



Instructions for Campus Housing Application Process

Please read through all of the forms and agreements before you complete the application. Be sure to pay close attention to the Housing Agreement. Once you have signed and submitted the application form, the terms of the agreement apply. Occupancy Terms: First-year, upperclassmen & non-traditional student housing beginning in the fall is for an academic year. To qualify for single student housing, the student agrees to be continuously enrolled in at least half-time or more at either the undergraduate or graduate level during the fall and spring semesters as a degree seeking student. Enrollment may be at the Las Cruces main campus or the Dona Ana Community College, or some combination thereof. Exceptions may be considered for doctoral level students. Occupancy beginning in spring is for a single semester. Housing in summer is available by session. Summer housing is available in apartment communities only.

First-time Students

- Students who successfully completed high school and/or took the GED, has never attended college before.
- First time students who live in campus residence halls are required to participate in the meal plan program. You may submit your meal plan application along with your housing application. **Please include the required housing deposit of \$200 plus the non-refundable application fee of \$15 with the housing application. Please include the \$15 application fee for the meal plan. The total of \$230 may be combined into one check, money order or credit card transaction.** Your application may not be processed without appropriate payment or deferment.
- You may indicate your preference of residence hall and/or Living Learning Community (LLC) by marking your preferences in numerical order 1 (highest) through 4 (lowest). LLCs are residence hall specific. Selection of an LLC indicates your choice of the host residence hall. Participation in an LLC is voluntary. Most LLCs require that you are a member of that group.
- You may request a specific roommate and/or suitemate. Please ensure requests are mutual and living area preferences match.

Upperclassmen & Non-traditional Students

- Students with 2 regular semesters of college attendance after high school graduation, or non-traditional circumstances, may apply to live in either apartment communities or residence hall communities. Upperclassmen are not required to participate in a meal plan, although a number of options are available. **Please include the required housing deposit of \$200 plus the non-refundable application fee of \$15 with the housing application. If you elect to participate in a meal plan, please include the \$15 application fee for the meal plan. The total of \$230 may be combined into one check, money order or credit card transaction.** Your application may not be processed without appropriate payment or deferment.
- Please indicate your preference of living area by marking your preferences 1 (highest) through 9 (lowest). You may request a roommate or apartment-mate. Requests must be mutual.
- The graduate community is assigned from a date-based priority waiting list.

Application Acceptance Policy - The University reserves the right to refuse to give a housing assignment to any student. Examples of reasons for refusal include, but are not limited to, individuals who have a criminal history, individuals who have behavioral problems which may, in the opinion of the University, negatively impact the group living environment, individuals who have been previously evicted from campus housing, or individuals who have poor rental histories.

The University reserves the right to cancel a request for housing services and/or terminate the Housing Agreement if it becomes apparent the student misrepresented facts or did not fully disclose information on this application form or as otherwise requested by the University.

Please remember, applying for campus housing requires a financial commitment. If you change your mind before you begin using the services, some or all of the housing deposit will be forfeited. Refer to the refund schedule found in the Housing Agreement for specific dates and refund amounts. Application fees are nonrefundable.

After your housing application has been received and processed, a confirmation letter will be sent by mail and NMSU email. For fall semester applicants, building and room assignments will be made concurrent with new student registration programs beginning in late in April. For spring semester applicants, assignments will be made and available in December. Please check your NMSU email account and your myhousing account (located at <https://housing.nmsu.edu/myhousing>) regularly for updates.

Mail all required materials and payments to:

Housing and Residential Life
MSC 3BB
New Mexico State University
P.O. Box 30001
Las Cruces, NM 88003-8001

Applications are also accepted in person:

At the NMSU Housing Office located on the main campus in Corbett Center Student Union behind the information desk. Office hours are Monday through Friday, 8AM to 5PM, with the exception of University holidays.



Student Housing Agreement

IMPORTANT NOTICE: SUBMISSION BY THE STUDENT AND ACCEPTANCE BY THE UNIVERSITY OF A STUDENT HOUSING APPLICATION FORM EXECUTES THIS HOUSING AGREEMENT AND IMPLIES ACCEPTANCE ON THE PART OF THE STUDENT OF ALL TERMS AND CONDITIONS STATED HEREIN.

AGREEMENT

The undersigned, hereinafter called the "Student," and the Board of Regents of New Mexico State University, hereinafter called the "University," hereby enter into this Student Housing Agreement upon the following terms and conditions. The Student understands the University will not permit the Student to occupy a room/apartment/unit without the Student's agreement to all terms and conditions listed as a part of this Agreement.

DEFINITIONS OF TERMS

Cancellation -- Before occupancy (see definition below) and prior to 5 p.m. on the first day of classes, the Student may cancel his/her application for housing by notifying the Housing and Residential Life Office in writing. Refunds are subject to the refund schedule found herein.

Eviction -- Upon administrative/disciplinary termination of the Housing Agreement, the Student is required to vacate the assigned room/apartment/unit. If the Student does not vacate the assigned room/apartment/unit, the University may take any action it deems appropriate including restricted access to the unit, a lock change and removal of all personal property. The resident remains liable for all fees related to removal and storage of possessions. Eviction may carry a financial penalty and may result in the denial of future applications for campus housing.

Guest- means an individual (including spouses and/or family members) who has been personally invited by a student/resident to enter into the resident's housing unit; remaining there, subject to the provisions of the housing and residential life requirements.

Improper Check-out -- The Student fails to follow established procedures for checking out of his/her room/apartment/unit. Improper checkouts carry a financial penalty plus the charge for lock changes if the keys are not returned at departure, and any other applicable cleaning and damage charges.

Policies/Regulations -- For the purpose of this Housing Agreement, Policies/Regulations include, but are not limited to, policies of the Board of Regents as they are adopted from time to time, the NMSU Student Handbook (which includes the Student Social Code of Conduct), the Schedule of Classes, NMSU Parking Policies, NMSU Sales and Solicitation Policies, and policies and procedures of the Department of Housing and Residential Life. These Policies/Regulations may be amended from time to time during the occupancy period. The student, residing in the assigned unit, shall comply completely and fully, and be bound by these Policies/Regulations. Notification procedures for Policies/Regulations changes may be found on the Housing and Residential Life web site. The Student, residing in the unit, has the obligation to be fully aware of Policies/Regulations that affect this Housing Agreement.

Occupancy -- Occupancy is established upon issuance of a key (or encoding of a card) to the Student for a specified room/apartment/unit and does not require actual physical presence by the Student or his/her possessions.

Occupant -- Refers to the registered Student residing in the dwelling unit.

Single Student Housing -- For the purpose of this Agreement, the following areas are defined as single student housing: all residence halls, the on-campus Greek Housing, certain areas of Cervantes Village, Chamisa Village and Vista del Monte apartment complex, and other areas which may be specifically identified as housing for single students.

Term -- The term of occupancy for single students occupying a residence hall or apartment shall be for the entire academic year (fall and spring semesters) or summer term. If entered into after the start of the fall semester, for the remainder of the fall and spring semesters. The term of occupancy for single student housing includes University holidays which fall between each semester opening and closing date, as specified elsewhere herein. Occupancy ends at the conclusion of the Agreement period or when the Student has received written authorization from the Director of Housing and Residential Life, or his/her designee, to terminate the Agreement.

Termination -- Termination occurs at the end of the term of occupancy or when the relationship between the Student and the University is formally discontinued. Termination is possible after occupancy when approved by the University at the Student's request whereby the Student must receive written authorization from the Director of Housing and Residential Life, or designee, or when initiated by the University for disciplinary reasons or for failure to maintain eligibility. Termination may occur by breach of the Housing Agreement by the Student.

APPLICATIONS AND ASSIGNMENTS

C. Financial Hardship

You must provide documented evidence that there has been a significant, unexpected change in your financial situation, or that of any other(s) supporting you, from the time you entered into the agreement to present, and that this change renders you incapable of fulfilling the financial obligations associated with the campus dining commitment.

D. Medical Condition

Substantiation of a medical condition with dietary requirements that cannot be met by the services of Campus Dining. Documentation from a medical doctor must be provided. A University dietician will rule on the ability of Campus Dining to meet the prescribed diet.

E. Program or Academic Project

Student must provide proof of participation in an approved program or academic project that provides and/or requires meals off campus for the semester.

F. Freshmen cancellation/termination of Single Student Housing Agreement

Student must provide proof of Housing License Agreement termination.

G. Co-op/Academic Internship/Student Teaching

Student must provide verification of program participation.

H. Family Resident Meal Plan

If a family follows the university policy to terminate their campus housing and provides the appropriate thirty day notice then the Family Resident Meal Plan will terminate on the date they check out of campus housing and the termination charge schedule below will apply based upon that date. Any family who vacates Family Housing without proper notification will be subject to the termination charge schedule below based on Housing and Residential Life's termination date.

The termination charge schedule applies for students who have been officially released from the dining services agreement: Unless one of the conditions listed above in B-H applies, or university terminates the dining services agreement for good cause, any student who terminates after the University Census date will be billed at 100%. Students who terminate prior to census will be billed a daily rate from the beginning of the meal plan term to the date of approved termination. Students officially withdrawing/dropping courses or that are approved on a medical withdrawal during the term are eligible to receive a refund as follows by University Accounts Receivable tuition/fee refund terms.

Agreement Termination by the University— Upon reasonable notice and for good cause, the University reserves the right to terminate this agreement for failure of the student to abide thereby. Examples of good cause include, but are not limited to, failure to abide by the terms of this agreement, a change in student status (including academic or disciplinary suspension), or failure to comply with the policies and regulations contained in the Campus Dining Services program brochure and/or official informational bulletins distributed by Campus Dining Services, which are hereby incorporated into this agreement. A daily rate will be charged if this provision is invoked. The University reserves the right to refuse to give a dining services plan for individuals who have poor payment history.

The NMSU Student ID Card—Meal plan eligibility and associated dining dollars are a feature of the NMSU Identification Card. Students must present their ID card in order to gain entry into the dining area (Taos Restaurant) or to have meals at other locations. Cards and/or meals may not be transferred to other individuals. Lost cards are to be reported to the ID Card Office, located in the Corbett Center Student Union, as soon as possible. There is a fee charged for the replacement of a lost or stolen card.

Important Notice: Submission and acceptance of a Dining Services Application Form executes this agreement and implies acceptance on the part of the student of all terms and conditions stated herein. All rates and meal plans reflected are effective for FY2016-2017 and are subject to change.

Student Under Age 18:

Student's Full Name: _____ Aggie ID #: _____

Parent's Full Name: _____

Parent's Signature: _____ Date: _____

Meal Plan Application

For questions or more information regarding meal plans please contact NMSU ID Card Services at (575) 646-4835 or come by the office in Corbett Student Union Building - Room 137.



Please complete all fields in legible handwriting

Meal Plan Term: Fall '16 & Spring '17 Spring '16 Only

Student Name: _____ NMSU Aggie ID #: _____

Telephone #: _____ Email Address: _____

Housing Information: select housing assignment

- NMSU Housing (Pinon, Garcia, RGH) On-Campus Apartments (Chamisa, VDM) On-Campus Family Housing (Cole Village, Sutherland, VDM) Off-Campus

MEAL PLAN SELECTION

Meal Plans are for the entire academic year (Fall & Spring, unless applying in Spring only).
Prices and values for plans are per semester.

First year students staying in NMSU housing, who recently graduated from High School are required to purchase a meal plan, and are limited to the Aggie Unlimited or the Aggie Choice 230.

Student Meal Plans- for students living on or off-campus:

- | | |
|---|---------|
| <input type="checkbox"/> Aggie Unlimited: Unlimited Taos meals, 100 Aggie Dining Dollars | \$1,846 |
| <input type="checkbox"/> Aggie Choice 230: 230 Taos meals, 325 Aggie Dining Dollars | \$1,796 |
| <input type="checkbox"/> Aggie 64: 64 Taos Meals, 325 Aggie Dining Dollars | \$869 |
| <input type="checkbox"/> Pistol 400: 5 Taos Meals, 400 Aggie Dining Dollars | \$400 |

Family Housing Student Meal Plans- must be living in NMSU family housing: Two additional meal cards upon request.

- | | |
|---|---------|
| <input type="checkbox"/> Family Resident Optimum 350: 350 Taos Meals | \$1,349 |
| <input type="checkbox"/> Family Resident Optimum 250: 250 Taos Meals | \$964 |

Aggie Dining Dollars can be used at any of the dining locations on campus (including Taos), excluding Starbucks in the Barnes & Noble Bookstore and the campus convenience stores.

Upon verification of class standing/housing assignments, invalid choices will be changed to the Aggie Choice 230. Students required to have a meal plan, who have not applied for one by the first day of classes, will be assigned the Aggie Choice 230.

*A one-time \$15 application fee applies.

Changes to meal plans can be made within the first 2 weeks of dining operations each semester only, and must be done in writing in the ID Card Services office, or by email at idsvs@nmsu.edu. The attached Dining Services Agreement explains valid reasons for termination of the meal plan contract, and the termination charge schedule.

AGREEMENT AND CONTRACT

By signing this Meal Plan contract I acknowledge that I am entering into a contract for the academic year (unless otherwise indicated and valid above) with New Mexico State University. I further acknowledge that I have read and understand the terms of purchase and use that I am agreeing to.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

*Parent or guardian signature required if student is under 18 years of age