



EDGEWOOD COLLEGE

EXCHANGE STUDENT HOUSING & FOOD SERVICE

APPLICATION & CONTRACT

The Office of Residence Life • 1000 Edgewood College Drive • Madison, WI 53711-1997 • (608) 663-3228

Please mail application to: The Office of Residence Life, 1000 Edgewood College Drive, Madison, WI 53711 or scan and email it to residencelife@edgewood.edu.

PLEASE READ the "Terms of Contract" on reverse side before completing the following.

NAME _____

BIRTH DATE _____
MONTH DAY YEAR

PERMANENT ADDRESS _____

GENDER ___ MALE ___ FEMALE
___ OTHER

EMAIL _____

PHONE _____

HALL AND LIVING SPACE PREFERENCE

** (Please rank 1st, 2nd and 3rd choices:)**

Also, note that we will try to accommodate your requests based on availability but we can not guarantee you will receive your preference

- ___ West Regina 2nd Floor (male and female floor) —Single
- ___ West Regina 2nd Floor (male and female floor) —Double
- ___ West Regina 3rd Floor (all female floor) —Single
- ___ West Regina 3rd Floor (all female floor) —Double
- ___ Marshall (co-ed hall) —Single
- ___ Marshall (co-ed hall) —Double
- ___ Marshall (co-ed hall) —Triple (female-only 1 available)
- ___ Stevie (co-ed hall) —Suite—Triple
- ___ Dominican (co-ed hall) —Suite—Single
- ___ Dominican (co-ed hall) —Suite—Double
- ___ East Regina (Double)

EXCHANGE PROGRAM YOU ARE PARTICIPATING IN:

- ___ ISEP
- ___ Masaryk
- ___ Study USA/British Council Program
- ___ Business College Beijing Union University
- ___ Karlsruhe University of Applied Sciences HsKA
- ___ Brazil Scientific Mobility Program
- ___ Other: _____

LENGTH OF EXCHANGE PROGRAM/HOUSING NEED

Note that this must be for the entire term of your 2019-2020 exchange placement at Edgewood:

- ___ Fall Only
- ___ Spring Only
- ___ Fall and Spring semester

Please describe any physical challenges or health concerns or other needs which should be taken into consideration in making your room assignment. (further documentation may be requested)

MEAL PLAN:

As an exchange student, you will automatically be placed on the Edgewood College meal plan which coincides with the student's exchange program requirements. See back side for details.

ROOMMATE COMPATIBILITY: Please complete the lifestyle questions below (even if you are requesting a single) so that we can make every effort to match you with a compatible roommate. Also keep in mind that these questions are only indicators and students behaviors are ever changing. All roommates must communicate and actively work together towards a positive residence hall experience. Please check where you lie on the continuum. The STUDENT should complete this section and BE HONEST about your behaviors:

I prefer to study with absolute quiet	←————— —————→	I prefer to study with music/TV/background noise
I am very tidy and neat	←————— —————→	I am not particularly tidy or neat
I am a morning person (I go to bed and get up early)	←————— —————→	I am a night person (I go to bed and get up late)
I want to live in a more independent environment	←————— —————→	I want to live in a more social environment

Your signature indicates that you have read, understood and agree to comply with the conditions and terms as set forth in the On-Campus Housing and Food Service Contract.

Signature of Student _____

Date _____

FOR OFFICE USE ONLY

Assignment: (Fall Only) (Spring Only) (Fall/Spring)

Building _____ Room# _____ Phone # _____

Student ID# _____

Single Double Triple

Date Application Received _____

Please keep a copy for your records

1. GENERAL INFORMATION

While every attempt is made to accommodate students' preferences for room assignments, preferences are not guaranteed. In general, Edgewood attempts to place exchange students in multiple occupancy spaces (doubles or triples), though students may indicate a preference for a single. Brazil Scientific Mobility Program requires students to be placed in shared, double occupancy living arrangements. Study USA requests shared occupancy spaces for its participants. The College reserves the right to assign or change an assignment to a location different from the student's original assignment. Students with special housing needs should notify the Office of Residence Life as soon as possible after admission to the College. No smoking is allowed in the residence halls.

2. CONTRACT PERIOD

The length of the housing commitment must be for the full academic year or semester, whichever matches your exchange placement at Edgewood. The contract period begins when residence halls open the week before classes begin and ends after the resident's last Semester I or II final exam, whichever coincides with the students exchange placement. Residents are expected to vacate their rooms within 24 hours of their last final exam for both Semester I and Semester II. Residence halls are closed at 6:00pm on the last day of class before breaks for Winter and Spring Break. Residents are expected to vacate their rooms during those periods. Exceptions are made only for students with academic commitments and students whose residence is more than 1,000 miles from the College (this includes exchange students). The College assumes no liability for residents who are permitted to remain when the residence halls are closed. Personal possessions may be left in rooms between Semester I and II at the resident's risk. All possessions must be removed when residents vacate at the end of Semester II.

3. PERSONAL POSSESSIONS AND DAMAGE BILLING

The college is not liable for residents' personal property whether it is lost, stolen or damaged. Please check with your insurance agent for information on insuring your personal items (this is often included in a homeowner's policy.) Residents will be billed for any individual or hall damages along with any cleaning, key, or improper check-out charges. Residents who do not remove personal possessions after the student leaves Edgewood housing may receive a letter of notification to their permanent home address listed by the resident. The resident has 30 days to retrieve their belongings or the belongings will be considered abandoned and become College property. The College will then have the right to dispose of the items. Residents will be assessed a charge for labor and packing materials along with a disposal fee if necessary.

4. RULES AND REGULATIONS

A resident's signature on the Application and Contract for On-Campus Housing and Food Service signifies acceptance of conditions stipulated by the College in this contract, the *Student Handbook*, *Residence Life Handbook*, and all Edgewood College publications pertaining to the governance of Edgewood College residence halls.

5. TELEPHONE

Each room will be provided with a telephone. Each telephone has voice mail, which is also shared by the room residents. Residents may use their own personal cell or calling cards to make long distance calls.

6. COMPUTERS

All rooms are wired for hard wire and wireless access to the campus Local Area Network (LAN). It is very important that you have a 10/100 base-T NE200 card and current anti-virus software on your computer. Both will be required for the Computer Information Services to maintain your residence hall internet connection. For more information, please contact the Technology Assistance Center at (608) 663-6900 or visit the Technology Assistance Center in DeRicci Hall. Please keep in mind that Edgewood does have computer labs available to all students, so having an individual computer in an individual room is not a necessity.

7. MEAL PLAN

All resident students living in a traditional residence hall are placed on the meal plan below based on the exchange program requirements:

- *Business College Beijing Union University, Karlsruhe University of Applied Sciences HSKA*
Students receive 1650 meal dollars on their ID card each semester to be used to purchase items ala carte at Phil's and the Wingra Café. Students who need additional meal dollars may purchase supplemental meal plans in the Office of Residence Life at any point during the semester. Cost for the supplemental plan is billed to the student's account. Any unused meal dollars are forfeited at the end of each semester. A dietician is available for consultation.
- *ISEP, Masaryk, Study USA/British Council Program, Brazil Scientific Mobility Program*
Students receive 1850 meal dollars on their ID card each semester to be used to purchase items ala carte at Phil's and the Wingra Café. Students who need additional meal dollars may purchase supplemental meal plans in the Office of Residence Life at any point during the semester. Cost for the supplemental plan is billed to the student's account. Any unused meal dollars are forfeited at the end of each semester. A dietician is available for consultation.
- Meal plans will be decided for resident's participating in other exchange programs not listed above in accordance with the program requirements.

8. ITEMS INCLUDED IN THE ROOM AND BOARD FEE

The following is included in the room and board fee: housing costs (space, heat, electricity, water, furniture including: a bed, mattress, dresser and closet space, desk, desk chair; optional telephone with local telephone service, laundry, internet and cable TV connection) and meal plan costs (meal dollars, administrative fee to cover labor and overhead costs.)

Complete and return to:

OFFICE OF RESIDENCE LIFE
1000 EDGEWOOD COLLEGE DR
MADISON, WI 53711 USA

or scan and email to residencelife@edgewood.edu.