



**RICHMOND**  
THE AMERICAN INTERNATIONAL  
**UNIVERSITY**  
IN LONDON

**2008-2009**  
**MA HOUSING APPLICATION**  
**AND CONTRACT**

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

Please go to [www.richmond.ac.uk](http://www.richmond.ac.uk)

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***PLEASE COMPLETE & RETURN ALONG WITH  
THE TUITION & HOUSING DEPOSIT  
BY MAY 1, 2008 FOR FALL 2008***

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**AN AMERICAN EDUCATION**

**A BRITISH SETTING**

**A GLOBAL FUTURE**



**RICHMOND**  
THE AMERICAN INTERNATIONAL  
**UNIVERSITY**  
IN LONDON

**2008-2009 MA HOUSING APPLICATION**  
**for new students**

Must be completed and submitted along with your \$500 Housing deposit by 1 May 2008 to ensure reservation of place. Earlier deposits and applications received preferential assignment.

**Name, Address and Related Details**

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Last Name \_\_\_\_\_

Postal Address \_\_\_\_\_

E-mail: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Sex: Male or Female (circle one) Nationality: \_\_\_\_\_

Religion: (optional) \_\_\_\_\_

**I request the following room type:**

\_\_\_\_\_ **Single Room** (limited rooms available first come, first serve)

**I request the following board type:**

\_\_\_\_\_ **Plan A:** Flex-Board – pay approx. £7.00 per meal on a ‘top-up’ basis

\_\_\_\_\_ **Plan B:** No Board necessary, thank you

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

\_\_\_\_\_  
\_\_\_\_\_

RETURN THE HOUSING DEPOSIT OF \$500  
THIS HOUSING APPLICATION AND THE  
ATTACHED HOUSING CONTRACT TO:

**Office of Admissions**  
Richmond The American International University in London  
Queens Road,  
Richmond-upon-Thames  
TW10 6JP, England

OFFICIAL USE ONLY

ID#: \_\_\_\_\_

Deposit Date: \_\_\_\_\_

# Housing Contract

## 2008/2009

*For New Students*



**RICHMOND**  
THE AMERICAN INTERNATIONAL  
**UNIVERSITY**  
IN LONDON

**I hereby apply for housing for:**

**Fall 2008, Spring & Summer 2009 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.*

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

For full details on housing fees, contact the Business Office at [finance@richmond.ac.uk](mailto:finance@richmond.ac.uk). This signed contract must be sent with a \$500 non-refundable (*if subsequently cancelled by me*) deposit. The deposit will be held on account for the duration of my housing lease. I understand that this contract is binding except where otherwise stated, in writing, by the University.

If I apply for housing after the 1 May, 2008 deadline, my request will be waitlisted and housing cannot be guaranteed. If I 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 from housing, or should I be dismissed, from the University, I understand that there is no refund for room and board. Once housing has been applied for I am liable for the full contract amount unless the University can let the room to a student who does not have housing allocated to them and all other housing is full.

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.

Deadline for Fall 2008 Guaranteed Housing Deposit	1 May 2008
Deadline for Fall 2008 Room & Board Payment	1 August 2008
Residences Open for New Students	27 August 2008
Fall Semester Residence Closes	13 December 2008
Deadline for Spring 2009 Room & Board Payment	1 December 2008
Residences Open for New Students Only	13 January 2009
Residences Open for Returning Students	17 January 2009
Deadline for Summer 2009 Room & Board Payment	1 May 2009
Summer Semester Residence Ends	12 June 2009

\_\_\_\_\_  
Signature of resident

\_\_\_\_\_  
Date

Return this application/contractual agreement with \$500 deposit by 1 May 2008 for Fall 2008 to the Admissions Office.