

KANSAS CITY ART INSTITUTE LIVING CENTER RESIDENT PREFERENCES AND PERSONAL STATEMENT 2008 – 2009

Preferences and Personal Statement Deadline: Postmarked June 1, 2008

Housing will not be guaranteed to students submitting applications after June 1, 2008.

Please print in ink or type.

Date of Application (Mo/Day/Yr) _____

Last Name

First Name

Middle

PLEASE READ CAREFULLY AND PROVIDE ALL INFORMATION REQUESTED.

IMPORTANT: Please type or print on the back of this form a one to two paragraph statement describing what qualities you would like to have in a roommate, what type of person would best fit with you, and details about your personality and hobbies.

EXPECTATIONS - Please read carefully and answer all the questions below:

With regard to my floor:

I prefer a single gender floor _____

I prefer a coed floor _____

I have no preference _____

I would prefer a: (please circle your preference)

Triple Room Double Room

General expectations about a roommate:

(check the one quality that you would like in a roommate on each line)

Lead separate lives _____ OR Share friends, activities _____

Studious _____ OR Fun Loving _____

Calm _____ OR Excitable _____

With respect to my room, I:

Like order and tidiness _____

Pick up once a week _____

Tolerate some disarray _____

Enjoy total chaos _____

With respect to my daily routine:

I am a morning person _____

I am a night person _____

I am a smoker: Yes _____ No _____

My computer is a: (please circle one) Mac Windows

The types of music I enjoy are: _____

ROOMMATE PREFERENCE - If you have a specific roommate request, list the person(s) name here. Please note that the roommate(s) you have listed must also select you as a roommate for a match to be made.

Name Street Address City State Zip Code
()
Phone #

Name Street Address City State Zip Code
()
Phone #

I certify that the information on this application is true and correct and that I understand any misrepresentation or omission of facts on my part will be justification for reassignment. I understand that roommate and floor placements are based largely upon this information.

Signature of Applicant

Date (Mo/Day/Yr)

KANSAS CITY ART INSTITUTE LIVING CENTER RESIDENT ROOM AND BOARD CONTRACT

2008 – 2009

Room and Board Contract Deadline: Postmarked by June 1, 2008

Housing will not be guaranteed to students submitting room and board contracts after June 1, 2008.

Please print in ink or type.

Date of Application (Mo/Day/Yr) _____

_____	_____	_____
Last Name	First Name	Middle
_____	_____	M_____ F_____
Birth Date (Mo/Day/Yr)	Department (Major or Foundation)	
_____	_____	
Street Address	City	State _____ Zip Code _____
(_____) _____	_____	_____
Permanent Phone No.	Student E-mail Address	Parent E-mail Address
Parent(s) name (Include address if different from yours) _____		
_____	_____	(_____) _____
City	State	Zip Code Phone No.

I HEREBY APPLY, subject to terms and conditions appearing below, which are made a part hereof, for assignment of a room in the Living Center and participation in the Resident Meal Plan.

DATES OF ROOM OCCUPANCY

Thursday, August 21, 2008 through Saturday, December 13, 2008 at 12 p.m.

Please note that the facility is CLOSED for Thanksgiving break and winter break.

Friday, January 23, 2009 at 9 a.m. to Saturday, May 16, 2009 at 12 p.m.

Please note that the facility is OPEN during spring break.

DATES OF FOOD SERVICE OPERATION

Food service begins Thursday, August 21, 2008 at lunch through Friday, December 12, 2008 at dinner

No food service November 26-30, 2008 – Thanksgiving Holiday (ends with dinner on November 25 and begins with breakfast on December 1)

Food service begins Saturday, January 24, 2009 at brunch through Friday, May 15, 2009 at dinner

No food service March 14-22, 2009 – Spring break (ends with dinner on March 13 and begins with breakfast on March 23)

CLOSING DATES

The Living Center will be closed for Thanksgiving break on Wednesday, November 26, 2008 at 12 p.m. and reopen on Sunday, November 30, 2008 at 9 a.m.

The Living Center will be closed for winter break Saturday, December 13, 2008 at p.m. The Living Center will reopen on Friday, January 23, 2009 at 9 a.m.

Residents are expected to move out of the Living Center within 24 hours of their last final exam for the spring semester or on Saturday, May 16, 2009 at p.m., whichever comes first.

I UNDERSTAND this contract MUST be accompanied by a **deposit of Two Hundred and Thirty Dollars (\$230)**, unless previously submitted, which is retained as a deposit for any damages incurred and keys issued. \$200 of the deposit, less any charges, will be refunded at the end of the term of the contract after keys are returned and an inspection and inventory of the assigned room has been completed. \$30 dollars of the deposit is nonrefundable and used to pay for equipment available for checkout and activities in the Living Center. Funds may also be retained from the deposit for floor fines, building fines, and disciplinary fines. **Damages to common use areas will be charged to all residents unless the individual(s) responsible can be found. Make check payable to: Kansas City Art Institute. Checks can be sent to: Living Center, Housing Contracts, 4421 Warwick Boulevard, Kansas City, Missouri, 64111.**

I FURTHER UNDERSTAND that this contract is a **TWO-SEMESTER CONTRACT** and that if I never move into the Living Center or if I ever move from the Living Center during the term of this two-semester contract, for any reason, any amounts previously paid for the room will not be refunded and any amounts still unpaid for the current enrolled semester of this contract will become immediately due and collectable in full. If I fail to enroll at KCAI and/or in the Living Center, the \$230 deposit is forfeited unless notice is received prior to June 15, 2008.

FURTHER CONDITIONS:

- Nineteen (19) meals per week are provided for all residents. All residents are automatically on the Meal Plan. Meal privileges are not transferable to another individual. KCAI reserves the right to refuse service to any student who refuses to conform to a reasonable standard of conduct and dress. Kansas City Municipal Health Codes require patrons of public food service facilities to wear shoes and shirts.
- Students may occupy space assigned to them no earlier than the announced date and time for Living Center opening and must vacate the space at the announced closing.
- Authorized KCAI representatives shall have the right to enter any space with reasonable time to perform end of semester inspections, health and safety inspections, and repairs in response to emergencies or should they have reasonable cause to believe that the resident is failing to comply with his or her obligations set forth in Paragraph 7 of this contract.
- All monies due to KCAI under this agreement are due and payable in full on the regularly scheduled date of enrollment each semester.
- The assigned room may not be sublet. Vacating a room by any resident requires the permission of the Director of Student Affairs.** If a room is vacated permanently, all keys must be returned and a Living Center Room Inventory form completed. Students not completing the Living Center Room Inventory form will result in deposit forfeiture. There will be no exchange of rooms during a semester except with the approval of the Director of Student Affairs.
- The student may not terminate this contract **except** in cases of serious illness as determined by the Kansas City Art Institute at its sole discretion. In this instance, a letter from a doctor must be submitted. In cases of termination due to illness, refunds will be made on the same basis as tuition under the terms set out by KCAI. KCAI reserves the right to cancel this contract if the resident's activities are detrimental to the well-being of other residents or violate the rights or property of other residents or of KCAI or if the resident fails to comply with his or her obligations set forth in Paragraph 7. With the exception for medical reason, all cancellations will result in deposit forfeiture and the resident will be held to all cleaning and damage charges assessed to the room and floor. No refunds will be made to residents whose contract is canceled. All on-campus residence hall contracts are for one academic year. Students who drop below full-time status after the second week of class, will be responsible for full Living Center charges. Students who withdraw from the College before the completion of the semester, will be accessed the following withdrawal policy:

On or before the 1 st day of class	100% refund
2 nd day of class up to 1.5 weeks	90% refund
1.6 to 3.75 weeks	50% refund
3.76 to 7.5 weeks	25% refund

7. The resident agrees to comply with all applicable laws and to comply with all published rules and regulations of the Kansas City Art Institute, including those stated in the Student Handbook, the Living Center Guide, and this contract. The use of /possession/selling of alcohol, illegal drugs, fireworks, firearms, other weapons and explosives is not permitted in the Living Center.
8. A resident who damages Living Center property will be held liable. **Damages must be paid immediately upon receipt of statement or request for such damages.** No resident shall remove or appropriate furnishings or equipment from customary locations for any purpose.
9. Each student bringing a personal computer and residing in the Living Center will be provided connection to the campus network. This includes port activation for Internet access, information on accessing campus network resources, configuration for network connectivity, and scanning of the machine for viruses. On Windows machines, student users will be granted, free of charge, a license to use AVG anti-virus software. The Kansas City Art Institute requires that a licensed copy of AVG anti-virus software is installed on all student-owned Windows OS machines. The connectivity does not include any hardware or software (other than AVG and Clam Xav) installation or the required 10BaseT Ethernet network cable. Students may purchase a 10BaseT Ethernet network cable through the Art Store on the lower level of the Student Living Center. On Mac's, student users will need to have their machines run the latest software update and will be provided with Clam Xav antivirus software for Macs.
10. The Living Center provides bed frame and safety rail, mattress, desk, chair, wardrobe, and mini blinds. Residents who bunk or loft their beds are required to use the provided safety rail at all times. Students who do not comply with this policy are subject to disciplinary action. At no time is any of the college issued furniture allowed outside of the student's room. The student provides sheets, blankets, mattress pad, pillow, pillowcase, towels and other linens, and waste can (and is responsible for laundering of same). The Kansas City Art Institute accepts this application when it assigns the resident a specific space in the Living Center on the internal books and records of the Kansas City Art Institute, whereupon this document shall become a binding contract between the Kansas City Art Institute and the resident. No notice to the resident of the assignment of a specific space in the Living Center is required before this document becomes a binding contract. The resident shall sign this application in one of the two spaces below to indicate his or her preference of a double or triple room assignment. Single rooms are available only to students with disabilities and/or special needs. The Kansas City Art Institute shall attempt to honor the preference of the resident, but cannot guarantee that the resident will be assigned to a room type of his or her choice. If the Kansas City Art Institute assigns a resident to a room other than that requested by the resident, the costs and charges for the room type assigned will be paid by the resident. However, the resident will pay only the costs and charges appurtenant to the specific room type, regardless of the number of residents actually living in that room. (Examples: Resident requests triple room, but third roommate does not move in; resident pays triple room costs and charges. Resident requests triple room, but none are available and resident is assigned to double room; resident pays costs and charges for double room). The Kansas City Art Institute may, in its sole discretion and for any reason, reassign the resident to other quarters during the term of this contract. By signing this contract, the resident acknowledges that he/she understands that this contract is a license for the use of space in the Living Center, subject to all the terms and a condition set forth in this contract, and is not intended to be a lease of real property.

1. DOUBLE ROOM OCCUPANCY STATEMENT

I agree to pay the sum of \$8,294.00 for the academic year 2008-2009. I understand this rate is a double occupancy room and provides me with the 19 meals per week Meal Plan.

Signature of Applicant – **Double Room**

2. TRIPLE ROOM OCCUPANCY STATEMENT

I agree to pay the sum of \$7,434.00 for the academic year 2008-2009. I understand this rate is a triple occupancy room and provides me with the 19 meals per week Meal Plan.

Signature of Applicant – **Triple Room**

SINGLE ROOMS: Single rooms are available only to students with disabilities and/or special needs. If you have a disability or special need, please contact the Director of Student Affairs to discuss this housing option. In the event that space allows for single rooms to residents without disabilities and/or special needs, single rooms may be offered to residents at the discretion of the Kansas City Art Institute.

TRANSFER STUDENTS: Transfer students wishing to live in the Living Center for the 2008 – 2009 academic year will be placed on a wait list. This includes students entering KCAI in a department at the sophomore level or higher and does not include transfer foundation students. Transfer students must submit the Living Center preferences and personal statement, room and board contract, and \$230 housing deposit to be placed on this list. Students will be notified by July 15, 2008 if space is available. Available space will be assigned in the order completed housing files are received (Living Center preferences and personal statement, room and board contract, and \$230 housing deposit). If space is NOT available, students on the wait list must find alternate housing and the housing deposit will be refunded. Space in the Living Center is assigned to freshmen before transfer students. Transfer students with disabilities and/or special needs may be exempt from this policy and may qualify for housing in the Living Center. Please contact the Director of Student Affairs for more information.

UPPERCLASSMEN: Upperclassmen wishing to live in the Living Center for the 2008 – 2009 academic year will be placed on a wait list. Upperclassmen must submit the Living Center preferences and personal statement, room and board contract, and \$230 housing deposit to be placed on this list. Students will be notified by July 15, 2008 if space is available. Available space will be assigned in the order completed housing files are received (Living Center preferences and personal statement, room and board contract, and \$230 housing deposit). If space is NOT available, students on the wait list must find alternate housing and the housing deposit will be refunded. Space in the Living Center is assigned to freshmen and transfer students before upperclassmen. Upperclassmen with disabilities and/or special needs may be exempt from this policy and may qualify for housing in the Living Center. Please contact the Director of Student Affairs for more information.

Signed this _____ of _____, 20____ in _____, _____
Day Month Year City State

If Applicant is Under 18 Years of Age, Parent or Guardian Must Also Sign Contract.

Signature of Parent or Guardian Address _____

City State Zip Code Phone # _____

ALL ITEMS BELOW MUST BE SUBMITTED BEFORE WE CAN PROCESS YOUR APPLICATION:

1. The Living Center Resident Preferences and Personal Statement.
2. The Resident Room and Board Contract with appropriate signatures.
3. A deposit of \$230.00.

NOTE: The \$230.00 deposit payment can be made by check (see above information), or with a credit card by calling our Business Office (816) 802-3467.