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**Maine Maritime Academy  
Housing and Dining Contract  
Academic Year 2015-2016**

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PLEASE PRINT OR TYPE

**Name:** \_\_\_\_\_  
(Last) (First) (Middle)

**Student ID Number:** \_\_\_\_\_ **Gender:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_ **Age:** \_\_\_\_\_ **Expected Graduation Year:** \_\_\_\_\_

**Current Class Year:**     Freshman     Sophomore     Junior     Senior

**Major:** \_\_\_\_\_

**Program:**     Independent (not in the Regiment)  
                   Regiment – upper-class students only:     Alpha     Bravo     Charlie     Delta

**Meal Plan:**     21 meals per week  
                       17 meals per week + 75 flex dollars per semester  
                       12 meals per week + 175 flex dollars per semester

**Gender Inclusive Housing:**

- I am interested in Gender Inclusive Housing. I will contact the Department of Residential Life to express my interest.  
 I do not feel gender inclusive housing is an option that I'm interested in for myself either now or in the future.

**Home Address:** \_\_\_\_\_  
(Street)

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State)

\_\_\_\_\_  
(Zip Code)

\_\_\_\_\_  
(Country)

**Cell Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_**

I have read the terms on the reverse Residential & Dining Contract and fully understand the contract terms. I understand that Maine Maritime Academy retains the exclusive right to terminate this contract in accordance with the rules set forth in the contract terms and policies set forth in the current Maine Maritime Academy Student Handbook and/or Regimental Manual. By affixing my signature below, I agree to abide by the terms of said contract and written policies of Maine Maritime Academy which apply thereto.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

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## Maine Maritime Academy Residential and Dining Contract Academic Year 2015-2016

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This Residential & Dining Contract is an agreement between Maine Maritime Academy (MMA) and the individual student living in the residence hall (resident) and whose name and signature appear on the reverse. It entitles the resident to the use of the residential and dining accommodations only in such a manner as set forth herein, in the catalog and the current Student Handbook. MMA reserves the right to make changes in its rules, regulations, procedures, degree requirements, and fees with reasonable notice.

1. The costs per person for residence and dining privileges for the Academic Year 2015-2016 are as published by the MMA Business Office. These charges apply to Housing (double or single) and Dining Plans: Full (21 meals/week), Partial (17 meals/week + \$75 Flex or 12 meals/week + \$175 Flex), or Commuter (5 meals/week + \$200 flex).

2. When the resident is assigned a space in the residence hall prior to the beginning date of the semester, or is a continuing resident of the previous semester, the resident must move into his/her assigned space no later than the first day of classes. The resident may move in at a later date if the student furnishes notification of late arrival to the Department for Residential Life showing good cause for such late arrival. Residence and dining fees are calculated from the beginning date of the semester regardless of the date of occupancy.

3. Upon checking into the residence hall, the resident will review a room condition form prepared by Residential Life staff. He/She may make changes as necessary and sign it as acknowledgement. Correct completion of this form will protect the resident from charges for damages for which she/he is not responsible.

4. The Division of Student Services: Department of Residential Life has the sole responsibility for determining the availability and occupancy of living space and of assigning residents to Academy residence halls. Residents may not change living spaces without prior approval from the Department of Residential Life. A resident wishing to change rooms must make application with the Residential Coordinator. When a vacancy occurs in a living space, the Academy expressly reserves the options of: (a) filling the vacancy with another resident, (b) requiring the remaining occupant to obtain a roommate, (c) requiring the remaining occupant of a double room to occupy another room, or (d) assessing the increased single room fee when the remaining occupant wishes and/or is allowed by the Department of Residential Life to remain in the double room as a single. (Refer to the Student Handbook for details.)

5. The resident agrees that the living space provided by MMA shall be used only as residential living spaces and that no commercial operations shall be carried on therein, except as provided under license issued by a designated Academy official in accordance with the current student handbook and any existing state and local ordinances.

6. The residence hall and dining hall are closed during vacation periods of the Academic Year unless otherwise specified by Student Services. The resident should consult the MMA Calendar for a listing of specific vacation periods.

7. A \$200 non-interest bearing security deposit is collected from all students. This security deposit is to be paid at the Business Office of the Academy. The resident agrees to maintain the living space to which he/she is assigned in good order and to be responsible for the cost of all damage which is done to his/her living spaces or to any other furnishings therein. Each resident is, with the other residents, jointly responsible for the cost of whatever damages may occur to the common areas of the residence hall in which his/her living space is located. MMA will apply the deposit to any damages and/or replacement costs for living spaces or common areas. The replacement cost of lost keys or security cards, and fee for failure to check-out properly will also be deducted from the resident's balance. The resident is required to maintain a \$200 balance at all times in his/her damage deposit account with the MMA Finance Office. Any damages charges surpassing the \$200.00 security deposit will be billed to the resident's college account. The security deposit will only be refunded to the resident upon their withdrawal or graduation from MMA less any deduction for reasons set forth above.

8. If a student requests a room, and then decides to withdraw from resident status, the change must be approved by the Department of Residential Life prior to July 1 for the Fall Semester and the Last Day of Fall Classes for the Spring Semester or the student will be subject to a \$200 administrative fee. The charge is \$400.00 if notification is received after August 1 for Fall and January 1 for Spring.

9. MMA agrees to provide suitable living space in an Academy residence hall and to be responsible for the cleanliness of all common areas according to the prevailing policy for both student programmatic classifications.

10. The Academy and its officers, employees, and agents assume no responsibility for the loss, damages, or destruction of personal property kept or stored in the residence halls. Insurance coverage for personal belongings may be available under parent's homeowners or personal property policy. Check with your agent. During vacation

periods, the resident should remove all valuables from the residence hall or leave them at his/her risk.

11. Living in the residence hall is a community living experience where all residents have certain rights and responsibilities. Standards of behavior, as defined in the Student Handbook and/or Regimental Manual, are designed to maximize the positive aspects of residential living by stating behavioral expectations for all residents. Each resident agrees to maintain respect for the rights of the others around them and to take responsibility for his/her actions at all times, particularly regarding noise levels and general behavior.

12. To help ensure the safety and security of our residents and Academy & personal property, non-resident visitors are permitted to enter the residence hall only when they are properly registered at the Curtis Hall Main Entrance/Quarterdeck. Guests must be accompanied by their host at all times. Host/Hostesses are responsible for the safety and actions of their guests. Residents and their guests are expected to identify themselves to Residential Life and Security staff when asked. (Policy details are in the Student Handbook.)

13. Residents may not paint or make physical alterations to residence hall rooms or doors; however, he/she may make requests to the Department of Residential Life to have painting done. Such painting will be done in accordance with Academy policy.

14. None of the following shall be permitted in, or about, the resident's room: waterbeds; exterior radio or television antennae; any article attached to the outside of a building or window; window or stand-alone air conditioning systems; cooking and heating appliances; unauthorized pets; alcohol (at any age); firecrackers or any explosives; ammunition, firearms or other dangerous weapons; and unauthorized drugs or paraphernalia as stated in the Student Handbook.

15. The Academy has the right to perform safety and health inspections of all residential living spaces. These inspections will be announced at least 24 hours in advance. They will be authorized or supervised by one of the following Academy officials: Dean of Student Services, Director of Residential Life & Student Services, Residential Coordinator, Commandant, Director of Facilities Management, or Director of Security. Circumstances involving inspections for Regimental requirements (refer to Regimental Manual for authorization and policy), an emergency, immediate maintenance, or disciplinary needs are the only reasons a living space will be entered without a student's consent and/or without 24 hours prior notice.

16. If a resident withdraws from his/her course of study at MMA or is dismissed for academic, administrative, or disciplinary cause, the Division of Student Services may terminate the resident's Residential and Dining Contract immediately. In cases of withdrawal or dismissal from MMA, the resident agrees to turn in his/her room key, and to vacate his/her living space in the residence hall immediately upon receiving notice of the termination of his/her Residential and Dining Hall Contract. The \$200 security deposit is refundable only under the conditions and circumstances set forth in Paragraphs 7 and 8. (Refer to the Student Handbook for specific information regarding the withdrawal process.)

17. The resident's living space must be vacated and left in a clean and orderly condition not more than 24 hours after the resident's last scheduled final examination or by 4:00 PM on the last day of the specific academic period if their last exam falls on that day.

18. Whenever the resident vacates an assigned living space, he/she must check out with the Residential Life Staff. The resident's room key must be returned to the staff member who will inspect the room and complete the room check-out form at that time. Failure to return such key will cause a \$150 deduction from the security deposit, while failure in any other way to complete the room check-out procedure will cause a \$50 deduction.

19. Dining Services are limited to the hours and dates posted by MMA. The student receives no discount or refund of the dining fees on the basis of missed meals.

20. The residence and dining privileges provided in this contract are available only to the student names therein. Those privileges may not be reassigned or transferred in any manner.

21. The MMA Student Identification Card must be presented for entry in the Dining Hall. Failure to do so will result in disciplinary action. Loss of this identification card must be reported immediately to the Department of Residential Life. Replacement cost is \$10. This card may not be transferred or loaned to any other person.

22. The resident agrees to abide by all rules and regulations as set forth herein, and in the MMA Student Handbook, Student Honor Code of Conduct and Responsibilities and Academic Catalog. It is understood that MMA may take appropriate action including termination of the Residence and Dining Contract privileges, personal liability for all cost expenses, and suspension or dismissal of the student from MMA for conduct which is determined by the Academy, at its sole discretion, to be in violation of the rules and regulations as mentioned above.