Burrage & Colonial Housing Form  
Spring 2016

A. Spokesperson Information

Spokesperson Name

Spokesperson Email

Spokesperson Cell Phone Number

Spokesperson Student ID

B. Spokesperson Assumption of Responsibility

By signing below, you, the spokesperson, accept the following duties:

1. Spokespersons should have attended one of the housing selection meetings.
2. Spokespersons should be cell phone accessible throughout housing selection.
3. Spokespersons should be email accessible and respond to emails within 48 hours during the summer, defined as the period from the last day of spring finals until the first day of fall classes.
4. Spokespersons have final say on room arrangements within their quad group during housing selection and the summer.
5. Spokespersons are responsible for ensuring the proper completion of this form and the accuracy of the information provided by their quad group members.

Spokesperson Signature

C. Form Guidelines

Students planning to live in the quads must follow these guidelines. Inability to do so may result in loss of the quad or housing reassignment.

1. Quads may only be selected at full capacity. Students living in rooms with open spaces will be given the option of finding a roommate, buying the room out as a private, or consolidating to another space on campus.
2. Every member of the quad group must provide their student ID number, their name, and any necessary signatures on page 2 of this form.
3. Abuse and/or misuse of lottery points may result in an individual or group forfeiting their lottery points and/or other judicial action. This includes fraudulent claims of honors or private room bonuses, double dipping, and any other attempt to circumvent fair use of lottery points.
4. In order to select housing, the spokesperson must attend the Quads selection.
5. If Stop Day falls on the day of selection for the Quads, the selection meeting will not be moved. Spokespersons will still be expected to attend.

D. Resident Eligibility and Responsibilities

1. Students should pre-register for classes and may not have any business holds in order to be eligible for housing selection.
2. Lottery point disputes submitted by Friday, March 18 are guaranteed resolution. Late disputes may not be resolved in time for housing selection.
3. By signing your name to this housing form, you agree to the terms outlined in the 2016-2017 Housing Contract, available in full at www.doane.edu/residence-life/contract.
4. By signing your name to this housing form, you agree to adhere to the student code of conduct and student handbook, available in full at http://www.doane.edu/students/information/handbook/crete.
5. Individuals planning to buy out a private must sign the private room agreement section of this form, found in box I on page 2.
6. Students who have been approved to live off campus Fall 2016 may be asked to forfeit their lottery points if they are included on this form. Students who participate in housing selection forfeit their eligibility to apply for off campus status for Fall 2016.

E. Quad Housing Rates 2016.2017

<table>
<thead>
<tr>
<th></th>
<th>Semester</th>
<th>Year</th>
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<tbody>
<tr>
<td>Quad Double Room</td>
<td>2,050</td>
<td>4,100</td>
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<tr>
<td>Quad Private Room</td>
<td>3,280</td>
<td>6,560</td>
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<tr>
<td>Quad Single Room (BUR 002 only)</td>
<td>2,460</td>
<td>4,920</td>
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<tr>
<td>Themed Community Room</td>
<td>2,460</td>
<td>4,920</td>
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F. Contract Breakage Fees

Once an individual has completed housing selection, moving off campus will result in a contract breakage fee, the exact amount of which will be determined by the date they complete their move. Contract breakage after census day (Sep 8) will result in no breakage fee, but housing will not be refunded.

- Prior to June 1: $150.00
- June 2—July 31: $300.00
- August 1—September 8: $450.00

Form due to the Office of Residence Life in Perry Campus Center by 4pm Monday, April 4  
Quads Selection: Residence Life Office Perry Campus Center, 5pm Thursday, April 7

Office Use Only

<table>
<thead>
<tr>
<th>Date Received</th>
<th>Verification</th>
<th>Date</th>
<th>Staff</th>
<th>Lottery Total</th>
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<tr>
<td>Date Assigned</td>
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<td>Preregistration</td>
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<td>Honors</td>
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<td>Confirmation Rec’d</td>
<td>Business Holds</td>
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Room Assignments

By signing your name to a room assignment, you agree to adhere to the conditions outlined on this form, in the student handbook, the student conduct code, and the 2016-2017 housing contract, copies of which are available on the Doane website. You also agree to retract any off campus application you may have already submitted. Any individual found spending their lottery points on more than one form will forfeit their points and face possible judicial consequences.

### I1. Private Room Rate Agreement

By signing for a private, you understand & agree to the following:

1. You agree to pay the private room rate (see box E on page 1).
2. You understand and accept that Doane Housing reserves the right to dissolve your private should the need for additional housing arise. Housing need is determined by the Director of Residence Life.
3. Notice of dissolution may be extremely short, depending on the immediacy of housing need.

### I2. Private Room Rate Agreement Signatures

A. [Signature]
B. [Signature]
C. [Signature]
D. [Signature]

### J. Lottery Points

Lottery points listed in column H5 should include only the lottery points the resident received in the lottery draw. Bonuses are tallied in column H6. Lottery points for every group member and their bonuses should be tallied in H8.

### K. Honors and Bonus

Members of the Honors program may claim an honors bonus of 1000 lottery points. To claim your bonus, list the bonus amount in H6.

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E should only be used if you are planning to select Burrage 002. See box M for information on private and single rooms.

### H8. TOTAL

| BH | PR | LP |

### L. Quad Map

If you need help assigning rooms, please use this reference. The room letters correspond to column H1.

![Quad Map Diagram]

### K. Single vs. Private

**Single Rooms**—Single rooms are smaller than double rooms, designed for only one resident. Single rooms are only available in Burrage 002—D and E.

**Private Rooms**—A double occupancy room which a resident plans to buy out to live in without a roommate. Residents who plan to reserve a private must sign the Private Room Rate Agreement (Box I).