



NON-STUDENT/SPECIAL STUDENT/IRREGULAR TERM APPLICATION & LICENSE AGREEMENT FOR HOUSING

Please type or print neatly – illegible or incomplete applications cannot be processed

This application cannot be considered without issuance of a Tech ID number and a paid housing deposit. A \$100 deposit is due for each applicant. For family housing, an additional \$25 deposit is required for each person who plans to share the unit. Payment by check is preferred. Residential Life cannot accept cash, credit card or check card payments. For these payments, please visit or call the Cashier's Office in Fidel, (575)835-5515. Be sure to identify your payment as a "housing deposit." You will be billed for your accommodations through your Tech ID/Student Account 900-number and all charges may be paid through the Cashier's Office.

Office Use Only
Application Received:
Office Use Only
Deposit Paid:

Application For:	
<input type="checkbox"/> SELF or <input type="checkbox"/> SELF & FAMILY	
TECH ID#:	900-

Name: _____ **E-Mail:** _____

Last First M.

Permanent Address: _____ **Gender:** _____ **Date of Birth:** _____

City/State/Zip: _____ **Country:** _____ **Phone:** _____

Have you ever lived on campus at Tech? NO YES, year: _____

Affiliation: MRO NRAO EPSCor MST
 OTHER: _____

I request housing for the DATES OF: _____

Campus Contact: _____

*** Housing requests must be no less than 7 consecutive days to be considered. Housing may not be available before or after dates of the regular Summer Term at New Mexico Tech.

SUMMER HOUSING OPTIONS

- ___ Altamirano Apartment or Mountain Springs, single bedroom/shared apartment
- ___ Family apartment, applicants must fill out Family Box below

In compliance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, New Mexico Tech provides reasonable housing accommodations to students and guests with disabilities. Students seeking special housing or meal accommodations must consult with NMT Counseling & Disability Services in the Student Health Center, 1st Floor Fidel; (575) 835-6619. That office will notify Residential Life of all students requiring ADA housing assignments or other needs and our office will accommodate those requests as possible on a space-available basis. Non-students seeking special housing or meal accommodations are encouraged to contact the Residential Life Office directly, (575) 835-5900, to speak with the director or assistant director about special housing or other needs and our office will accommodate those requests as possible on a space-available basis.

MEAL PLAN PREFERENCE:

***Non-family residents must purchase at least 25 meals if housing exceeds 28 days

30 Meals + 125 Tech\$
 50 Meals + 50 Tech\$
 80 Meals + 50 Tech\$
 25 Meals + 25 Tech\$
 25 Meal Blocks: _____ *Please indicate the number of 25 block plans you would like.*
 12 Meals + 15 Tech\$
 NONE

Mutually Requested Roommate(s): _____
You can list another person(s) you want to room with and if they also request you, we will do our best to assign you together based on space availability.

FAMILY HOUSING APPLICANTS ONLY

List names of all those you wish to live together with on campus. A maximum of five (5) family members can share an apartment.

Name	Relationship To You	Date of Birth	Gender
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

* Documentation supporting legal familial status required

IMPORTANT! THIS LICENSE AGREEMENT IS LEGALLY BINDING. READ BEFORE SIGNING!

The undersigned has read and understands the conditions on both pages of this NON-STUDENT/SPECIAL STUDENT/IRREGULAR TERM APPLICATION AND LICENSE AGREEMENT. The applicant signing understands this license agreement is binding for all above dates as requested and approved at New Mexico Institute of Mining and Technology and agrees to abide by all parts of this agreement as stated within. The undersigned agrees to read and abide by the current Residential Life Community Standards published by the Office of Residential Life and available online on Residential Life's webpage within the University website: www.nmt.edu. In addition, the undersigned also agrees to comply with all other current policies, procedures, and expectations of the University as published online within & via the University website: www.nmt.edu. The aforementioned documents further describe the rights and responsibilities of University students & guests and, by reference, are part of this application and license agreement. The applicant understands the University may amend, modify or delete any of the aforementioned documents or other University policies without notice.

 Applicant's Signature Date Parent's Signature (if applicant is under 18 years of age) Date

Print, Sign, & Return this application and license agreement to: Residential Life Office, 801 Leroy Place, Socorro, NM 87801
 NEW MEXICO TECH IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY INSTITUTION

GENERAL DISCLAIMER

The undersigned, hereinafter called "the Applicant," and New Mexico Institute of Mining and Technology, hereinafter called "the University," hereby enter into this STUDENT/SPECIAL STUDENT/IRREGULAR TERM APPLICATION AND LICENSE AGREEMENT hereinafter called "Agreement" upon the following terms and conditions. Specific rates, dates, and other information for the proper applicable academic period are found on the current "Residential Life Rates" sheet, available at the University Office of Residential Life, and are a part of this Agreement by reference. Rates are subject to change without notice.

ELIGIBILITY

In order to be eligible for University housing, a NON-STUDENT/ SPECIAL STUDENT/IRREGULAR TERM Applicant must be studying with, working for, or otherwise sponsored by a department or authorized subsidiary of The University for the entire period of requested housing. Applicants eligible for family housing must be of legal familial relation to any occupants who would reside with them in University housing. Supporting documentation (i.e. marriage license, birth certificate) must be furnished upon request. If legal familial status changes between the Applicant and any other occupant of his/her assigned University apartment, the Applicant is responsible to notify the Office of Residential Life promptly concerning continued occupancy. Exceptions to these eligibility requirements may be granted by Residential Life in its sole and absolute discretion and the University reserves the right to house non-students in its facilities as space permits.

HOUSING DEPOSIT

THIS APPLICATION & LICENSE AGREEMENT CANNOT BE CONSIDERED AND WILL NOT BE VALIDATED WITHOUT PAYMENT OF THE REQUIRED HOUSING DEPOSIT. Applicants must submit a \$100 room reservation/damage deposit before they are assigned housing. Applicants requesting family housing must submit an additional deposit of \$25 for each additional person with whom they request to share the University apartment. If the Student has filled out this application/license agreement requesting a room, but cancels the room reservation or does not show up for check-in by the first day of the applicable room reservation, the Applicant forfeits his/her housing reservation and housing deposit. If the Applicant is unable to check in by the first day of the room reservation, he/she must submit a request in writing to have his/her room reserved for a specific day. If the Applicant checks in as scheduled, the deposit will be refunded to the Applicant's Tech 900# account/NMT Student Account minus any damages or cleaning fees assessed once the Applicant leaves University housing. Upon checkout, the room condition will be checked against the Room Condition Record for damages incurred.

HOUSING ASSIGNMENT

This agreement is not transferable and housing shall not be assigned by the Applicant. It is understood that any request will receive consideration based on available space and the date of receipt of a valid application packet, which includes a complete, legible housing application, and submission of the proper deposit. Subject to the availability of space, the University will attempt to assign accommodations according to the Applicant's preferences, but the University will not guarantee assignment to a particular building, a particular room or room type, specific roommate, or other accommodation. Residential Life reserves all rights in the assignment process to assign Applicants to any available space on campus or reassign an Applicant if necessary. Transfer from one room to another will be considered based on available space, date and time of request, and the necessity of transfer. All transfers must have the approval of the Residential Life Office. The University reserves the right to deny applications, to change or cancel assignments in the interest of order, health, safety, or discipline with appropriate notice.

OCCUPANCY & RATES

The Applicant agrees the duration of this agreement with the University is for the entire period of occupancy as requested by the Applicant and reserved by Residential Life. In general, housing charges are billed directly to the Applicant's Tech 900# account/NMT Student Account by calculating all days of occupancy times the daily rate of the room as determined by the current "Residential Life Rates" sheet, available at the University Office of Residential Life. Charges and/or billing methods may be adjusted at the discretion of Residential Life. **Residential Life will list the specific dates of the Applicant's housing reservation via confirmation sent to the Applicant's e-mail address as listed on this application.** The Applicant will not be allowed to occupy a room prior to the room reservation or after the room reservation except under special circumstances when written permission is obtained from Residential Life.

CANCELLATION POLICY FOR NON-STUDENT/SPECIAL STUDENT/IRREGULAR TERM APPLICANTS

- 1. The Applicant may cancel this Agreement without incurring any housing charges or fees by requesting the cancellation with Residential Life at least one week, but no less than 5 business days, before the first day of the Applicant's requested housing reservation; otherwise, the cancellation will be considered late. A LATE CANCELLATION FEE will be billed directly to the Applicant's NMT account at the charge of \$25 for individual applicants or \$50 for family applicants.**
- 2. A LATE CANCELLATION FEE will be billed directly to the Applicant's NMT account at the charge of \$25 for individual applicants or \$50 for family applicants.**
- Room cancellations made after the first day of the Applicant's requested housing reservation are not eligible for refund of housing and charges.
- Any meals the Applicant requests via this application will be secured upon validation of this license agreement and are thereafter non-refundable regardless of occupancy or cancellation.
- Cancellations must be in writing. No cancellations will be accepted over the phone.

MEAL SERVICE

Limited meals/meal plans are available to NON-STUDENT/ SPECIAL STUDENT/ IRREGULAR TERM Applicants, but they are not required unless the Applicant is registered for regular (non-family) University housing for more than 28 days during the summer term. Summer meal service begins no later than lunch the day prior to the first day of classes and ends no sooner than lunch on the final day of scheduled exams for the summer semester. There is no refund for unused meals at the end of the term.

SERVICES, FURNISHINGS & UTILITIES

The University will provide the Applicant housing in a University residence during the term of the Agreement, except in cases where a temporary assignment may be necessary. The University will furnish the Applicant with a single bed, chest of drawers, desk and chair, and closet space, except in family and one-bedroom apartments which may not be furnished. All University apartments are equipped with an electric stove, refrigerator, sink and kitchen cabinets. Any damages beyond ordinary wear and tear will be charged to The Applicant. Under no circumstances are Applicants permitted to remove appliances or furniture from the University rooms or apartments. Common-

area furniture is not permitted in student rooms. The University agrees to provide utilities to include electricity, water, and heat to Applicants living in University Housing. The availability of other amenities (e.g. cable or satellite television; air conditioning; laundry, study and lounge areas) varies by residence. Applicants living in Family Housing may be billed for utility expenses considered higher than average for any particular billing period (all utility bills are generated by the Socorro Electrical Cooperative). The University agrees to provide Internet availability in each residential area, however connection speed and type (wireless or Ethernet accessible) cannot be specified and The University will not be responsible for temporary or intermittent loss of connectivity.

MAINTENANCE

The University shall perform all maintenance to University residences and grounds, but the Applicant will be charged for maintenance due to his/her action or negligence except that which is normal or routine and in conjunction therewith. The University shall have the right through its agents and employees to enter all University rooms and apartments for the purpose of examining, inspecting and maintaining same. The Applicant shall maintain the property in a clean and sanitary fashion.

USE OF FACILITIES

The University will, when necessary or desirable:

- Require Applicants to move to other accommodations in order to vacate a building, apartment, floor, wing, or room.
- Change room assignments when vacancies occur.
- Control the use of rooms, with medical direction, in the event of an epidemic.
- Have staff inspect all rooms for purposes of inventory, fire protection, sanitation, safety, maintenance, and policy enforcement.
- Change room assignment (1) for reasons of health, safety, or repair services; (2) for disciplinary reasons; or (3) for reasonable incompatibility of roommates as determined by Residential Life.

APPLICANT RESPONSIBILITY FOR DAMAGE OR LOSS

The Applicant's signature on the Room Condition Record at check in establishes the Applicant's acceptance of the recorded conditions of the room/residence 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. The Applicant 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, including any damages caused by any guest of the Applicant. Damage within the Applicant's room is the responsibility of the Applicant assigned. Damages or other loss incurred to public areas (e.g., restrooms, lounges, study rooms, laundry areas, hallways, balconies, etc.) that are not attributable or chargeable to a specific individual or group shall be equally shared by the Applicant and any other residents of the living area where those damages occur. The Applicant agrees to pay such damages upon demand. The Applicant must be checked out in accordance with published check-out procedures distributed by and available at the Office of Residential Life. Failure to do so will result in a \$50 fee for improper check-out. In addition, the Applicant will be assessed charges for failure to turn in a key and/or for cleaning and damages at check-out/upon vacancy. Abandoned property with an estimated value of less than \$100 will be disposed of immediately after check-out. Abandoned property with an estimated value greater than \$100 will be stored for thirty days. Storage and disposal fees will be charged to the Applicant's account.

LIMITATION OF UNIVERSITY LIABILITY

In addition to any other right, limitation or provision available to the University, the Applicant agrees that the University shall not be liable for any failure, delay, or interruption in performing its obligations due to causes or conditions beyond its control, or which could not be prevented or remedied by reasonable effort and at reasonable expense. Neither the University nor its regents, officers, agents, or employees shall be liable for the loss, theft, disappearance, damage, nor destruction of any property belonging to, used by, or in the possession of any resident, no matter where such property may normally be kept, used, or stored. The Applicant is encouraged to carry personal property insurance (i.e. renters insurance).

REGULATIONS

By reference, all current University policies and procedures, including Residential Life's published Community Standards for Residence Halls, are part of this Agreement. Applicants are expected to make themselves familiar with these documents. The Residential Life Office and the University reserve the right to make changes to policies as needed. The Applicant is required to abide by all University policies and applicable federal, state and local laws. At all times, Applicants must respect the rights and property of all community members in the residence halls or apartment buildings, regardless of their background, beliefs, values, or attitudes. Failure to abide by University policies or expectations may result in dismissal from University housing, when deemed necessary by the Office of Residential Life. Notice of revocation of Agreement will be made to the Applicant in writing. After the University has made a reasonable effort to contact the Applicant, and the Applicant is not available to receive notice of revocation of Agreement, the notice may be posted on the door to the Applicant's room. The Applicant acknowledges and unconditionally agrees that: (a) the University shall have the right to inspect all rooms, without prior notice or consent, if necessary for inventory, fire protection, sanitation, health, safety, maintenance, or policy enforcement; (b) the University may control, by medical direction, the use of rooms in the event of an epidemic; (c) the University has the right to vacate a resident's living area and to require the Applicant to move to other housing accommodations; (d) the University has the right to require unqualified assignees of space adapted or designated for use by persons with disabilities to move to other campus accommodations.

TERMINATION OF AGREEMENT

The University may terminate this agreement and take possession of any room at any time for violation of any of the provisions herein, defaulting on payment, or where it is in the interest of the University and the Applicant. This Agreement may be automatically cancelled if the Applicant's affiliation with The University is compromised or terminated. Any damage billing shall be processed after vacancy/final check-out is complete. Should the Agreement be terminated, the Applicant agrees to vacate the University residence within 24 hours unless special permission, in writing, has been obtained from the Residential Life Office. Until all sums due and owed under this Agreement are fully paid, the Applicant may not register for future course work with the University or receive transcripts, diplomas, or degrees. The Applicant agrees to pay all reasonable costs, attorneys' fees, and expenses that shall be made or incurred by the University in enforcing this Agreement.