

Make a cashier's check and/or money order payable to:

ALLEN UNIVERSITY
Business Office
1530 Harden Street
Columbia, SC 29204

ALLEN UNIVERSITY
Residence Hall Housing Application



**Application must be returned with a \$150 deposit.
NO PERSONAL CHECKS ACCEPTED!**

APPLICATION PERIOD (Please print or type)

Please check the appropriate period for which you are applying.

___ Fall **and** Spring Semester ___ year ___ Fall Semester **only** ___ year ___ Spring Semester **only** ___ year

1. APPLICANT INFORMATION (Please print or type)

Student Status: ___ New Student ___ Returning Student ___ Transfer Student

Full Legal Name: _____
 Last *First* *Middle*

Social Security#: ___ - ___ - ___ Date of Birth: _____ Gender: Male ___ Female ___

Mailing Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Parent's Address (If different from above): _____

City: _____ State: _____ Zip: _____ Country: _____

Home Telephone: (___) ___ - ___ Parent's Telephone # (___) ___ - ___ Cell Phone: (___) ___ - ___

University Classification at time of application (please circle): FTF Freshman Sophomore Junior Senior

Additional Information: Have you ever been arrested or convicted of a felony offense? If yes, describe below.

2. ROOMMATE PREFERENCE (Please note: We do not guarantee roommate assignments.)

All preferences are processed based upon date of application, payment of housing deposit, available space, and information below. If requesting specific roommate (s), please provide the following. **All roommate requests MUST be mutual.**

Please list names in order of preference.

Number of roommates will vary according to residential placement.

Preferred Roommate #1: _____ Preferred Roommate #2: _____

Preferred Roommate #3: _____ Preferred Roommate #4: _____

3. DISABILITY HOUSING REQUEST

Do you have a physical disability or condition warranting special consideration in making your assignment? ___ Yes ___ No
If **yes**, students requesting special housing accommodations **must attach information about disability including verification from personal physician. The University can only ensure reasonable accommodations.**

4. EMERGENCY CONTACT

Name: _____ Relationship to you: _____

Address: _____

City: _____ State: _____ Zip Code: _____ Country: _____

Email Address: _____ Home Phone: _____ Cell Phone: _____

5. ACCESS to ROOMS

The University reserves the right to enter any student's room at any time that a health, safety, maintenance and/or damage inspection of the premises is deemed necessary. The University reserves the right to remove or confiscate any items that are hazardous to the building or its occupants.

6. ROOM CARE

Students will furnish their own linens, blankets, towels, pillows, curtains, etc. (Students are REQUIRED to keep their rooms clean and in good condition at all times). The University will do regular maintenance and inspection as required. **Students will be charged for any and all damages caused whether by accident or maliciousness to his/her own room.** Rooms should be locked when not occupied. The University assumes no responsibility for loss, stolen or damage of property.

7. RULES and REGULATIONS

The student agrees as a condition of the housing contract to comply with all university housing rules, regulations and policies. The student agrees that residents who by their actions violate university and/or residence regulations, create undue disturbances, or who are uncooperative with students or the University staff may be dismissed from student housing and may be suspended from the University. For all breaks-Fall Break, Thanksgiving Break, Christmas Break and Spring Break-check-out time 6:00 pm and check-in time 12:00 noon. New and returning students will only be allowed entry into residence halls during normal business hours from 8:00 am – 5:00 pm.

NOTE: A student or students will be fined and/or dismissed from the residence halls for violation of residence hall rules/regulations. Additionally, communal fines will be imposed for damage and destruction to any residence hall.

8. SIGNATURE & ACKNOWLEDGEMENT OF AGREEMENT

I hereby acknowledge that I have read and signed the Allen University Living and Learning Agreement included with this application and the Allen University Student Handbook located at www.allenuniversity.edu. Furthermore I agree to abide by all terms and conditions listed in both of these documents. Specifically, I acknowledge that I understand the policies regarding deadlines for charges, cancellations, room, hall, and apartment charge periods, forfeiture and refund of housing prepayment, and policies and procedures for living on campus.

Student’s Signature: _____ Date: _____

Signature of Parent or Guardian of Student: _____ Date: _____
(Required if student is under 18)

| | |
|---|----------------------------|
| <u>For Office Use Only</u> | |
| Date Received: _____ | Fee Received: _____ |
| Received by: _____ | Room # _____ |
| Assigned to: _____ Wilma D. Williams Hall (females) _____ Preston Warren Williams Hall (males) _____ Coppin Hall (females) _____ Richard Allen Apt. (males) | |
| Refrigerators are acceptable, but a \$65 deposit must be paid to the Office of Business and Finance before a refrigerator may be installed. | |
| Note: The University reserves the right to change placement and/or room assignments as necessary. | |