



MCKENDREE
UNIVERSITY

Office of Residence Life

701 College Road • Lebanon Illinois 62254

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For Office Use

Date Received: _____

Application Complete Yes No

Placed: ___/___/08 Yes

Intent to Pay Deposit Contract

Terms of this Contract

This contract indicates agreement on the part of the Office of Residence Life to maintain a hold on the requested room assignment for the undersigned student pending the proper receipt of his/her housing deposit of \$100 to the Business Office.

The above mentioned hold is in effect from the date this signed contract is received through May 9th, 2008 at which time the agreement will expire if the deposit has not yet been paid.

If this agreement should expire the student's incomplete application will be placed on 'stand by' status until such time as the deposit is paid. When the deposit becomes paid the student will be placed in housing where available with no guarantee of housing placement or location.

It is the responsibility of the student to pay the required deposit to the Business Office by the assigned deadline. The Office of Residence Life takes upon itself the responsibility of accurately monitoring the account status of the student to determine the date of deposit receipt and to place the student in an appropriate and timely manner.

When the deposit is paid and the resident is placed, a notification of successful placement and placement location will be sent to the student. In the event that the application gets placed on 'stand by' status the Office of Residence Life will notify the student of this change in status.



I, the undersigned have read and understood the terms and conditions of the housing contract in it's entirety. By signing this contract I am officially submitting a returning student housing application which will act as a room reservation for the Fall of 2008. I understand that my reservation is dependant on my submittal of a \$100 dollar housing deposit payable to the McKendree University Business Office. I am aware that in order to retain my room as originally requested I must file my deposit by the date of May 9th 2008. I fully understand that should I fail to do this my application will be subject to availability and I will lose all priority to make rooming requests.

Student Name: _____	Application in: <input type="checkbox"/> Yes <input type="checkbox"/> No
Student Signature: _____	Date: / / 2008
Contact Number: (____) _____ - _____	Deposit in: <input type="checkbox"/> Yes <input type="checkbox"/> No

It is the responsibility of each student to ascertain the status of their individual housing application. Placement of residents are subject to completed applications and deposits being paid *in full*. Applications for returning students will be accepted through July 1st but priority placement will be given to those who sign up during the scheduled returning student sign up days. This contract will hold a room assignment in process through May 9th.