



RICHMOND
THE AMERICAN INTERNATIONAL
UNIVERSITY
IN LONDON
OFFICE OF RESIDENCE LIFE
www.richmond.ac.uk

For Internal Use Only:

Date of Deposit: _____

Signature: _____

Registered for classes: _____

Joined Wait List: _____

RICHMOND CAMPUS

CONTINUING STUDENT HOUSING FORM FOR FALL 2010-SPRING 2011

PERSONAL DETAILS

Name:

_____ IDNumber _____
(Family name) (First name)

Nationality: _____ Age: _____ Sex: _____

Permanent Address:

E-mail address: _____ Telephone: _____

Mobile Phone Number: _____ Fax: _____

Credit hours earned by the end of this semester: _____

Please note: In order to accommodate the new freshman class, the University requires that students must reside on the campus where they are registered for 3 or more classes. (For example, if you are taking 3 or more classes at the Kensington campus, you must reside at that campus.)

MEDICAL INFORMATION/SPECIAL NEEDS

Do you have a medical condition or special need that might affect your room/residence assignment? YES NO

If you are requesting a medical exemption, you must see the Dean of Students immediately. Medical records must be updated every semester.

HOUSING PREFERENCES

This information is used in making roommate assignments and to assist in the preparation of the Residence Life staff.

Do you smoke? *Please note that all university residences are strictly non-smoking!* YES NO
Do you often go to bed...? (before 11pm) EARLY LATE (after 1am)
Do you get up...? (before 7am) EARLY LATE (after 10am)
Are you OUTGOING RESERVED

Please include any other information that you think might be important in making your housing assignment

CURRENT Room Assignment: Building: _____ Room Number: _____

ROOM REQUEST:

Please indicate your 3 building preferences by writing 1, 2, 3 in the boxes below:

MAIN BUILDING: RED HOUSE: MONTFORD HOUSE*

LONGLEY: PARKVIEW:

*There is an option to choose self catering at Montford House. Please indicate if this is your preference.

Please indicate your 3 room type preferences by writing 1, 2, 3 in the boxes below:

SINGLE DOUBLE TRIPLE

Requested Room Number if known: _____

Room Mate Preference: _____

Note: All rooms are assigned based upon the date this form is received. Requests are not guaranteed to be granted. Room supplements may apply to certain rooms. Some multi-occupancy rooms may also have supplements based on the facilities (i.e. washbasin.)

RICHMOND

The American International University in London

TERMS AND CONDITIONS

Housing Contract Academic Year 2009-2010 (FALL 2010 and SPRING 2011 semesters)

PLEASE READ CAREFULLY AND SIGN.

I understand that this agreement constitutes a binding contract between Richmond, the American International University and myself. For full details on housing fees, contact the Finance Office by telephone at +44 20 8332 8223, fax at +44 20 8940 7717 or email at finance@richmond.ac.uk. I accept that I am committed to paying for two semesters' housing fees (Fall and Spring) and that my room preferences are not guaranteed.

To initiate the housing registration process I must have a £1,000 non-refundable housing deposit with the University. This deposit is held on my student account until my housing contract expires. At this stage, the deposit will be kept on my student account until graduation or withdrawal from the University unless the fee payer requests earlier repayment.

All housing fees must be paid by each semester's payment due date. It is understood that if my class registration is cancelled due to the non-payment of fees, OR that my fees (including room and board) have not been received by the due date, the University reserves the right to cancel my housing request. I will still be liable to pay all room and board fees unless the space can be resold to another student who does not already hold a housing contract AND ALL bed spaces on the campus where I was to reside are also filled.

I understand that my housing deposit is non-refundable if my housing contract is cancelled.

If I should withdraw from the University, take a Leave of Absence or no longer want University housing at any time after signing this contract, I remain liable for the entire academic year's housing fees unless the space can be resold to another student who does not already hold a housing contract AND ALL bed spaces on the campus where I was to reside are also filled. In all cases, I understand that my housing deposit is non-refundable.

Should my account remain in arrears past the add/drop period for that semester, the University's debt collection agency will be notified and this will incur additional costs for which I will be liable.

I agree that the University reserves the right to change room assignments, consolidate, and make good faith decisions if necessary.

If I have not completed the check-in process by the end of add/drop period, my housing contract will be cancelled and I will be liable for the full room and board costs and forfeit my deposit.

I also agree that I must be a current registered full-time student at Richmond University to be entitled to occupy a University room.

If I am dismissed from University housing or the University for disciplinary reasons, I will no longer be entitled to occupy a University room but I will be liable for all fees under this annual contract and will forfeit my housing deposit. If I am dismissed from the University for academic reasons, I will receive a refund of my housing deposit minus any fees to cover damage to the room and will not be held liable for any subsequent semester's housing fees.

I understand that as I have taken out an annual contract, I may leave personal items in my room at my own risk over the December break without charge; however, items must be packed neatly away, all electronic equipment must be unplugged and all food or perishable items to be removed from the room.

I understand that at the end of the Spring semester I must vacate my room on or before the move-out date and store my personal belongings off campus. Further I understand that I will be charged £50 for failure to check out of my room appropriately and a £220 per week charge for failure to remove my personal belongings from the room after the residence hall closing date. The University reserves the right to remove and dispose of any of my possessions without further notice.

By signing this contract, I agree to abide by all University regulations pertaining to living in halls of residence including the Student Code of Conduct. I accept that I may be charged additional fees for inappropriate behaviour, the details of which are set out in the Student Code of Conduct. Furthermore, I understand that authorised University staff may enter my room if required.

I understand that ultimately any dispute concerning this contract will be settled by the Courts of Law in England.

STUDENT NAME: _____ DATE OF BIRTH: _____

If less than 18 years old, name and signature of Fee payer is required: _____

STUDENT SIGNATURE: _____ DATE: _____

SIGNED ON BEHALF OF THE UNIVERSITY: _____ DATE: _____