

# 2011-12 Housing Application

These reflect current housing prices for 2011-12.  
Please contact the Housing Office if you have questions.

Montana State University Billings students interested in living in the residence halls during the 2011-12 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.msubillings.edu](http://www.msubillings.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 Home Address \_\_\_\_\_

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

Telephone ( ) \_\_\_\_\_  Male  Female Birthdate \_\_\_\_\_

Cell Phone ( ) \_\_\_\_\_ Email \_\_\_\_\_

(Primary means of communication)

Class standing as of Fall 11:  Freshman  Sophomore  Junior  Senior  Graduate

Anticipated Major \_\_\_\_\_

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

Semester Applying for? Academic Year Fall 2011 & Spring 2012  Spring 2012 Only  Other \_\_\_\_\_

Have you ever been convicted of a felony?  Yes  No

## Residence Hall Opening and Closing Dates:

**Fall Semester 2011** Residence Halls Open: Sunday, September 4, 9 am • Residence Halls Close: Friday, December 16, 12 noon

**Spring Semester 2012** Residence Halls Open: Monday, January 9, 9 am • Residence Halls Close: Friday, April 27, 12 noon

## Room Selection Preferences

Type of Room: (check one)  Double Room (\$1,750 per semester)

Single Room (\$2,145 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): \_\_\_\_\_

If you have disability-related needs you must register with the Disability Coordinator by calling (406) 657-2283 and have a request for accommodations submitted by that office to Residence Life and Housing.

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 (\*ELP Floor)

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 (\*Wellness Floor)

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

\*See back for community floor information.

## 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 select one of the following plans)*

Gold Plan \$1,305 - 19 meals/wk with \$50 Dining dollars

Silver Plan \$1,245 - 14 meals/wk with \$75 Dining dollars

Bronze Plan \$1,225 - 11 meals/wk with \$125 Dining dollars

Copper Plan \$1,155 - 9 meals/wk with \$150 Dining dollars

\* I understand that the above preferences will be honored if possible, but cannot be guaranteed. I verify that all information provided is true and accurate.

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 provides a full listing of all policies, procedures, services, and activities pertaining to student 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.*

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

  
**MONTANA**  
STATE UNIVERSITY  
BILLINGS  
Access & Excellence



# Important Housing Information

## 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](http://www.msubillings.edu), click on student log-in, enter secure area, choose term and then Residence Life.

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## 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

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## 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.

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## 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.

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## \*Living Learning Communities at MSUB

### Wellness & Healthy Living (Rimrock Hall, Non-Traditional, Sophomore and Above Preferred)

*What to Expect in This LLC...*

- Quieter living environment
- Promotes responsible alcohol use, non-smoking or trying to quite, drug free living environment
- Nutritional value and education through floor potlucks and programming
- Wellness programming in conjunction with Student Wellness and academic programs
- Promotion of wellness and healthy living by utilizing RAs programming and role modeling
- Potential for one class credit per semester for active involvement (Syllabus need to be created still)

### Experience Leadership Project (Petro Hall, Freshman Students Preferred)

*What to Expect in This LLC...*

- Students take part in the first year Experience Leadership Project development track
- Strong community service participation
- Development of leadership skills in preparation for campus leadership opportunities (ASMSUB, RHA, SAB, JSA, Senate, Clubs and Orgs, Recreation, Work Study, Etc.)
- Promotion of leadership development by utilizing Resident Assistant programs and role modeling
- Potential for one elective class credit per semester for active involvement