

INSTITUTE OF AMERICAN INDIAN ARTS

HOUSING APPLICATION AND CONTRACT

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| Academic year for which you are requesting housing: 20\_\_\_\_\_\_\_\_ - 20\_\_\_\_\_\_\_\_ | Admission Status: New Student \_\_\_\_ Transfer \_\_\_\_ Readmit \_\_\_\_ Returning \_\_\_\_ | Student Status: Freshman \_\_\_\_ Sophomore \_\_\_\_ Junior \_\_\_\_\_ Senior \_\_\_\_ Graduate \_\_\_\_ |

***PLEASE PRINT:***

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| --- |
| Last Name First Middle |
| Gender Date of Birth |
| Address |
| City, State Zip |
| Home phone: Cell phone: E-mail:( ) ( ) |
| Tribal Agency/Band/Corp. If you previously attended IAIA, what year? |
| If you are not available at the above address/telephone during the time of this application, where can you be reached? Address |
| City, State, Zip |
| Phone: ( ) |

Have you ever been convicted of a felony? Yes / No If yes, please provide, on a separate sheet, details of the charge, conviction, disposition (including probation or parole), and any treatment received due to or subsequent to sentencing.

***Please return your completed application packet and deposit to:***

Institute of American Indian Arts

Center for Student Life

83 Avan Nu Po Road

Santa Fe, NM 87508

**Required housing deposits:**

Housing Reservation and Damage Deposit $100

Room Keys 10

Mailbox Key 10

**Total Deposits Required: $120**

***Your completed application includes this Application and Contract, Roommate Survey, Physical Exam and Immunization Record and $120 housing Deposit. You will receive a confirmation letter upon receipt and acceptance of your completed application.***

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| --- |
| ***For Housing Office Use:******Date Received:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Comp:\_\_\_\_\_\_\_\_\_\_ Date Accepted:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Staff Initials \_\_\_\_\_\_*** |

 **CONTRACT FOR ROOM AND BOARD IN IAIA STUDENT HOUSING**

**General Terms and Conditions**

1. **Eligibility:** In order for a student’s on-campus housing application to be processed, he/she must first be accepted for admission into the Institute of American Indian Arts. Acceptance into student housing is based upon submission of the complete application packet including this Application and Contract and the payment of a $120 housing and key deposit. In order to reside in student housing, a resident student must maintain a minimum of 12 credits per semester. *IAIA reserves the right to deny housing to convicted felons and will consider each application on a case-by-case basis. Acceptance into on-campus housing will be dependent on the nature of the conviction, the date of occurrence, letters of recommendation, and personal interview. Approval in these cases is provisional.*
2. **Contract period:**The terms of this contract are for one academic year.
3. **Room and board rates:**Room and board rates for the current fiscal year are shown under Tuition and Fees in the IAIA catalog. By reference, these are made part of the contract. The Institute reserves the right to change rates to any renewal of the contract. Room and board rates are subject to change by the direction of the Board of Trustees.
4. **Single Room:** The cost per single room is an additional $750 above the current double room rate.
5. **Consolidation:** The Institute reserves the right to consolidate residents or move residents to alternate rooms at any time.
6. **Occupancy of dorms:** This contract does not provide for housing during the period between the fall and spring semesters. Alternate housing must be acquired by residents during this period. A resident must vacate his/her room no later than the last day of his/her contract or the day student housing closes.
7. **The Institute reserves the right to:**
	1. Enter a resident’s room for the purpose of inspecting the premises when an authorized agent of the Institute has reasonable cause, including but not limited to the following: 1) an occupant of the room may be physically harmed or endangered; 2) Institute property (including student housing property) is being damaged; 3) any Institute policy is being violated; 4) maintenance and/or repair is necessary; and 5) health and safety inspections. If practicable, the Institute will not enter a resident’s room unless accompanied by the resident or a second authorized representative of the Institute.
	2. Inspect all Residence Center rooms for purposes of inventory, fire protection, sanitation, safety, maintenance, and rule enforcement.
	3. Control, by medical direction, the use of rooms in the event of an epidemic.
	4. Vacate a Residence Center room and/or require students to move to other accommodations.

 8. **Housing Deposit refund:** The deposit will be refunded **only** when a resident:

a. Has cleaned and checked out of his/her room.

b. Has been declared academically ineligible to enter, continue, or return to the Institute.

c. Has cancelled his/her contract prior to completion of the full contract period, but has paid all contractual payments on the semester’s contract and is eligible for a room refund.

d. Has cancelled his/her contract prior to the deadline for the respective semester as specified in the IAIA catalog.

e. Has reached the completion date of the full contract and has paid all contractual payments as well as payments on student’s account.

**9. Liability of the Institute:** The Institute shall not be liable for any failure, delay or interruption in performing its obligations and duties herein stated due to causes or conditions beyond its control or which could not have been prevented or remedied by reasonable effort and at reasonable expense.

Neither the Institute nor its officials, agents and employees are liable for the loss, theft, disappearance, damage, or destruction at any time or in any place of any property belonging to, used by, or in the custody of any resident no matter where such property may be normally used, kept, or stored.

**10. Termination of the contract:** The Institute may terminate this contract and take possession of any Residence Center room or Institute property at any time due to the violation of any provisions herein, as a consequence of a disciplinary action or the failure to satisfy specified financial obligations. The contract is automatically terminated if a resident’s enrollment at the Institute is officially terminated. Eviction of the Residence Center room is within forty-eight hours of notification.

**11. Key issuance:** Each resident will be issued a key to the Residence Center, a key to his/her room, and a mailbox key. There is a $20.00 deposit. In addition, the Institute reserves the right to charge a further $10.00 fee to replace any additional lost key(s).

**12. Residency requirements:**

a. Freshmen housing policy: All minor freshmen students (under 21), single without dependents, who are enrolled fulltime at IAIA are required to live in the CLE Residence Center. Requests for exceptions due to established residency in Santa Fe or surrounding areas may be made to the Dean of Students.

b. Returning students’ housing policy: All returning students must have a current housing contract that is renewed each academic year.

**13. Housing refund:** In the event a student checks out of the Residence Center during the semester, he or she is entitled to a pro-rated refund according to the terms outlined in the IAIA catalog. Students who are asked to leave the Residence Center due to disciplinary reasons are not eligible for a housing refund.

**14. Meal plan**: ***All students in housing are required to have a meal plan***. Students may choose between a 19 meals/week or 14 meals/week plan. There are no meal plan refunds.

**15. Housing regulations:** Residents agree to observe the policies, regulations and expectations that govern student housing. A complete list of policies and expectations is contained in the IAIA Student Handbook which the resident will receive upon checking into the Residence Center. The following is a partial list:

a. A resident is expected to observe all federal, state, and local laws and Institute regulations regarding gambling, possession or use of illegal drugs or other controlled substances, the possession or use of alcoholic beverages, as well as tampering with security or fire equipment;

b. In addition, a resident is expected to observe health, safety, and maintenance related regulations governing group living situations. This includes, but is not restricted to, the following: The possession of firearms or other potential weapons; the keeping of pets (except fish that are in a one gallon tank); the use of electrical equipment that requires heavy electrical output or increases the potential of fire. Other

 violations include situations that may endanger other residents such as using outside aerials or antennas, having water beds, or parking motorized vehicles in areas other than designated parking areas. Using or threatening to use physical violence against other residents, staff, faculty or self or any other form of physical violence may result in the cancellation of the Housing Contract. The burning of incense, candles and smoking in the Residence Center is prohibited.

c. The Residence Center and the adjacent grounds are for the use of enrolled students, faculty and staff. Any other use must first be approved by the Dean of Students.

d. Overnight guests must be approved by the Housing Director. The resident host is responsible for the conduct of his/her guest. All guests must comply with any and all Institute and student housing regulations and policies. Overnight guests of residents are limited to no more than three consecutive nights.

* 1. Sales and solicitations are prohibited unless authorized by the Dean of Students.

**16. Disciplinary action for violations of the Institute alcohol/drug policy:** Violations will result in disciplinary action up to and including eviction from student housing or suspension or expulsion from the Institute.

**17. Information Disclosure:** Residents must inform the Housing Director in writing if they do not want their room number location disclosed.

**18. Damages:** Each resident is financially responsible for any Institute property that is missing from his/her room or damaged beyond normal wear and tear. Residents may also collectively share in the financial responsibility for damages that occur in common areas or any Institute property. The Institute Deposit will be used to offset any such costs. Amounts in excess of the deposit will be billed to the resident.

**19. Institute withdrawal:** A resident who decides to withdraw from the Institute must complete a withdrawal form from the Registrar’s Office and properly check out of student housing.

**20. Cancellation:** Charges as specified in the IAIA Catalog will be made in the case of cancellation or disciplinary termination. Contract cancellation must be accomplished in writing and signed by the resident and received by the Housing Director. Students moving out of student housing must obtain clearance from the Housing Director.

**21. Institute property:** Property that belongs to the Institute must not be removed from the Residence Center, dismantled, or damaged. Residents will be billed for any damages according to the student housing damage cost list. Furniture substitutions can only be made in cases of documented medical need.

**22. Furnishings:** Each student must furnish his/her own pillow, blanket, bed linens, and personal bath towels.

**23. Institute Responsibilities:**

a. Housing space is reserved for new, full-time students, especially those under the age of 21, and returning students seeking their first degree from the Institute whose financial obligations to the Institute have been satisfied. First year student space is reserved in order of receipt of the Institute deposit and completed housing application and contract packet. Initial room assignment is furnished upon student’s arrival and check-in. All room assignments are contingent upon acceptance for admission and registration at IAIA.

b. Furnishings: The Institute furnishes each resident a single bed, chest of drawers, desk, chair, and closet space.

*PLEASE NOTE: The nature of college life presents a variety of challenges. It is important that students come prepared to deal with those challenges. Students who have an established and untreated addiction to drugs and/or alcohol are advised to maintain a period of sobriety for six to eight months prior to attending IAIA. Our experience has shown us that students who attend IAIA with established and untreated addictions fail to complete their first semester.*

**MY SIGNATURE BELOW INDICATES THAT I HAVE READ, UNDERSTAND AND AGREE TO THE TERMS AND CONDITIONS STATED HEREIN AND THE POLICIES AND REGULATIONS AS STATED IN THE STUDENT HANDBOOK.** FURTHERMORE, I AGREE THAT THE DURATION OF THIS CONTRACT FOR OCCUPANCY AT THE INSTITUTE OF AMERICAN INDIAN ARTS IS FOR THE ACADEMIC YEAR.

I FULLY UNDERSTAND AND WILL ABIDE BY THE INSTITUTE’S “TWO-STRIKE” ALCOHOL AND DRUG POLICY AS STATED IN THE STUDENT HANDBOOK. \_\_\_\_\_\_\_\_ (Initial)

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 Student Signature Date

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 Parent’s or Guardian’s Signature Date

Approved and Accepted:

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 Housing Director Date