

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.**

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| NAME: First, Middle,Last  | PREFERRED NAME:       | BIRTH DATE: Month Date, Year  |
| PERMANENT ADDRESS:       | GENDER:       |
| EMAIL ADDRESS:       | PHONE NUMBER:       |

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| **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 cannot guarantee you will receive your preference       East Regina (co-ed hall) - Double      West Regina (co-ed floor) - Single      Stevie (co-ed freshman hall) – Suite – Double       Dominican (co-ed hall) – Suite - Single       Dominican (co-ed hall) – Suite - 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: Click or tap here to enter text. **LENGTH OF EXCHANGE PROGRAM/HOUSING NEED** Note that this must be for the entire term of your 2023-2024 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)

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**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. Students who are part of the Karlsruhe University of Applied Sciences HsKA or Business College Beijing Union University programs should make meal plan selections on the following page.

**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 student’s 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.**

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|        | Click or tap to enter a date. |

Signature of Student Date

**Terms of Contract**

## 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 student’s 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. 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 will receive a meal plan. Note that the plans vary in number of all-you-care-to eat meals and flexible dining dollars that can be used to purchase ala carte items. Residents can introduce more variety in to their diet by purchasing food on their own at restaurants and local grocery stores and preparing some meals in the community kitchens that are available on each floor in the residence halls.

* Karlsruhe University of Applied Sciences HsKA and Business College Beijing Union University students have the option to choose any of the three residential meal plan options. Please consider your individual dining habits when selecting a plan.

[ ] **120 Block Plan** - This plan provides 120 meals/semester and $750 dining dollars. This plan is included in the room and board rate.

[ ] **170 Block Plan** - This plan provides 170 meals/semester and $500 dining dollars. This plan is included in the room and board rate.

[ ] **230 Block Plan** - This plan provides 230 meals/semester and $300 dining dollars. This plan is an upgrade to the resident meal plan and students are charged an extra $200/semester.

* ISEP, Masaryk University and Study USA/British Council students receive the 230 Block Plan. This plan provides 230 meals/semester and $300 dining dollars. Students in these programs may choose to opt down to the 120 or 170 plan (listed above) to add flexibility to their dining experience via the increased amount of dining dollars in those plans versus full meals. Changes must be made before the end of the first week of classes each semester.
* Meal plans will be decided for resident’s participating in other exchange programs not listed above in accordance with the program requirements.

Meal plans are put on the student’s ID card each semester to be used to purchase meals at Phil’s Cafeteria and Wingra Cafe and dining dollars are used to purchase ala carte items at the Wingra Café and Eddy’s Convenience Store. Students are committed for the semester to their chosen meal plan unless they make a switch before the 100% refund deadline (by the end of the first week of classes each semester). Meals and dining dollars do not carry over from semester to semester. Any unused meals or dollars are forfeited at the end of each semester. Our Food Services Director is available for consultation. Visit www.dineoncampus.com/edgewood for facility and menu information. All students in the residence halls are required to be on a meal plan. Students can add dining dollars to their plan at any point during the semester at onecard.edgewood.edu or the Business Office. Students are responsible for paying for any additions to their meal plan (Study USA students should consult with the Center for Global Education if they want to make additions to their plan). Please contact the Office of Residence Life for more details.

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, internet and cable TV connection) and meal plan costs (meal dollars, administrative fee to cover labor and overhead costs.)