

VAUGHN COLLEGE OF AERONAUTICS AND TECHNOLOGY

The Office of Student Affairs looks forward to having you reside with us during your time at Vaughn College. Our staff is eager to make your stay a successful, educational and enjoyable experience.

Instructions For Completing Your Student Housing Application Form

Student Information

- Name – Clearly print your last name, first name and middle name.
- Vaughn ID Number – Clearly print your Vaughn student ID number.
- Permanent Address – Clearly print your permanent home street address, city, state, zip code and country.
- Home Phone Number – Clearly print your 10-digit home phone number, including area code.
- Email Address – Clearly print your current email address.
- Cell Phone Number – Clearly print your 10-digit cellular phone number, including area code.
- Gender – Indicate whether you are male or female.
- Major – Clearly print your college major.
- Applicant Type – Check whether you are an entering freshman, a new transfer or a returning student.
- International Student – Check the box indicating whether or not you are an international student.
- Health Insurance – Check the box indicating whether or not you have health insurance. *Note: All Vaughn residential students are required to have health insurance and must submit documentation about their health insurance with the application.*
- Housing Type – Check the type of housing you prefer. *Note: There are a limited number of single rooms*
- Physical Needs – Check whether you have any physical needs. *Note: Appropriate medical documentation is needed to finalize special accommodations.*
- Roommate Request – (Optional) Clearly print a specific individual's name and identification number with whom you would like to share a room. Please note: Roommate requests must be mutual, and applications and deposits from both parties must be submitted in the same envelope and cannot be guaranteed.

Lifestyle Survey

- Smoker – Check whether you are a smoker or not. *Note: Vaughn's policy designates the residence hall as non-smoking.*
- Visitors – Check whether or not you expect to have many visitors come to your room.
- Wake-Up – Check the box indicating what time you expect to wake up in the morning.
- Sleep – Check the box indicating what time you expect to go to bed at night.
- Cleanliness – Check the box indicating how you expect to keep your surroundings.
- Study Habits – Check the box indicating how many hours a week you expect to study.

Signature

- Signature of Student/Date – Clearly sign your full name and print the date the application was completed using two-digit numbers (e.g., 08/01/11 for August 1, 2011).

Please mail your completed Student Housing Application and \$250 housing deposit to:

Vaughn College of Aeronautics and Technology
Office of Student Affairs
86-01 23rd Avenue
Flushing, NY 11369

If you have any questions regarding your room assignment or the completion of the Student Housing Application, please contact the Office of Student Affairs at (718) 429-6600 extension 237, 9 a.m. to 5 p.m., Monday through Friday.

(RETAIN THIS PAGE OF THE APPLICATION FOR YOUR RECORDS)

Vaughn College
Undergraduate Student Housing License
TERMS AND CONDITIONS

Notice: Please read carefully all the provisions of these terms and conditions before signing the Student Housing Application; you will be legally bound by these provisions.

I. Eligibility

- A. A person must be a registered, full-time degree-seeking Vaughn College undergraduate or graduate student to be eligible for Residential Housing. Residents whose status changes to part-time at any point before or during a semester must immediately notify the Office of Student Affairs so that there can be a determination about the student's continuing eligibility to live in the residence.
- B. If a resident fails to enroll, or fails to pay fees of a full-time student resulting in the loss of status as an enrolled student, the resident agrees to vacate the premises within 48 hours.
- C. A resident may not assign his or her room assignment to another person, rent his or her room assignment to another person, or otherwise permit another person to share, stay in, use regularly, occupy, or otherwise reside in the resident's assigned room. Resident may only use the room as a residence.

II. Period of License

- A. If this application is accepted and approved by the College and all other prerequisites for residency are met, this application shall automatically convert to your residence hall housing license with the College. This housing license is for the entire academic year (both Fall and Spring semesters), or any portion of the academic year remaining at the time the housing license is signed if it is signed during an academic semester. The Resident is responsible for all fees, costs and charges for the academic year, whether or not the resident remains living in the residence hall, unless specifically relieved of the liability in writing by the College. Where a resident applies for and is granted a more limited period of residency, such as one semester, the resident is responsible for all the costs and fees for that period.
- B. This contract does not apply to Summer School housing.
- C. Room assignments not claimed by 5:00PM of the first day of class each semester will be forfeited unless other arrangements are made.

III. Assignments Availability

- A. Students are not guaranteed housing.
- B. The Office of Student Affairs will continue to accept applications following priority deadlines, but will house students only on a space available basis.
- C. Residence Hall rooms, unless otherwise specified, are to be occupied by the persons assigned to that room only.
- D. If a vacancy occurs in the assigned room, the remaining resident agrees to accept another roommate as assigned, move to another room if requested, or pay additional charges based on lower occupancy of the room.
- E. If space permits, the Office of Student Affairs reserves the right to consolidate available spaces or to assign a double room as a super-single at an increased rate.
- F. The resident understands that the College makes all assignments without regard to race, color, religion, sexual orientation or identity, disability, national origin or other legally protected categories, and rejects all requests for changes of assignments based on these protected categories.
- G. The College reserves the right to modify or terminate room assignments and relocate or remove residents at its discretion for any reason, including but not limited to disciplinary reasons, health, safety, catastrophe, emergency, closing of the facility, change in facility status, roommate conflicts, or violation or breach of this housing license, community living standards or College policies and procedures.

IV. Cancellations and Refunds

- A. Students who are assigned Housing and who fail to move in will forfeit their deposit and remain responsible for any housing charges due. Students who move into the residence and who then leave or cancel their assignment at any point during the academic term will forfeit all deposits and be charged for the remaining housing costs. The \$250 housing deposit will not be refunded to residents who do not remain in housing for the entire academic year (period of license), unless resident is a mid-year (spring semester) move-in or due to resident graduation.
- B. Students who cancel housing by notifying the Office of Student Affairs in writing prior to July 1, for the Fall semester, or for mid-year move-ins, by January 1, for the spring semester, will be refunded the \$250 housing deposit. After these dates, the deposit will not be refunded. The housing deposit will be held by the College as a damage deposit and will not be credited to your housing bill. At the end of the student's residence, the room will be inspected to determine the amount, if any, of the deposit which will be refunded to the student upon move-out. In the event damages to the room and/or common area exceed the \$250 deposit, the student will be responsible for paying the additional damage amount. Failure to receive a specific type of housing is not a justifiable reason to be refunded the \$250 deposit or to decline or move out of the residence.
- C. If a student is removed from the residence hall for judicial reasons, he/she forfeits the right to a refund of his/her housing charges and housing deposit and remains liable for the full amount.
- D. Residents who were enrolled for the fall semester and have been released from their license for the spring semester due to withdrawal from the College must vacate their rooms, check out with a staff member, and return room keys within 24 hours after their last final exam for the fall semester; their liability for further charges will be assessed at that time.

V. Furnishings

- A. The College reserves the right to levy and collect charges for damages, unauthorized use, or alterations to rooms or equipment.
- B. The College reserves the right to dispose of all stored items not properly claimed or for items left in rooms after the hall has officially closed. The College will not be held responsible for student belongings and reserves the right to take possession of and discard such belongings, change all applicable locks, and charge the student for all necessary expenses.

VI. No Liability

The College disclaims any responsibility for, and each resident hereby releases and holds the College harmless from, any liability arising from any loss or damage to any personal property (including without limitation money or valuables) located in any facility occupied by a resident. The College strongly encourages residents to obtain insurance coverage protecting the resident's personal property. IF A RESIDENT DOES NOT HAVE ADEQUATE INSURANCE COVERAGE, THE ENTIRE AMOUNT OF ANY LOSS OR DAMAGE TO PERSONAL PROPERTY MUST BE BORNE ENTIRELY BY THE RESIDENT.

VII. Right of Entry

The College reserves the right of authorized personnel to enter a resident's room, with or without notice, and authorized personnel may inspect, search and seize or remove items.

VIII. Remedies

In the event a resident breaches the terms of this license, the College may, without advance notice, immediately cancel and terminate this agreement and all rights of use and occupancy of resident and is further hereby authorized to enter the room for the purpose of removing the resident, changing the locks, and removing and disposing of all belongings and property of the resident remaining in the room, which property shall automatically be deemed abandoned by resident, with resident releasing College from any liability for such removal and disposal.

IX. Community Standards

It is the sole responsibility of the resident to obtain, read, and abide by the College Housing Community Standards and related rules and policies of the College governing student conduct all of which are hereby incorporated by reference into this license.

X. Modifications and Additions

The College reserves the right to modify, amend and change the standards, terms and conditions of this residential license. Where feasible the College shall provide notice of the changes, amendments and alterations.

Vaughn College of aeronautics and technology

Undergraduate Student Housing Application and License

Term you are applying for:
 Fall & Spring _____ - _____
 Fall (*Only*) _____
 Spring (*Only*) _____

Student Information:

Last Name	First Name	Middle Initial	<table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table> Vaughn ID# or Social Security#										
Permanent Address: Street _____			City _____										
State _____	Zip _____	Country _____	Home Phone () _____										
Email Address _____			Cell Phone () _____										
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Birthdate ____ / ____ / ____		Major _____										

Applicant Type <input type="checkbox"/> Incoming Freshman	Are you an International Student <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> New Transfer	Do you have Health Insurance <input type="checkbox"/> Yes <input type="checkbox"/> No* <small>*All Vaughn residential students are required to have health insurance. <u>Students MUST provide documentation about their health insurance with this application.</u> Should you require health insurance, contact the Office of Student Affairs at (718) 429-6600 extension 237</small>
<input type="checkbox"/> Returning Student	Are there any medical, physical or health needs to be accommodated when assigning your housing? <input type="checkbox"/> Yes* <input type="checkbox"/> No
Housing Type <input type="checkbox"/> Suite Single	<small>*Appropriate medical documentation is needed to finalize special accommodations.</small>
<input type="checkbox"/> Suite Double	
<input type="checkbox"/> Suite Triple	

Roommate Request _____ Roommate Vaughn or SS# _____
(We will attempt to honor roommate requests when both students have indicated each other as roommates on the Housing Application, and both have submitted materials at the same time, packaged together.)

Lifestyle Survey:

- Are you a smoker? (Vaughn's policy designates the residence hall as non-smoking)
 Yes No
- Do you expect to have many visitors coming to your room?
 Yes No
- During the week, what time do you usually wake up in the morning?
 by 7 a.m. by 8:30 a.m. by 10 a.m. after 10 a.m.
- During the week, what time do you usually go to sleep at night?
 by 11 p.m. by midnight by 1 a.m. after 1 a.m.
- How neat and clean do you like to keep your surroundings?
 Very neat Neat Average Not Important
- On average, how many hours a week do you think you will study?
 0-5 hours 5-10 hours 11-15 hours More than 15 hours

I understand that my signature indicates that I have read, understand, and agree to all terms, conditions, and policies outlined in this agreement and the College publications. In addition, I understand that the \$250 housing deposit does not guarantee that I will receive a housing assignment or that my preferences will be met. My signature also indicates that I understand that the \$250 housing deposit is nonrefundable after July 1, for the Fall semester, or by January 1, for the Spring semester.

Signature of Student _____ Date _____

CREDIT CARD AUTHORIZATION FOR \$250 HOUSING DEPOSIT

Student Name: _____

Student Vaughn ID#: _____ Entering Semester: _____

Initial: _____ I authorize Vaughn College to charge my credit card in the amount of \$250 for the Housing Deposit.

Please charge my: MasterCard Visa American Express

Card Number: _____ Expiration Date: _____

Cardholder's Name: _____

Cardholder's Signature: _____ Date: _____

FOR OFFICE USE ONLY

Date Received in Student Affairs: _____ Admission Deposit Date: _____ Completed Application Date: _____

Method of Payment: Credit Card Personal Check Money Order

Assignment Designations/Room Change History

ROOM NUMBER	TYPE	INITIAL	DATE

Notes: _____

