



I) APPLICATION PERIOD (Please Print or Type)

Check the appropriate period for which you are applying. If not checked, it will be considered for the academic year. **Reminder: All students must live on campus through their sophomore year; see <https://www.tntech.edu/reslife/applications/agreement.htm> for the complete residency requirements/policies.** Students applying for a single semester will be provided the option to renew prior to the start of the next semester.

Fall and Spring Semesters _____ year Fall Semester only _____ year Spring Semester only _____ year

II) APPLICANT INFORMATION *Please print or type*

Full Legal Name: _____ Social Security No: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Country: _____ Date of Birth: _____

Email Address: _____ Gender: Male Female Marital Status: Single Married

(*IF CURRENT STUDENT*) Cell Phone No: (____) _____ - _____
Campus Box Number: _____ Current Residential Assignment: _____ Home Phone No: (____) _____ - _____

Current University Classification at time of Application: Freshman Sophomore Junior Senior Graduate

III) HOUSING PREFERENCE *Number in order of preference 1, 2, 3*

Male only Residence Halls: ____ Browning ____ Evins	Co-Ed Residence Halls: ____ Cooper ____ Dunn ____ Ellington ____ Warf	Co-Ed Specialty Housing: ____ Jobe (Business majors only) ____ Murphy (Honors students only) ____ White (Engineering majors only) ____ Marshall (Engineering majors only) ____ MS Cooper (International Hall) ____ New Residence Hall (Freshmen only)
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IV) ROOMMATE PREFERENCE [Please note: We do not guarantee roommate assignments.]

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

Preferred Roommate Name: _____ Social Security No: _____

Which is most important to you (please circle) Hall Request Roommate Request

Do you have any unique housing requests? Please list: _____

V) DISABILITY HOUSING REQUEST

Do you have a physical disability or condition warranting special consideration in making your assignment? If **yes**, students requesting disability housing accommodations **must** register with the Office of Disability Services. Students must provide the required documentation to the Office of Disability Services before housing accommodations can be provided. Please find Disability Housing Request information at the link provided:

http://www.tntech.edu/disability/housing_requests.html or by contacting the Disability Services Office at: (931) 372-6119. **Failure to follow this procedure may result in delayed accommodations.**

VI) EMERGENCY CONTACT

Name: _____ Cell Phone Number: (____) _____ - _____
Phone Number: (____) _____ - _____

Address: _____

City: _____ State: _____ Zip: _____ Country: _____ Email Address: _____

VII) SIGNATURE & ACKNOWLEDGEMENT OF AGREEMENT

I hereby acknowledge that I have read both the official handbook for University on-campus housing (Guide for Successful Living, located at www.tntech.edu/reslife/gsl/index.htm) and the agreement located on the back of this application. 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/or apartment change periods, forfeiture and refund of housing prepayment, meal plan requirements, 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)

TTU IS A CONSTITUENT UNIVERSITY OF THE TENNESSEE BOARD OF REGENTS ~ AN EEO/AA/TITLE IX/SECTION 504/ADA UNIVERSITY

RESIDENCE HALLS ON-CAMPUS HOUSING AGREEMENT

ELIGIBILITY

Unless otherwise designated, University policy requires that all student residence facilities, including residence halls and apartments, shall be limited to occupancy by Tennessee Tech students and Office of Residential Life staff. In addition, student residence facilities may be leased to other persons in connection with programs and activities on campus when such facilities are not occupied or needed by students. All students shall have an equal opportunity to reside in student residence facilities regardless of race, gender, sexual orientation, marital status, creed, color, national origin or disability, provided that separate housing may be provided on the basis of gender and marital status.

The University policy requires students to live in residence halls until all available space has been assigned, beginning with freshmen, and proceeding through the classifications accordingly, sophomores, juniors, and seniors. Based on current available space, the University residency requirement places emphasis on students who have not completed four semesters of college coursework post high school graduation.

The basis for waivers and exceptions for living in the residence halls are:

(1) students who have completed four semesters of college course work post high school graduation; (2) students commuting from parent and/or guardian residence which is within a fifty-mile radius; (3) students living with immediate relatives who are permanent residents specifically identified as grandparents, brothers or sisters who are enrolled at the University within a fifty-mile radius; (4) students participating in academic internship programs; (5) students with physical and/or emotional disabilities verified by a licensed physician; (6) married; (7) emergency release granted by the Office of Residential Life. Please note: The signing of a housing agreement obligates the student to fulfill the terms and conditions of the agreement for the duration of the agreement. The residence hall agreement can be signed for one semester or the entire academic year. A Fall semester only agreement can be renewed for the following Spring semester.

Classification of students will be determined according to the number of semester hours earned as described in the section on General Regulations regarding classification in the University Catalog. This policy is in effect throughout the entire academic year – fall, spring and summer. If a student is classified as a full-time student at the beginning of the semester, the same status will apply for the entire semester.

A student who does not comply with the University residency requirement, after having been informed, will be assigned a room in one of the University residence halls, is responsible for full payment of rent, and may be subject to disciplinary action for living off-campus without authorization.

CONDUCT AND DISCIPLINARY SANCTIONS

Student misconduct related to residence hall which is subject to disciplinary sanctions shall include, but not be limited to, any misconduct proscribed by the Tennessee Technological University Student Disciplinary Rules, section 0240-3-6-02, which is incorporated herein by reference.

In addition, the following special regulations concerning conduct in residential facilities shall apply, and failure to comply with them shall subject the resident to disciplinary action.

All student residential facilities shall be used for private residential purposes only. No student shall permit any objectionable noise or odor to escape from the student residential unit, permit or create a disturbance, or disturb any other resident of the unit and/or facility.

With the exception of fish aquariums not exceeding 20 gallons and approved seeing eye dogs, pets are not permitted in University housing. Fish aquariums may only be used for fish. Furthermore, no pets may be kept in close proximity of the resident's room.

Tampering with security devices, fire fighting equipment, sprinkler systems, smoke detectors and/or fire alarms is prohibited.

All students who occupy any residential facility shall be subject to the rules, regulations, policies, and procedures of the Tennessee Board of Regents and the University related to conduct and student housing, including violation regulations, the provisions of the Tennessee Board of Regents' policy on student residence regulations and agreements, the University student handbook, and residence handbook, shall be incorporated by reference into each student agreement.

Students and occupants will be held accountable for behavior occurring in their student residence units; including the behavior of any visitors and/or guests.

All students are expected to scrupulously respect the personal and property rights of all other persons and the University. The University will make every effort to see that these conditions are maintained by all members of its community.

University officials reserve the right to enter and inspect residence hall rooms at any time. Inspection will occur when necessary to protect and maintain the property of the University, to render service or repairs, the health and safety of its students, or whenever necessary to aid in the basic responsibility of the University regarding discipline and maintenance of an educational atmosphere. Additionally, University officials may remove any signs, fixtures, alterations or other objects not in conformity with these Housing Rules, other rules of the institution, or applicable law. Any residence unit may be searched with the consent of the student or any other occupant of the unit, or without such consent upon a finding of probable cause and the issuance of the authorization to search by the appropriate official of the institution or of any court with jurisdiction. Consent by any other occupant of the unit who is not a member of the family of the student under suspicion shall not extend to any personal belongings of, or areas restricted for exclusive use by, the student under suspicion.

Disciplinary Sanctions: Upon a determination that a student has violated any of the rules, regulations, or disciplinary offenses which are set forth in the Student Housing Rules, the disciplinary sanctions listed in the Tennessee Technological University Student Disciplinary Rules, section 0240-3-6-.04 (2), which is incorporated herein by reference, may be imposed, either singly or in combination, by the appropriate University officials.

Disciplinary Procedures: Disciplinary action against a student for violating any rule, regulation, or disciplinary offenses related to student housing shall be conducted in accordance with the procedures described in the Tennessee Technological University Student Disciplinary Rule, section 0240-3-6-.05, which is incorporated herein by reference.

The University reserves the right to move a student when it is in the best interest of the student, the residential community, or the University.

RESIDENT RESPONSIBILITIES

The University does not maintain insurance on any personal property of students, and all personal property of students on the premises shall be at the risk of the students. The University shall not be liable for any damages to or theft of personal property of students in the student's residential unit or on its grounds prior to, during or subsequent to the period of the agreement. Personal property remaining

in student residential unit prior to or subsequent to the period of the agreement will be deposited of by the University. Students are encouraged to get renters insurance.

All students who occupy any residential facility shall maintain the unit in the same condition and repair as accepted at the commencement of the period of occupancy; and upon termination of such occupancy, shall surrender the premises in the same condition and repair, ordinary wear and tear excepted. No student may make any alterations, additions, or improvements to student residence unit without the written consent of the Office of Residential Life.

Each student who occupies any residential facility agrees to pay the University, immediately upon demand, for any and all damages to the unit, including but not limited to damages to exterior or interior walls, ceilings, floors, windows, doors, locks, hardware, plumbing fixtures, cabinets, shrubbery, lawn, appliances, fixtures, and furnishings of the unit and its surrounding premises, if such damage is caused by any act or failure to act by the student or guests or invitees of the student.

Failure to check out of the residential facility by signing the room inventory sheet will result in a charge to the student's account.

Students in student residential units or apartments may be assessed on a pro-rata basis for damages in public areas or other common areas within or around the facility in which they reside, either by floor or area or by the entire facility, following a decision by the Director of Residential Life or other appropriate officials of the University. Students must be notified in advance of this mass assessment.

CONTACT TERM AND CONDITIONS

All residential facility agreements shall be limited to a maximum term of one (1) year, but may be renewable for additional terms at the election of the University.

The term of any agreement for a residence hall unit may be for any or all the regular semesters within the academic year of the University, but shall not include any period between semesters, any holiday or vacation periods or summer period unless otherwise designated by the University.

Assignment to or occupancy of residence hall room does not include vacation periods but will begin and end on the dates of the semester(s) as indicated in the University catalog indicating established hall opening and closing dates. Limited student housing may be available at an additional cost between semesters and must be approved by the Director of Residential Life.

The terms of any residential facility agreement are not modified in any way by the verbal comments of a University employee or student.

The agreement for a residence hall unit when appropriately signed and accepted by the University is for the time period specified in the agreement. Failure to indicate time period will result in agreement being considered an academic year agreement for students applying in the fall semester.

The University's acceptance of the agreement does not guarantee assignments to a particular type of accommodation or final admission to the University. Assignment is contingent upon final admission to the University.

The agreement is not valid unless an advance payment of rent is included at the time of application or this stipulation is waived by the Director of Residential Life. The prepayment will be applied to the initial semester's rent.

The remainder of the initial semester's payment and payment of subsequent semesters for a residence hall unit is payable at registration for classes. Payment thereof shall be a condition precedent to the student being an enrolled student for the semester. Any prorated periodic payment which is not paid on or before the tenth day after such payment is due shall be subject to a late penalty fee.

The rental or fee payable for any residential facility shall be established by the University at the beginning of any academic term, shall be subject to increase during the term of any agreement by the University at any time upon twenty (20) days notice before the beginning of the next semester in the event such an increase is approved by the Tennessee Board of Regents.

In the event any occupant of a multiple occupancy residential unit ceases to reside in the unit for any reason the University shall have the right to reassign the remaining occupants to other student residential facilities on campus. When available, and at the student's request, a multiple occupancy student residence unit may be occupied as a single at a higher rental rate for a particular semester.

In the event any student or other occupant of a residential unit fails to comply with any terms or conditions of the agreement, including the timely payment of rent, or with any rule, regulations or policy incorporated therein by reference, the University may declare the agreement terminated, and may enter and take possession of the premises after it has given notice to the student or other occupant to vacate the premises within twenty-four (24) hours.

Any student or other occupant of a student residential unit who fails to comply with any terms or conditions of the agreement, or who fails to make timely payment of all rental due or for damages caused to the premise, shall be liable to the University for all expenses, including collection costs and reasonable attorney's fees, incurred by the University in the enforcement or collection of the obligation involved.

Students must occupy the residential unit assigned by the Office of Residential Life during the time period specified by the agreement. Any change in assignment must be approved by the Office of Residential Life. No student shall assign the agreement of any residential unit or sublet the unit, and any attempted assignment or sublease shall be void without the written consent of the Office of Residential Life. The University reserves the right to make all assignments and to make any assignment changes considered advisable or necessary. Furthermore, the University reserves the right to refuse an application for university student residence halls.

The University shall not be liable for any damages or injuries to any student or to the occupant of student residential facilities, or to guests or invitees of such occupants, resulting from any act or failure to act by the student or any accident occurring in or about the facility, except as authorized by an allowed pursuant to T.C.A. 9-8-301. Each student who occupies any student residence unit agrees to indemnify and hold the University harmless from and against all claims, damages or causes of action whatsoever, asserted by any person arising out of or in any way connected with the use of the premises by the student.

RESERVATIONS (DEPOSIT, CANCELLATION AND REFUND POLICIES)

Any student residence hall agreement shall terminate at the discretion of the University in the event of any of the following:

(1) the premises or the unit are destroyed or, in the opinion of the University, unsuitable for occupancy for any reason; (2) the occupant thereof ceases to remain a student in good standing during any regular academic term within the period of the agreement; (3) the student or other occupant violates any covenant, term or condition of the agreement and any other rule or regulation incorporated into this agreement by reference; or (4) the institution gives the student or other occupant written notice of termination at least thirty (30) days prior to the date when such termination will be effective.

A student may be released from this residence hall agreement and receive a refund of his/her prepayment before the effective date of the contract by submitting written notification of cancellation to the Office of Residential Life by August 1st for fall semester and/or academic year agreements, by December 15th for spring semester only agreements and by May 15th for summer semester agreements for

the initial semester the residence hall agreement becomes effective. Students are advised to review current University policy requiring students to live in University housing to determine eligibility to live off-campus.

A student may be released from this residence hall agreement; although the student's prepayment will be forfeited, before the effective date of the agreement by submitting written notification of cancellation to the Office of Residential Life prior to the first official day of hall opening for the initial semester the agreement becomes effective, or by withdrawal from the University or graduation. Students are advised to review current University policy requiring students to live in University housing to determine eligibility to live off-campus.

A student who has met his/her residency requirement, but due to restrictions of his/her current binding agreement, is ineligible to be released, but can request a buy-out. The student must have not taken possession of his/her room and/or completed a proper checkout for the buy-out period. Requests must be submitted in writing to the Office of Residential Life. The buy-out will be calculated at fifty percent (50%) of the current rental rate.

A student may be released from this residence hall agreement after the effective date of the agreement by: (1) withdrawal or graduation from the University; (2) leaving the University at the end of a semester to participate in one of the University's academic internship programs; or (3) an emergency release granted by the Office of Residential Life.

Refund of the advance payment will be made under the following conditions: (1) written cancellation is received in the Office of Residential Life by August 1 for Fall Semester and/or academic year, December 15 for Spring Semester, and May 15 for either Summer Session for the initial semester/season the residence hall agreement becomes effective; (2) the student is prevented from entering the University because of medical reasons confirmed in writing by a licensed physician; (3) residence hall space is not available; or (4) in case of the death of the student.

Refunds of residence hall rent after registration will be prorated on a weekly calendar basis when the student is forced to withdraw from the residence hall: (1) because of personal medical reasons confirmed in writing by a licensed physician; or (2) at the request of the institution for other than disciplinary reasons. Full refund will be made in case of death.

Withdrawals from the University for other reasons, except disciplinary and medical reasons, will be subject to the policy whereby 75% of the rent will be refunded for a period of fourteen (14) calendar days beginning with and inclusive of the first official day of classes. Twenty-five percent of the rent will be refunded following expiration of the 75% period, for a period of time extending 25% of the time period covered by the term.

MISCELLANEOUS

Appliances approved for residence hall use are television sets, computer, radios with self-contained antennas, VCR, electric razors, irons with auto shut-off feature, coffee makers, hot air popcorn poppers, crock-pots, clocks, hair dryers, lamps, heating pads, electric blankets, approved microwave ovens, and fans are permitted in rooms provided their use does not disturb other residents and their state of repair is not a fire hazard. If an electrical problem develops and becomes persistent, the University will have no alternative but to request the removal of the item or items.

If a student owns his/her own refrigerator and/or microwave and would like to use either unit in the residence hall, the unit must be inspected and approved by a member of the Residence Hall Staff. Approved specifications will be published in the residence hall guidelines handbook that is available online.

All overnight guests of the same sex in residence hall rooms must be registered with the residence hall staff. Length of stay is limited to one (1) day within a seven (7) day period. The roommate must be absent from the room during the guest's stay, the roommate's consent must be obtained prior to the period of stay.

Personal washer and dryer units are not authorized for individual apartment or room use.

Personal air conditioner and/or heater units are not authorized for individual apartment or room use.

Weapons are not allowed in the residence hall units or grounds. TCA CODE 39-17-1309.

All open flame items, such as kerosene lamps, candles and incense are prohibited in residence halls/apartments.

The construction of loft beds is not permitted.

Parties of six or more people including residents are not allowed in students' residence hall rooms/apartments.

Open lobby hours are defined as 24 hours per day, seven days per week.

Bouncing of basketballs, skate boarding, use of paintball guns, frisbee throwing, throwing darts, roller blades, golf, use of archery equipment, water sports, playing catch or any other similar activities or games inside or in close proximity to halls and respective parking lots are prohibited.

Cohabitation in University residence halls/apartments is not permitted.

Quiet hours for residential facilities are 10:00 pm to 10:00 am during which all noise must be contained within individual student rooms/apartments. At all other times, courtesy hours are in effect.

Smoking and other tobacco usage will be prohibited in any and all residential facilities or within fifty (50) feet of any point of entry of a residential facility on campus.

CONTACT INFORMATION

Office of Residential Life
Tennessee Technological University
Campus Box 5016
Cookeville, Tennessee 38505-0001
Phone ~ (931) 372-3414
Toll free ~ (800) 268-0240
Fax ~ (931) 372-3772
reslife@mttech.edu
www.mttech.edu/reslife