session/dates that they are contracted for. Students must official check out of their room by 12:00 noon on the day following the end of the session they are contracted for.

### Room Accommodations:

Double Room  Single Room Roommate choice \_\_\_\_\_

Special Housing requests ( i.e. accessibility, accommodations, etc.) \_\_\_\_\_

### Safety and Security:

1. Have you ever been convicted of a felony?

Yes  No

2. Have you been otherwise institutionalized for threatening or causing physical or emotional injury to persons or property?

Yes  No

An affirmative response to any of these questions will not automatically prevent housing, but you will be asked by the college to provide additional information. This information will be reviewed by a campus committee to ensure campus safety. Any falsification or omission of data may result in a denial of housing.

Housing availability is based on first come, first serve basis. We will make every effort to honor your request.

Students wishing to cancel a housing application for an upcoming session must notify the Office of Housing & Residence Life in writing at least two weeks prior to the first day of the session or contracted date in order to receive a Room Deposit Refund.

All Students will receive a copy of a Residence Hall contract and Housing Handbook which provides a full listing of all policies, procedures, services, and activities pertaining to student and residence life. Students will be required to sign a contract upon checking into their room and receiving a key. Signing the contract obligates the student financially for the housing contract period. Students are responsible for housing charges until officially checked out of the residence halls regardless of the last day of attendance. No room refunds for per week charges.

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

Signature of Parent/ Guardian \_\_\_\_\_ Date \_\_\_\_\_  
( If applicant is under 18)

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## How do I make arrangements to live on campus?

1. Complete the Housing Application and return with a \$125 non-refundable room deposit.
2. Students must be registered at a University and be here for educational purposes.
3. Complete information regarding specific roommate request. Roommate requests will be honored on a first come/first serve basis.
4. A limited number of single occupant rooms are available on a first come/first serve basis. Students interested in a single room should return their application as soon as possible.

PLEASE NOTE THAT THE APPLICATION TO HOUSING & RESIDENCE LIFE IS SEPARATE FROM THE APPLICATION FOR ADMISSION TO MONTANA STATE UNIVERSITY BILLINGS. A STUDENT MUST HAVE BEEN ADMITTED TO THE UNIVERSITY BEFORE HOUSING SPACE WILL BE ASSIGNED.

5. The room damage deposit will be used as a reservation deposit, and it will be a prepayment on the resident account.
6. Residents will be notified of room, roommate (if double room), and hall assignments upon completion of the housing application and room assignment has been completed.
7. Residence Life reserves the right to deny an application from a former residence hall student who was evicted, had a history of delinquent room and board payment, caused physical damage to the facility, or violated other contract terms during previous residence hall occupancy.

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## Housing Contract (completed upon check-in)

Students who sign their Housing & Residence Life contract have entered into a legally binding agreement with Montana State University Billings. Once a student has moved into the Residence Halls and accepted or signed for a room key, he/she is financially obligated by the contract for summer sessions. If you lived in the halls spring semester and have signed an intent application for fall semester and would like to stay in the halls during summer, you will get the third session free. If you cancel your fall intent you will be responsible for paying for all summer sessions that you were living on campus.

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## Refund Policy

Any resident wishing to move out of the Residence Halls should make arrangements with the Office of Housing & Residence Life. No refunds will be issued on a per week basis. Contact the Office of Housing & Residence Life for full details regarding refunds. Students are responsible for all housing charges regardless of the last day of attendance.