

2009-10 Housing Application

Montana State University Billings students interested in living in the residence halls during the 2009-10 academic year should complete this application and send it to the Office of Housing and Residential Life, 1500 University Drive, Billings, MT 59101, along with a **\$100 Room Damage Deposit**. Room assignments will be confirmed beginning in mid July. Room assignment information will be available online at www.msubitings.edu under the secure area. If you have any questions completing this application, please contact us at 406-657-2333.

(PLEASE PRINT OR TYPE)

Last Name _____ First _____ Middle _____

ID No. _____

Permanent Mailing Address _____

City _____ State _____ Zip _____

Telephone () _____ Male Female Birthdate _____

Cell Phone () _____ Email _____

Class standing as of Fall 09: Freshman Sophomore Junior Senior Graduate

Anticipated Major _____

Have you been a resident at Montana State University Billings before? Yes No If yes, what year? _____

When do you plan to move on campus? Fall 09 Spring 10 Other _____

Have you ever been convicted of a felony? Yes No

Residence Hall Opening and Closing Dates:

Fall Semester 2009 Residence Halls Open: Sunday, September 6, 9 am • Residence Halls Close: Friday, December 18, 12 noon

Spring Semester 2010 Residence Halls Open: Monday, January 11, 9 am • Residence Halls Close: Friday, April 30, 12 noon

Room Selection Preferences

Type of Room: (check one) Double Room (\$1,565 per semester)
 Single Room (\$1,960 per semester)

Housekeeping Habits: I am very tidy moderately tidy not tidy

Late Night Hours: I go to bed early (before 11 pm) late (after 11 pm)

Alcohol: I'm very accepting of alcohol use.
 I'm somewhat tolerant of alcohol use.
 I'm not tolerant of alcohol use.

I am interested in living with an international student.

Special Interests, Hobbies or Concerns: _____

Personal Physical Limitations or Special Needs (if any): _____

Smoker Non-Smoker *All residence hall facilities and rooms are non-smoking.*

Hall and Floor Preference

Please rank your first three choices (1, 2, 3)

- Petro 3rd Coed** / Single rooms
 Petro 4th Coed / Single rooms
 Petro 5th Women / Double rooms
 Petro 6th Coed / Double rooms
 Petro 7th Coed / Double rooms
 Petro 8th Coed / Double rooms

- Rimrock 3rd Coed** / Single rooms
 Rimrock 4th Coed / Single rooms
 Rimrock 5th Coed / Single rooms
 Rimrock 6th Coed / Single rooms

Single room priority in Rimrock Hall is given to Sophomores and above.

Roommate Preference

(Please print full name of roommate you are requesting)

Roommate requests will be honored on a first come first served basis. Students wishing to request a specific roommate should return their application as soon as possible.

Meal Plans (you must check one)

- Gold Plan \$1,165** – 19 meals/wk with \$50 dining dollars
 Silver Plan \$1,110 – 14 meals/wk with \$75 dining dollars
 Bronze Plan \$1,095 – 11 meals/wk with \$125 dining dollars
 Copper Plan \$1,030 – 9 meals/wk with \$150 dining dollars

Signature of Applicant _____ Date _____

Signature of Parent (if applicant is under 18) _____ Date _____

Residence Hall Handbook

All students will receive a copy of a Residence Hall contract and Residence Hall Handbook which provide a full listing of all policies, procedures, services, and activities pertaining to housing and residential life. The student will be required to sign the contract upon checking into his/her room and receiving the key. Signing the contract obligates the student financially to fulfill his/her housing obligation for the coming year.

My \$100 Room Damage Deposit accompanies this application.

Residence Life reserves the right to deny any 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.

See refund policy on back.



Access & Excellence

Top Copy: Return to MSU Billings
 Bottom Copy: Keep for your records

2008-09 HOUSING APPLICATION

How do I make arrangements to live on campus?

1. Complete the Housing Application and return with a \$100 room deposit.
2. Resident students must be actively pursuing 12 or more credits.
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 APPLICATION TO HOUSING AND RESIDENTIAL 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 held until such a time that the resident moves out of the Residence Halls. Any outstanding charges on a resident student's account will be deducted from the Room Damage Deposit before a refund is processed.
6. Residents will receive written confirmation that their housing application was received.
7. Residents will be notified of room, roommate (if double room), and hall assignments after July 1 online at www.msubillings.edu, click on student log-in, enter secure area, choose term and then Residence Life.

Housing Contract *(completed upon check-in)*

Students who sign their Housing and Residential 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 Fall and/or Spring semesters, and may only be released for the following reasons:

- a. Withdrawal from Montana State University Billings
- b. Graduation from Montana State University Billings
- c. Internship or student teaching assignment out of town
- d. Medical Condition
- e. Marriage
- f. Academic Suspension
- g. Disciplinary Suspension
- h. Enrolled for less than 12 credits

Refund Policy

Any resident wishing to move out of the Residence Halls should make arrangements with the Office of Housing and Residential Life. Housing refunds for students released from their contracts are pro-rated through the eighth week of the semester. No refunds will be issued after the eighth week of the semester. Contact the Office of Housing and Residential Life for full details regarding refunds. Students are responsible for all housing charges until officially checked out of the residence halls regardless of the last day of attendance.

Students applying for a room are expected to move into the halls. Any student wishing to cancel a housing application for an upcoming semester must notify the Office of Housing and Residential Life in writing at least two weeks prior to the first day of classes for that semester in order to receive a Room Deposit Refund.

Check In

Fall Semester, all residents' rooms will be held until 8:00 am of the first day of class and then will be reassigned. If a student must take occupancy after the first day of class, he or she must submit written notice to the Housing and Residential Life Office and specify the date the student will check in. Rooms will be held no longer than one week in such cases.