



New Hampshire Institute of Art, Residence Life
148 Concord Street, Manchester, NH 03104
603-836-2510, MicheleTracia@nhia.edu

NHIA HOUSING INFORMATION FORM 2018-2019

Name: Last First Middle

Contact Number: Gender: If you have any gender related housing concerns, please contact Residence Life.

Home Address: Apt. #:

City: State: Zip Code:

Email Address: (Information will be shared with roommate)

HOUSING PREFERENCE: Please rate housing preferences in boxes from 1-3, 1 as first choice, 2 as second and 3 as third. We make every effort to accommodate requests, but there are no guarantees.

32 Week Contract Options (does not include school break periods)

- Single Room, Hampshire (32-week contract)
Double Room, Hampshire (32-week contract)
Triple Room, Hampshire (32-week contract)
Single Room, Institute Hall (32-week contract)
Double Room, Institute Hall (32-week contract)
Triple Room, Institute Hall (32-week contract)
Double Room, Lowell Hall (32-week contract)

38 Week Contract Options (includes school break periods)

- Single, Institute Hall (38-week contract)
Double, Institute Hall (38-week contract)
Triple Room, Institute Hall (38-week contract)

Preferred Room Number, if known:

Please check appropriate box below

- Please select a roommate for me
I have selected a roommate (Both students must request one another on their respective forms)
Requested Roommate:

MEAL PLAN (all housing students are required to be on a meal plan)

- 19 Meals per week plan
10 Meals per week plan (JUNIORS OR SENIORS ONLY, 60 or more credits)

DAILY LIVING PREFERENCES please complete the section below

The purpose of this form is to assist us in assigning you a roommate. NHIA is a substance-free, alcohol-free campus and smoke-free environment.

Table with 4 columns: Most Active, Sleep Habits, Eating Habits, Smoking Habits, Cleanliness, Personality, Music Habits and their corresponding options like Morning, Heavy Sleeper, Omnivore, Smoker, Neat and tidy, Outgoing, Loud Music, etc.

Preferred Music Types:
What time do you expect to go to sleep on weeknights? Before 10pm 11pm 12am 1am 2am After 2am

How often are you comfortable with a roommate's significant other/friends sleeping over? Never Occasionally Any Time

How comfortable are you with sharing belongings (clothes, food, etc.)? Not Comfortable Occasionally Very Comfortable

I hereby give the New Hampshire Institute of Art permission to provide my name and contact information to the individual(s) with whom I am assigned a room/suite.

PRINT NAME

SIGNATURE



RESIDENCE HALL & DINING CONTRACT
32 & 38 WEEK OPTIONS FOR ACADEMIC YEAR 2018-2019

To receive College Sponsored Housing please return this Housing Application and Contract ("CONTRACT") and the required \$200.00 housing deposit. You will be billed for an additional \$250.00 damage deposit ("Deposit"). The housing deposit will be applied towards your room and board. Your damage deposit will be returned to you following the fulfillment of the terms and conditions of the CONTRACT. Please complete this Contract for on-campus housing and dining and return it to ATTN: Residence Life, New Hampshire Institute of Art, 148 Concord St., Manchester, NH 03104. You (the "STUDENT") may cancel this Contract without penalty until July 1, 2018. Cancellation between July 2 and September 1 is subject to a \$1,500.00 penalty. Cancellations after September 1, 2018 and at any time during the academic semester will result in the full charge for room and board fees. Cancellation between the Fall and Spring Term is subject to a \$1,500.00 penalty. Upon receipt of this completed Contract, verification of Deposit, and appropriate signatures, this Contract becomes a binding agreement between the New Hampshire Institute of Art ("NHIA") and the person(s) whose name(s) appear below. Please PRINT.

32 Week Occupancy & Meal Plan: Saturday, August 25, 2018 thru November 21, 2018, November 24, 2018 thru December 10, 2018, January 19, 2019 thru March 9, 2019, and March 17, 2019 thru May 21, 2019. (No occupancy nor meals during College break periods).

38 Week Occupancy & Meal Plan: Saturday, August 25, 2018 thru May 21, 2019.

Name Last First Middle Student ID #
Permanent Address Street Apt. # Anticipated Graduation Year
City State Zip Date of Birth Month Day Year
NHIA Email Address Age Gender
Student Cell Phone Number
Name of Parent(s) or Guardian(s) Parent Tel./Cell Phone
Address Parent E-Mail
Indicate person you authorize NHIA to contact in the event of emergency; if parent, check here

Table with 6 columns: Name, Address, City, State, Zip, Tel/Cell #

HOUSING DEPOSIT AND DAMAGE DEPOSIT

- Freshmen and sophomores residing more than 50 miles from campus are required to live on campus and are assigned a 19 meal/week board plan. (Exceptions are possible for students who are older or married - contact the Office of Residence life for more information.)
NHIA has three residence halls (Institute Hall, Lowell Hall, and The Hampshire). Review and complete the NHIA Housing Information Form (page 1 of this document) and the Residence Hall Contract (pages 2-5 of this document). Complete and return all pages 1-5 of the Information Form and Contract and the \$200 housing deposit by May 1.

RETURN COMPLETED INFORMATION FORM, CONTRACT AND DEPOSIT TO:

Residence Life
New Hampshire Institute of Art
148 Concord Street
Manchester, NH 03104

- Your housing deposit will be applied toward your first semester's room and board costs and is non-refundable after July 1.
A damage deposit of \$250 will appear on your first billing statement.
QUESTIONS? Email: micheletracia@nhia.edu or call (603) 836-2510

**CONTRACT TERMS**

NHIA is eager to foster a vibrant residential experience for our students and believes that residence hall living offers an invaluable component of the overall college experience. Living in the Residence Halls allows students the freedom to focus primarily on their course of study. We believe strongly that living on campus releases a student from the stress of commuting, monthly financial and roommate issues, safety concerns, and allows them to participate in the creative community on campus.

This CONTRACT is made and entered into by and between the New Hampshire Institute of Art, hereinafter referred to as "NHIA", and the person identified on this Contract, hereinafter referred to as the "STUDENT". This Contract is for the entire 2018-2019 academic year consisting of fall and spring semesters or if entered after the beginning of the academic year, for the remainder of the academic year. NHIA requires that all first and second-year, full-time (i.e., students with 12 or more credits), BFA students live on-campus. This requirement may be waived. See item 1 below.

The 19-meal plan is required for all first and second year resident students (i.e., students with fewer than 60 NHIA credits). Commuting students as well as Junior and Senior students living on campus may select either the 19 or 10-meals per week plan (generally, "the Meal Plan"). The NHIA Cafeteria has one point of service for entrance and is an "All You Care to Eat" dining plan. Students may select either to eat in the cafeteria or take their meal to go. Students cannot use a meal both as an "eat in" option and as a "to go" meal – in the same dining period (breakfast, lunch, or dinner). The student must use their NHIA student identification card to access the Meal Plan and may not transfer their ID to others for use of the Meal Plan. The Meal Plan is intended for the sole use of the student whose name appears on this Contract. The Meal Plan nor any single/individual meals may be transferred to any other student. Contact the Office of Residence Life at 603-836-2174 for additional information. Chartwell's Dining Services is proud to be the food service provider at the New Hampshire Institute of Art. Chartwells is a division of Compass Group North America, a leading contract food service company with operations throughout the US and Canada.

1. It is understood and agreed that this is a CONTRACT for both residence hall accommodations and food service dining privileges. NHIA has a residency requirement. A student interested in seeking an exception to the residency requirement must meet one of the following criteria: 1) live at and commute from a parent's or legal guardian's (defined as the person(s) who is named and whose financial information appears on the student's completed FAFSA) home address that is less than 50 miles from NHIA's Manchester campus (based on Google Maps); 2) be 21 years or older at the start of the upcoming NHIA semester; 3) transfer 30 or more college credits to NHIA; and/or 4) are married, in a civil union, have a domestic partner, or are the primary care-giver for a child at the start of the upcoming NHIA semester. Please contact the Office of Residence Life for an Off-Campus Request Form.
2. It is agreed and understood that the term of the CONTRACT ("the CONTRACT TERM") shall be for the entire academic year or remaining part thereof unless approved by the Residence Life Office, and as indicated on the CONTRACT. You (the "STUDENT") have until July 1, 2018 to cancel this CONTRACT without penalty. Cancellation between July 2 and September 1, 2018 is subject to a \$1,500 penalty. Cancellation after September 1, 2018 and at any time during an academic term will result in full charge for room and board. Cancellation between Fall and Spring Term is subject to a \$1,500 penalty.
3. It is agreed that in consideration of housing accommodations and food service provided by NHIA, the STUDENT, and the STUDENT's parents or guardian, if the student is under 18, shall pay to NHIA, all payments and fees due in accordance with the Fee Schedule attached hereto as Schedule A as adopted, and which may be amended from time to time, by the Board of Trustees of NHIA; and providing further that NHIA, in the event of changes in economic conditions and/or budgetary restrictions shall, with 30 days' written notice, have the right to change the rates charged and/or payment due date for either housing or food service.
4. It is agreed and understood that any failure by the STUDENT to comply with all the terms and conditions of this CONTRACT, including the provision regarding the CONTRACT TERM, constitutes a breach of this CONTRACT by the STUDENT. Any such breach by the STUDENT shall not release the STUDENT from financial liability or other responsibility under this CONTRACT.
5. It is agreed and understood that NHIA shall not be liable for personal or property damage or loss by the STUDENT, and that the STUDENT or any other third party assumes the sole responsibility for suitable personal and property liability protection. In the event of an emergency, which necessitates an immediate response, belongings left in the STUDENT's residence hall room may be removed at the sole discretion of NHIA. Subject to the foregoing, the STUDENT may leave possessions in the STUDENT's room during recess or vacation periods occurring within the academic year, provided that NHIA assumes no responsibility for such possessions and shall not be liable for any loss resulting therefrom. Students may not leave personal belongings in the residence halls during the summer unless they have signed a summer housing contract.
6. The STUDENT hereby agrees to accept the room and board assignment as provided by NHIA and to conform to the rules and regulations governing the conduct of students and the operation of NHIA and the Residence Halls. Such rules and regulations are set forth specifically in the annual Student Handbook, and NHIA Residence Life and Housing Policies of NHIA as adopted and from time to time amended by NHIA. The STUDENT hereby agrees to abide by any such rules and regulations in force at any given time and reserves to NHIA the right to change such rules and regulations, as NHIA may deem timely and appropriate. The STUDENT understands that copies of said documents and policies are available upon request from the Dean of Student Affairs or their designee, and the STUDENT agrees that said documents and policies pertaining thereto are, by reference, incorporated into and made a part of this CONTRACT.
7. NHIA agrees to consider information and requests provided and submitted by the STUDENT when assigning room accommodation, but no guarantee of a specific assignment is implied by NHIA. It is understood that discriminatory requests or practices are contrary to the philosophy of NHIA and will not be considered by NHIA. If the STUDENT loses a roommate during the year, NHIA reserves the right in its sole discretion to assign another student to that space. NHIA also has the right to relocate students at any time for any reason.
8. The STUDENT agrees that NHIA representatives shall have the right to enter any space at any time for the purposes of inspecting for cleanliness, orderliness, safety, maintenance, or any other purpose, except that when investigating suspicion of misconduct, or otherwise enforcing any rules and regulations of NHIA, student premises and possessions shall not be searched unless appropriate authorization has been secured from the Director of Residence Life or their designee. No such permission is required in any situation deemed by NHIA to be an emergency involving health, safety or possible illegal activity. This determination shall be made in the sole discretion of NHIA.
9. All repairs and maintenance in the Residence Hall shall be made only by NHIA through its authorized personnel and designated agents. Students are to report all maintenance issues directly to their Resident Assistant or Resident Director/Area Coordinator.
10. It is agreed that the STUDENT will not damage NHIA property, including the Residence Halls and shall be fully liable for any damage to NHIA property. Liability for any damage shall first be deducted from the STUDENT's Deposit and the balance, if any shall be paid by the Student. The Student also agrees not to use NHIA housing or property for any unlawful purposes. In addition, the STUDENT may not sell, transfer, or otherwise permit the use of personal food service privileges under the CONTRACT to another person. If a student is found responsible for damage to NHIA property they will be charged for the repair and replacement of NHIA property. If NHIA residence hall property or furnishings are damaged and no individual student or group of students can be identified as responsible – all residents of that building may be assessed a financial fee for a prorated share of common area damages.



RESIDENCE HALL & DINING CONTRACT
32 & 38 WEEK OPTIONS FOR ACADEMIC YEAR 2018-2019

11. It is agreed that the STUDENT must vacate and remove personal property from the STUDENT's room immediately after withdrawal from NHIA or termination of this CONTRACT; providing further that the Director of Residence Life or their designee, may require the STUDENT to vacate the STUDENT's room immediately after the STUDENT's last final examination for each academic session.

12. The STUDENT agrees to leave the premises assigned in as good order and condition as when the occupancy began, reasonable use and natural wear and tear excluded, and damages by fire or unavoidable casualty without fault of the STUDENT, excepted.

13. NHIA does not discriminate in admission or access to, or treatment or employment in, its programs and activities on the basis of race, ethnicity, national origin, gender, sex, sexual orientation, religion, age, veteran status, or physical or mental disability.

By signing the CONTRACT, the STUDENT (and parent or guardian if the student is under 18) acknowledges that all terms and conditions of the CONTRACT have been read and understood and that, in consideration of housing accommodations and food service by the New Hampshire Institute of Art, the STUDENT hereby agrees to abide by all the terms and conditions set forth in this Contract and in the Student Handbook and NHIA Residence Life and Housing Policies.

Please indicate the contract that you are choosing by checking the type of contract you are selecting:

32-week contract \_\_\_\_\_ please initial here

38-week contract \_\_\_\_\_ please initial here

Student Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

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



**RESIDENCE HALL & DINING APPLICATION/CONTRACT  
32 & 38 WEEK OPTIONS FOR ACADEMIC YEAR 2018-2019  
SCHEDULE A**

**SCHEDULE OF FEES**

***32 Week Contract Fee Schedule***

	<i>Per Semester</i>	<i>Full Year</i>
Triple Room (when available), 19-meal plan	\$5,380	\$10,760
Triple Room (when available), 10-meal plan	\$5,130	\$10,260
Double Room, 19-meal plan	\$5,730	\$11,460
Double Room, 10-meal plan	\$5,840	\$10,960
Single Room, 19-meal plan	\$6,630	\$13,260
Single Room, 10-meal plan	\$6,380	\$12,760

***38 Week Contract Fee Schedule***

	<i>Per Semester</i>	<i>Full Year</i>
Triple Room (when available), 19-meal plan	\$6,320	\$12,640
Triple Room (when available), 10-meal plan	\$6,070	\$12,140
Double Room, 19-meal plan	\$6,720	\$13,440
Double Room, 10-meal plan	\$6,470	\$12,940
Single Room, 19-meal plan	\$7,720	\$15,440
Single Room, 10-meal plan	\$7,470	\$14,940