How to Sign your Housing Contract and fill Roommate Questionnaire

Office of Residential Life & Housing
Rhode Island College
Before you fill out your Questionnaire...

- Did you pay your enrollment deposit of $200?
  - Contact Admissions for more information, http://www.ric.edu/admissions/Pages/Accepted-Students.aspx

- Did you pay your housing deposit of $220?
  - If you have not, please visit http://www.ric.edu/bursar/Pages/Payment-Information.aspx
Logging into the Questionnaire

- Go to [www.ric.edu](http://www.ric.edu) and click on “MyRIC Online Services”
Enter your User ID (first letter of first name, last name, underscore(_), last 4 digits of Student ID) & Password.

If you have issues logging into the MyRIC system, please call IT Services Help Desk at 401-456-8803.
Click the “Adirondack (Student Housing) link”
Click the Login button under ApplyOnline
Select “Housing Contract” & click next
Housing Contract

The following page will be your housing agreement/contract.

MyHousing @ Rhode Island College

Housing Agreement

RHODE ISLAND COLLEGE
RESIDENCE HALL ROOM AND DINING CENTER
2011-2012 CONTRACT

A. ROOM RESERVATION, DAMAGE DEPOSITS AND ROOM FEES REFUND

1. Rooms are contracted for the entire academic year.
2. Should this contract be broken prior to or during the academic year, the room reservation deposit is non-refundable. Otherwise, the room reservation deposit will be refunded for the spring semester. If a resident withdraws prior to or during the academic year, the damage deposit will be refunded minus any assessed damages. See Section D, item number 2 for further damage deposit information.
3. Refunds:
   If a new student withdraws from the College between July 15 and the last business day in December, the room fees will be refunded on a prorated basis from their official date of withdrawal.

   If a resident withdraws from the residence halls or the college before July 15 the room and board fees will be cancelled for the year minus the room reservation of $100.

   If a resident withdraws from the College between July 15 and the last business day of December, the student’s room and board contract will be cancelled for the spring semester. In addition to completing the withdrawal form in the Student Life Office a student must complete the request for release in the Office of Residential Life & Housing.

   If a resident wishes to withdraw from housing but remain a student at RIC, he/she must submit a request for release form to the Office of Residential Life & Housing. The resident must provide sufficient information that a release from the contract is appropriate. Approval of the request will be provided in writing and approval is not guaranteed. Residents who do not receive approval will be billed for housing and a meal plan for both semesters whether or not they actually live in housing or use any portion of the meal plan.

   However, if the vacated space can be filled, then as determined by the order of withdrawal (by date), a prorated refund of the room fee will be issued. For each semester, the vacating student is responsible for payment until the space is filled, including if the student no longer attends Rhode Island College.
Housing Contract

- After reading, if you agree to the terms listed, please click “I Agree” and next.

  - If you are 18+, you have electronically signed your Housing Agreement.

  - If you are under 18, you will need to have a parent or guardian sign a paper version.

- A paper version of the contract can be found at http://www.ric.edu/residential-life/Pages/Policies.aspx

Please sign the last page with your legal parent/guardian and have it scanned, mailed or faxed to the Office of Residential Life and Housing.
Personal Preferences

Please answer all questions accurately

<table>
<thead>
<tr>
<th>Personal Preferences</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are you an incoming freshman (first year college student)? *</td>
<td>No</td>
</tr>
<tr>
<td>Do you consider yourself a quiet person? *</td>
<td>Yes</td>
</tr>
<tr>
<td>Do you have a specific roommate in mind? By entering a name you are requesting to live in the same room as this person not suite</td>
<td></td>
</tr>
<tr>
<td>Do you smoke? *</td>
<td>No</td>
</tr>
<tr>
<td>FYRE is a living-learning community housed in Sweet Hall. Students can select to live with other residents based on common themes. If assigned to Sweet, would you be interested in participating?</td>
<td>(N/A)</td>
</tr>
<tr>
<td>How do you most like to spend your time? *</td>
<td>Working with student organizations</td>
</tr>
<tr>
<td>Is it OK for your Roommate to have guests? *</td>
<td>Yes</td>
</tr>
<tr>
<td>Please enter an Emergency Contact: Name (Relationship) 10-digit phone number</td>
<td></td>
</tr>
<tr>
<td>Please list a few of your hobbies: *</td>
<td>Reading, watching movies, drawing</td>
</tr>
<tr>
<td>RIC's mission includes a statement of non-discrimination on the basis of race, sex, religion, national origin, age, ability, and sexual orientation. Knowing this, are there any issues that should be considered in matching you with a safe roommate?</td>
<td>No</td>
</tr>
<tr>
<td>What is your Cell Phone Number? *</td>
<td>401-569-9112</td>
</tr>
<tr>
<td>What music do you prefer? *</td>
<td>Rock, Hip Hop, R&amp;B, Folk, Jazz, Pop</td>
</tr>
</tbody>
</table>
On the next page, please list your living preferences for next year by filling out the form and clicking “Add Request”.

*Freshman can live in Double Rooms in Penfield Hall, Sweet Hall and Willard Hall*

*Please do not select Browne, Thorp or Weber; these spaces are for upperclassmen & will not be granted*
Once you have added a Living Preference, your “My Living Preference” will add that choice.

*Freshman can live in Double Rooms in Penfield Hall, Sweet Hall and Willard Hall*

*Please do not select Browne, Thorp or Weber; these spaces are for upperclassmen & will not be granted*
Once you have completed your Living Preferences and click “Complete Application” you will see this message.

MyHousing @ Rhode Island College

Thank you for filling out your housing application, we will be assigning rooms in the summer, and you should hear more then. If you have any questions please call 401-456-8240.

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Reminders about Housing

- Housing Assignments are completed in early July.
- Last day to cancel your contract without additional penalties is July 15th.
- Move-in for the Fall semester is the Saturday before the start of classes.
- The contract is for the entire academic year (both fall and spring semesters)
- For more info about living on campus please visit:
  - [http://www.ric.edu/residential-life/Pages/Freshman-Resources.aspx](http://www.ric.edu/residential-life/Pages/Freshman-Resources.aspx)
Questions?

For additional questions please email housing@ric.edu or call the office at (401)456-8240