



RICHMOND
THE AMERICAN INTERNATIONAL
UNIVERSITY
IN LONDON

HOUSING APPLICATION AND CONTRACT

The *Housing Information Booklet* is available in
PDF format.

Please go to www.richmond.ac.uk

PLEASE COMPLETE & RETURN

ALONG WITH

THE TUITION & HOUSING DEPOSIT CARD

IF YOU REQUIRE UNIVERSITY HOUSING

BY MAY 1 FOR FALL

OR BY DECEMBER 1 FOR SPRING

An American Education
A British Setting
A Global Future



RICHMOND
 THE AMERICAN INTERNATIONAL
UNIVERSITY
 IN LONDON

HOUSING APPLICATION
for new students

Must be completed and submitted along with your Housing Deposit by May 1 for Fall or by December 1 for Spring to ensure reservation of place. Earlier deposits and applications receive preferential assignment.

Name, Address and Related Details

First Name Middle Name Last Name: _____

Address 1: _____

Address 2: _____

City, State, Zip, Country: _____

Email: _____

Phone: _____

Country of Citizenship: _____

Sex: _____

Religion: _____

I prefer the following room type (*rank 1st, 2nd & 3rd preference*):

- Single* *When available (*from \$75 to \$1,000 per semester supplement)*
- Double *Two to a room -- most typical*
- Triple *Three to a larger room*

Single rooms are assigned according to date of receipt of housing application and deposit. Preferences are not guaranteed.

I request the following roommate _____

Do you have medical conditions or special needs that might affect your room/
 roommate assignment? No Yes (*if yes, please explain below or
 attach detailed explanation*)

ROOMMATE MATCHING PREFERENCES

Do you smoke? yes no (Note: all rooms are non-smoking.)

Usual bedtime? before 11 p.m. between 11-1 after 1 a.m.

My preferred language(s) (*after English*) are: _____

Countries where I have lived are: _____

I prefer to study: in absolute quiet with music or TV on

I consider myself: quiet/reserved outgoing

My roommate should be: quiet/reserved outgoing

I consider myself: not particularly neat neat

My roommate should be: not particularly neat neat

The music I like includes: _____

I plan to be active in university clubs & activities yes no

Other things about me that should be taken into consideration when assigning my roommate include: (*Provide any information about your preferences that you think might be important considerations.*)

My contact information may be sent to my roommate.

(*Check one*) yes no

Email: _____

Telephone: _____

A variety of residences are available every semester in both the Richmond and Kensington campuses. No assignments can be guaranteed. First-time, new students who have not attended university before have priority in the Richmond Hill main building. ***Priority goes to early submission of the Housing Application, Contract and Deposit.*** Some residential buildings are off-campus--possibly up to a 20-minute walk or short bus ride. All University housing is managed by the University's residential life staff.

RETURN THE **HOUSING DEPOSIT**, THIS **HOUSING APPLICATION**
AND THE ATTACHED **HOUSING CONTRACT** TO:

U.S. Office of Admissions
Richmond, The American International University in London
343 Congress Street, Suite 3100
Boston, MA 02210-1214 U.S.A.

Housing Contract

For New Students

I hereby apply for housing for:

- Both the Fall and Spring semesters** (Annual Contract)
I understand that, as an annual resident, I may leave personal items in my room during the intersession between fall and spring semesters at my own risk. However, all items must be packed away and all appliances must be unplugged.
- Spring Semester** **Summer session**

I understand that if I have applied for an annual contract, I am committing myself to stay in University accommodation for both the Fall and the Spring semesters. If I decide to leave University accommodation early, I am still liable for the accommodation fees until the end of the Spring semester.

I understand that this agreement constitutes a binding contract between Richmond, The American International University in London and myself.

For full details on housing fees, contact the Business Office at finance@richmond.ac.uk. The deposit I have submitted is non-refundable (*if subsequently cancelled by me*). The deposit will be held on account for the duration of my housing lease. I understand that this contract is binding both for room and for board except where otherwise stated, in writing, by the University. (***Occasionally, some housing is available outside the main University buildings that are exempt from required board contracts.***)

NOTE: If you do not submit this Housing Application and Contract by the 1 May deadline for Fall or 1 December for Spring, your request will be waitlisted and housing cannot be guaranteed. If you apply for housing after the deadline, housing may be available but not at the published rate.

I understand that the University reserves the right to change room assignments, consolidate, and make good faith decisions when special circumstances arise. I also understand that I must occupy my room by the last day of the course add/drop period. If I have not moved in by that date, my housing contract will be rescinded and I will be subject to full payment, including forfeiture of deposit.

Should I withdraw, or should I be dismissed from the University, I understand that there is no refund for room and board. I agree to abide by all University regulations, including the Student Conduct Code. I understand that the University Student Affairs staff and security may enter my room for periodic health and safety inspections or because illegal activity is suspected.

I understand that I must vacate my room on or before the date of residential closing and that I must remove all personal belongings at that time.

Signature - and Print First, Middle and Last Name

Date

Return this Application and Contractual Agreement **along with your Housing Deposit** by 1 May for Fall or by 1 December for Spring to the Admissions Office.