



**SPRING 2010 ONLY
WEST CAMPUS UPPERCLASS HOUSING LICENSE
AGREEMENT
University Housing - ARIZONA STATE UNIVERSITY**

ASU University Housing
P.O. Box 870212
Tempe, AZ 85287-0212
Fax (480) 965-1534

Name (Last, First, Middle) *	ASU Affiliate ID # **	Date of Birth (month/day/year) *
		__ / __ / ____

ARIZONA STATE UNIVERSITY - UNIVERSITY HOUSING UPPERCLASS HOUSING LICENSE AGREEMENT

All Arizona State University Housing applicants must read and sign the Housing License Agreement. A Housing Living and Dining Request charge of \$125.00 will be posted to the student's account.

TERMS AND CONDITIONS

The undersigned student agrees to payment of the \$125.00 non-refundable Housing Living and Dining Request charge. ASU grants a license to the Student to reside in the assigned space. The relationship created by this license between ASU and the Student is that of licensor and licensee, and NOT that of landlord and tenant. The Student must be officially admitted and enrolled for credit bearing coursework at ASU and be making satisfactory academic progress to live in the residence halls. ASU reserves the right to provide priority assignments to students who are classified as full time and are in good standing in academic degree programs and whose conduct at ASU has not been determined by University Housing or Student Life to be incompatible with community living. The Student must officially check-out of the residence hall if he/she is not enrolled in classes, withdraws or is withdrawn from ASU. Failure to do so will result in removal from the residence halls. ASU does not discriminate based on sex, race, color, sexual orientation, national origin, citizenship, religion, veteran's status, age, or disability.

All students may seek to change their dining plan during the meal plan change period at the start of each semester by making this request, in writing, to the University Housing or Dining office. After the end of the change period, students may cancel their dining plans only if they are released from their University Housing License Agreement.

TERM OF THE AGREEMENT

The term of this agreement begins when a student is admitted to Arizona State University, and continues until the residence halls close at the end of the spring semester, unless cancelled by ASU or the Student prior to check-in, cancelled by breach, or by an approved License Agreement Release after check-in (see Schedule of Charges and Deadlines for valid reasons for license agreement release). Separate agreements at an additional cost are required for the winter and summer occupancy periods. Exceptions or changes to this agreement are not valid unless the director of University Housing or his/her designee has confirmed them in writing.

THE STUDENT AGREES TO:

1. Know, observe, and comply with the terms and conditions of this agreement, all federal and state laws, all ASU policies and regulations governing student conduct, including the Student Code of Conduct and Residence Hall Handbook and the Computer, Internet and Electronic Communication Policy (copies of which are available upon request), mandatory meal plan and any subsequent policies or regulations that ASU may adopt or publish during the term of the agreement.
2. Make payments for all fees, room charges, dining charges and any other charges according to the Schedule of Charges and Deadlines for the applicable period.
3. Notify University Housing, in writing, of non-attendance to ASU by the stated deadlines; notification to other departments within the university does not constitute notification of cancellation additional fees may apply (see Schedule of Charges and Deadlines).
4. Obtain insurance coverage on personal property, if desired. ASU is not liable for loss, theft, or damage of personal property. ASU does not offer insurance coverage for personal property.
5. Maintain the assigned space in a safe condition. Room furnishings shall not be removed or stored. Public area or lounge furnishings shall not be moved into a student's room.
6. Make appropriate arrangements before the beginning of each academic term for and to maintain attendant care for the duration of the year if the Student has a disability and requires personal attendant care. The Student has the sole financial responsibility for his/her own personal attendant care.
7. Move to a different room if required by University Housing staff for behavioral or administrative purposes.
8. Not sell, sublease, or assign the room to anyone at any time. Use of a room for commercial purposes is expressly prohibited.
9. Not move out of the residence hall without obtaining an approved License Agreement Release and officially completing the check-out process. A Student vacating his/her assigned space without an approved written release from University Housing will be held responsible for the financial commitments of the entire term of the agreement, including the portion remaining after the Student vacates the room.

GENERAL PROVISIONS

1. ASU staff or other designated agents necessary to the operation of the residence halls may be authorized by the Director of University Housing to enter student's room at any time to verify inventory records or occupancy, perform maintenance, perform security investigations under the Computer, Internet and Electronic Communication Policy, or enforce safety, health, and ASU Code of Conduct standards.
2. ASU reserves the right to change, cancel, or consolidate room assignments at any time due to academic ineligibility, discipline, safety, health, or administrative reasons.
3. ASU reserves the right to terminate this agreement by written notice with due process if a Student fails to comply with any terms and conditions of this agreement.
4. The Arizona Board of Regents, ASU, and/or specific facility management company reserves the right to change room rates and other charges and fees if circumstances require adjustments.
5. University Housing may immediately terminate this agreement if a Student harms or threatens to harm himself, herself, or any other person.

Student Signature:	Date:
Legal Guardian Signature (if student is under age 18):	Date:

* Denotes information that may be given out in response to general inquiry unless student (or parent/guardian if applicant is under 18 years old) makes a written statement specifically prohibiting its release. ** If you do not know your ASU Affiliate ID, leave this space blank.

Please continue to Part 1 of the Housing Preference Request form.



**SPRING 2010 ONLY - WEST CAMPUS UPPERCLASS
HOUSING PREFERENCE CHANGE FORM
Complete Parts 1 Through 6**

OFFICE USE ONLY

Admin Fee Verified:

Data Entry By/Date:

Part 1: Demographic Information

Name (Last, First, Middle) *		ASU Affiliate ID # **					
Major *	Campus*				Gender		
	<input type="radio"/> Tempe <input type="radio"/> West <input type="radio"/> Polytechnic <input type="radio"/> Downtown Your housing application must be on the campus of your major.				<input type="radio"/> Male <input type="radio"/> Female		
Permanent Address (number, street, apartment number) *				Home Phone (include area code) *			
				()			
City, State, Zip *		Country *		Cell Phone (include area code) *			
				()			
ASU E-Mail Address * (All emailed communication with ASU University Housing must be made using this address.)				Emergency Contact Information			
@asu.edu				Name:			
Please answer the following questions: Are you a student with a disability requiring accommodations? <input type="radio"/> YES <input type="radio"/> NO Are you participating in the American English Culture Program (AECPP)? <input type="radio"/> YES <input type="radio"/> NO START DATE: ____ / ____ / ____ END DATE: ____ / ____ / ____				Home Phone: ()			
				Cell Phone: ()			

Part 2: Apartment Choices – University Housing will try to accommodate apartment choices but cannot guarantee these preferences.

Las Casas

___ 1 Bedroom ___ 2 Bedroom ___ 4 Bedroom

Please select your top three (3) preferences by writing 1, 2, or 3 next to the desired options.

Part 3: Plan Choices

A. Meal Plan Options

- Lite – W \$730 M&G per semester Super – W \$910 M&G per semester
- Regular – W \$820 M&G per semester EXEMPT; I am a non-freshman student. ◆

Choose one West Campus Meal Plan is desired. A meal plan is **optional** for all non-freshmen students living on campus.

For more information visit <http://www.campusdish.com/en-US/CSMW/ArizonaState/West/>.

B. Payment Plan – Select One Option

- PLAN 1: 1 payment per semester ◆ PLAN 2: 3 payments per semester

If you are planning to pay with Financial Assistance, select Payment Plan 1. Payment Plan 2 will be billed a \$25 non-refundable processing fee per semester. See Payment Plan Schedule at www.asu.edu/housing.

Part 4: Roommate Preference

Name: _____ ASU Affiliate ID #: _____

The request must be mutual with the correct ASU Affiliate number. Roommate requests are subject to space availability, **cannot be guaranteed**, and may not be honored. Roommates in a Residential Community must have majors in the same academic college. Roommate requests with incomplete information cannot be processed.

* Denotes information that may be given out in response to general inquiry unless student (or parent/guardian if applicant is under 18 years old) makes a written statement specifically prohibiting its release. ** If you do not know your ASU Affiliate ID, leave this space blank. ◆ Denotes a default choice in cases where a preferred choice is not selected or may be unavailable

Please continue to Part 5 of the Housing Preference Request form.



Please type or print

SPRING 2010 ONLY - WEST CAMPUS FTF

HOUSING PREFERENCE REQUEST FORM

Continued

Name (Last, First, Middle)	ASU Affiliate ID #

Part 5: Housing Living and Dining Confirmation payment

A **\$125 NON-REFUNDABLE** Housing Living and Dining Request charge will automatically be charged to your ASU Student Account.

Students can access their student account at my.asu.edu.

Students can pay their ASU Account Balance by:

1. e-Check – This is ASU’s preferred method of payment. It is accessed through www.my.asu.edu by selecting the “Make A Payment/QuikPay” link. E-Checks are a fast and simple online payment method that can be made from regular U.S. checking and savings accounts.
2. Credit/Debit Card – ASU does not directly accept credit/debit cards but has arranged with a third-party processor to accept Mastercard, Discover, and American Express payments online through QuikPay. This is accessed at www.my.asu.edu by selecting the “Make A Payment/QuikPay” link. All credit/debit card payments are charged an additional **2.75%** service fee by the processor.
3. Mailed Check – Checks should be payable to Arizona State University and must include the student’s ASU ID. Checks can be mailed to:
 - Cashiering Services
 - Arizona State University
 - PO Box 870303
 - Tempe, AZ 85287-0303
4. Personal Check, Money Orders and Cash payments only are accepted in-person at Cashiering Services on all four Arizona State University campuses.

Part 6: Acknowledgements

Please initial each of the following statements and sign below.

- _____ **I have read understood and signed the Housing License Agreement.**
- _____ **I have read and completed parts 1 through 4 of the Housing Preference Request Form and understand that my preferences are not guaranteed.**
- I understand that if I decide not to attend ASU I must notify University Housing in writing. Notifying any other university office may not cancel your agreement and fees may be applied to your account.**
- I understand that University Housing will correspond with me via my official university e-mail address. It is my responsibility to check my university e-mail for communication from University Housing.**
- _____ **I understand that the \$125.00 Housing Living and Dining Request charge will be posted to my account and is due immediately.**

Student Signature:	Date:
Legal Guardian Signature (if student is under age 18):	Date:

PLEASE COMPLETE ALL 6 PARTS AND RETURN TO:

ASU University Housing
 P.O. Box 870212
 Tempe, AZ 85287-0212

Phone: (480) 965-3515 Fax (480) 965-1534 E-mail (for inquiries only): reslife@asu.edu

www.asu.edu/housing

Rates and plans are subject to change. Please visit www.asu.edu/housing for updated rates and plans