

Housing Preference Form



This form is to be completed and returned to the Chowan University Admissions Office.

PLEASE NOTE:

- Housing assignments are made upon receipt of the \$100 Advance Tuition Deposit, signed Housing Contract, Housing Preference Form, Emergency Contact Form, Authorization to Release Form, Student Medical Insurance Form and the Medical History and Evaluation Form. Please fill-out and return this form along with all other required components to guarantee your priority and room assignment.
- Men and women are housed in separate residence halls.
- All residence halls are “smoke-free” facilities. Smoking within residence halls is not permitted or within 25’ of any entrance.
- We are a Christian University and expect that all room décor will be kept within Christian values. (ex. No alcohol or sexually explicit posters, alcohol paraphernalia such as shot glasses or beer bong).

Section I: Personal Information:

Name: _____

Birth Date: ___/___/___ Age: _____ Sex: Male Female

Incoming Status: Freshman Transfer Returning Student Anticipated major: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Telephone Number: _____ Cell Phone Number: _____

Email Address: _____

Do you give permission to release your telephone number and email address once you and your roommate have been assigned? (*This is strongly recommended.*) Yes No

Do you have any disabilities which you believe will require special accommodations? Yes No

If yes, please list _____

****If you require special housing accommodations, please contact Carolyn Modlin at (252)398-6362 or modlic@chowan.edu ****

Section II: Personal Interests:

Music Interests: (*Please check all that apply*)

Alternative Hip Hop Rap R&B Country Reggae Classical Dance Gospel Oldies

Other (*please list*) _____

Activities of Interest: (*Please check all that apply*)

Sports (*please list*) _____

Watching movies Participating in campus activities Choir Band Reading Watching television

Community service projects Art (*sculpting, drawing, photography, etc*)

Other (*please list*) _____

Section III: Compatibility Information:

Please check the appropriate response for each of the following items. Please note that you will not be judged in any way by your answers.

Your complete honesty is important as it will allow us to match you with a roommate who is most compatible with you.

Please read each item carefully and choose only **ONE RESPONSE** for each! **Student** should complete this section and not the parent.

1. Smoking:
 - I am a non-smoker and want to live with a non-smoker
 - I am a non-smoker, but would not mind living with a smoker I am
 - a smoker

**Smoking is not permitted in the residence halls. We only ask this question to make your accommodations as comfortable as possible.*
2. Sleep habits during the week:
 - I go to bed before 10 pm
 - I go to bed between 10 pm—12 midnight I go
 - to bed between 12 midnight—2 am I go to
 - bed after 2 am
3. Sleep habits during the weekend:
 - I like to get up early
 - I like to sleep in
 - My schedule always varies
4. On weekends I typically:
 - Spend time with friends
 - Catch up on sleep
 - Catch up on studying
 - Participate in activities outside my room
5. When it comes to personal belongings (food, clothes, toiletries), my attitude is:
 - What's mine is yours; use whatever you want
 - You can usually use my things; just ask first
 - I prefer it if people not use my things
6. When it comes to personal belongings (TV, refrigerator, furniture), my attitude is:
 - What's mine is yours; use whatever you want
 - You can usually use my things; just ask first I
 - prefer it if people not use my things
7. When studying in my room, I like:
 - No noise
 - A little background noise
 - A lot of background noise
 - I plan to study elsewhere (i.e. computer lab or library)
8. When listening to music in my room I typically:
 - Use headphones
 - Like to keep it at a low volume
 - Like to keep it at a moderate level
 - Like to keep it as loud as the noise policy will allow I
 - don't like to listen to music
9. My room tends to be:
 - Clean and organized
 - Clean, but not necessarily organized
 - Who has time to clean?
10. When the temperature outside is hot, I like my room to be:
 - Hot
 - Comfortable
 - Like an ice box
11. When the temperature is cold outside, I like my room to be:
 - Hot
 - Comfortable
 - Like an ice box

12. When it comes to having friends in the room, my attitude is:
- Anytime is fine with me
 - Visitors are fine, but ask first
 - I don't like having visitors in the room
13. In general I plan to have friends over:
- Frequently
 - Occasionally
 - Rarely, if ever
14. I plan to be in my room:
- Almost always
 - Frequently
 - Occasionally
 - Rarely
15. My method of dealing with disagreements:
- I tend to take issues to an authority
 - I tend to confront issues at the source
 - I tend to share/discuss issues with friends or family
 - I tend to "let things slide"
16. I am hoping to be involved in the following campus activities (*please circle all that apply*):
- Athletics Team
 - Intramural Sports
 - Student Organizations
 - On Campus Employment
 - Attend Campus Sporting Events
 - Attend Campus Performing Arts (concerts, theatre, dance)
 - Attend Events Coordinated by the Student Life Staff
 - Involvement with residence hall activities
17. I will be playing on one of the following teams (*please circle all that apply*):
- Football
 - Basketball
 - Soccer
 - Softball
 - Tennis
 - Golf
 - Baseball
 - Cheerleading
 - Walk on
- _____
- (Specify Team)

Section IV: Specific Requests: _____

If you have a specific roommate request, please fill out the following information. Please note that **only mutual requests** will be honored.

Your Full Name

Full name of requested roommate

Your e-mail address

Email address of requested roommate

Telephone Number where you can be reached

Telephone Number where roommate can be reached

Thank you for taking the time to fill out this form. We will make every effort to honor your requests. However, we cannot guarantee them. Please ensure all additional paperwork included with this form is complete, as well as payment of the \$100 Advanced Tuition Deposit. Housing assignments will be made once all information is received and a letter will be mailed detailing contact information for your roommate, Residence Hall information and everything you need to know to make your new home as comfortable as possible. If you have any questions, please feel free to contact the Residence Life Office at reslife@chowan.edu or (252)398-6237.

**CHOWAN UNIVERSITY
2012-2013 HOUSING CONTRACT**

Student Information												
First Name:											Permanent Address	
Last Name:											Street	
Student ID:						Birth Date ___ / ___ / ___					or PO Box	
Class Status: <input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior										City:		
Additional Info:										State:		Zip:
Contact Information:												
Home Phone Number:				Email Address:								
Cell Phone Number:				Alternate Email:								

I. Contract Period

This Contract provides you, the student, with space in campus housing for the entire academic year. This Contract binds a student to pay room and board charges for the academic term specified above. The opening and closing of all campus housing will follow the University academic calendar in accordance with a schedule published by the Registrar. The student is expected to occupy the room on the date and times scheduled for residence halls opening and leave on the date the residence halls are closed. Exceptions must be arranged and approved in advance with the Director of Residence Life or his/her designee. Unless the Director of Residence Life or his/her designee gives written approval, students are expected to check into their assigned rooms by the beginning of the FIRST DAY OF CLASSES. Failure to do so may be considered in violation of this Contract and the loss of the assigned room. Residence Halls are closed during the Christmas Break. Closing of residence halls requires that all residents vacate their rooms within twenty-four (24) hours of their last exam or by noon of the day following the end of semester exams, whichever comes first; seniors must vacate their rooms by 3:00 pm on the day of Graduation. Residents may not occupy or leave personal belongings in any room before the halls are officially opened or after they have officially closed at the end of the academic year. University Policies: Students living in residence halls are expected to be familiar with and abide by all rules and regulations specified in the University Catalog and Student Handbook.

II. Resident Meal Plan Requirement

All resident students are required to select and purchase a meal plan as part of their Housing Contract.

III. Eligibility Requirements

Full time students are required to live on campus unless they are:

- A. Married
 - B. 23 years of age or older prior to the beginning of the academic year
 - C. Veteran of the United States military
 - D. Living in the community with parents or guardian (within 40 miles of the campus)
- Meet the exception below

Students must be enrolled in full-time (12 semester hours) to qualify to live on campus. Students who are living in a residence hall and reduce their semester hours, for any reason, at any time, will not be permitted to remain in the residence halls. No room refund will be given to a student who is required to move out for enrolling in less than twelve (12) semester hours. The Chowan University Board of Trustees and the Administrative Council, under the advisement of the Division of Student Affairs, have developed a policy which allows ten (10) percent of the Junior class and twenty-five (25) percent of the Senior class to live off campus based on a complete application meeting all requirements. If more than this percentage is interested in living off campus; decisions will be based on descending grade point averages and this application.

The requirements to live off campus are:

- A. Must be a Junior or Senior rank
- B. Must have a 2.75 grade point average or better
- C. Must have a good campus judicial record
- D. Must be pre-approved by the University before contacting the landlord.

IV. Contract Cancellations Prior to the Opening of Academic Year

Prior to the beginning of the Contract period, the student may cancel the Housing Contract by submitting written notification to the Residence Life Office. Failure to make required deposits or payment of account balance (or satisfactory business arrangements) by August 1, 2012 will result in losing the room reservation for the Fall 2012 semester.

V. Contract Cancellations After the Start of Academic Year

The Contract may be terminated after the start of each semester only for the following reasons: withdrawal, marriage, or circumstances that are determined by the University to be beyond the student's control. Documentary evidence will be required to show cause for cancellation. It should be noted that the University has a limited refund (charge reduction) policy when a student officially withdraws from school. A student leaving the residence hall after registration or leaving for disciplinary reasons is not eligible for a refund and is liable for the entire semester's charges.

VI. Contract Cancellations at the End of the First Semester

The Contract may be terminated at the end of the first semester without penalty for the following reasons: graduation, withdrawal, ineligibility to continue enrollment due to a failure to meet academic requirements or failure to enroll a second semester. The student is responsible for room and board charges until written notice is received and approval given by the Director of Residence Life or his/her designee.

VII. Contract Termination by the University

The University reserves the right to terminate this Contract at any time for good cause. Examples of good cause include but are not limited to: 1) Failure to make payment of required charges by announced deadlines; 2) A change in student status including academic and disciplinary suspension; 3) Failure to comply with state or federal laws, campus housing policies and regulations, and/or rules and regulations adopted by Chowan University; 4) Failure to occupy the assigned space before the established deadlines of each semester, or abandonment of the space by the resident who is enrolled at the University, may result in the termination of this Contract by the University with the student being held responsible for room and board charges for the entire academic year. A resident whose Housing Contract is terminated by the University due to judicial reasons may forfeit the housing payment for the academic year. A student removed from University housing as a result of academic dismissal or disciplinary action must leave University housing within twenty-four (24) hours of such notification.

VIII. Room Reservation Policy and Procedures

All returning resident students must submit a properly completed Housing Contract, Returning Student Room Sign-up Application, present receipt from payment of a \$100 deposit, Authorization to Release Form and Emergency Contact Information Form before a room will be reserved. New students enrolling for the fall semester should submit the Housing Contract, Housing Preference Form, the Medical History and Evaluation Form, Authorization to Release Form and Emergency Contact Information form. The room is rented to the student for actual use and occupancy of the assigned student and shall not be used for anything other than its intended educational purpose. Most rooms are designed for double occupancy with a few designated as single rooms. Private rooms are assigned on a space-available basis with priority given to continuing students.

Failure to Occupy: If a student fails to occupy the assigned room by the first day following registration without giving the Residence Life Office proper written notice of late arrival, the student's room assignment will be canceled.

IX. Assignment Rights

The University reserves the right to assign rooms to make effective use of available space, to consolidate students, and to use unoccupied space in any facility. This agreement does not guarantee specific assignments or roommates. The University reserves the right to reassign any student at any time. Possible reasons for reassignment include but are not limited to when, in the opinion of the Director of Residence Life or his/her designee, a student is considered (a) disruptive to his or her residential community, (b) incompatible with his or her roommate, or (c) unwilling to abide by University rules and policies. Other reasons include but are not limited to "Acts of God".

Assignments will normally be made on the basis of two students per room. However demand for housing may require that the University assign three students per room, and, thus the University reserves the right to assign students in this manner. Students may also be assigned to a temporary space. Students so assigned will be reassigned to double occupancy spaces as they become available. Students who have not contracted for single occupancy, do not have a roommate, and have been requested to consolidate but have not, must either change rooms or pay the single room rate. Failure to maintain one's space in a manner welcoming a new roommate may result in judicial action. Residents do not have the authority to refuse potential roommates. When possible, the Residence Life Office will notify you in advance of a new assignment to your room. Residents may be charged for loss of use of a vacant space if conditions or situations in a room make it difficult for someone to move in. This includes not maintaining a clean and safe environment, being rude to prospective residents, not leaving enough space within the room for someone else's belongings, or driving current roommates out of the living environment by being uncooperative or intolerable. **WHERE THERE IS A VACANT SPACE, THE ROOM MUST BE MAINTAINED IN A MANNER BY THE OCCUPANT(S) THAT WILL ALLOW ANOTHER STUDENT TO MOVE IN IMMEDIATELY.**

X. Room Change

A student may not change rooms during the first two weeks of the semester except under extenuating circumstances. All room changes must be approved of in writing by the Director of Residence Life or his/her designee prior to a student's moving. A \$ 25 fee will be charged for processing a room change request except during the open room change period. Unauthorized room changes may result in termination of the student's Housing Contract and/or assessment of a disciplinary fine. Students who make an unauthorized room change may be required to return to the original assignment, denied the opportunity to participate in any other room change, and assessed a \$100 fee for an unauthorized room change, in addition to the \$25 room change fee.

XI. Check-In Deadline

The University may cancel the reservation of a student who fails to officially check in to his/her assigned space officially before 9:00am on the first day of classes or, if during the semester, twenty-four (24) hours after this Contract is signed, unless prior written notice of late arrival is received by the Residence Life Office. Official check-in means (a) acceptance of access to the building and assigned room (key/card access) by the student and (b) receipt of the Room Inventory Form. If the Room Inventory Form is not completed within three (3) business days of the time of check-in, the University will assume the assigned room was in good, safe and clean condition at the time of possession.

Students who arrive before or stay after the official opening and closing periods will be charged \$100 per day, if they are housed. HOUSING IS NOT GUARANTEED PRIOR TO OPENING OR AFTER CLOSING.

XII. Check-Out Procedure

At the conclusion of the occupancy period, residents are expected to follow established check-out procedures which include, but are not limited to: removal of all personal belongings; return of all issued keys to the Residence Life Office; clean room and completion of the check-out portion of the Room Inventory Form. Failure to follow checkout procedures (i.e. moving out late or not returning keys in a timely manner) will result in an improper checkout charge of \$100.00 and a lock rekey charge of \$75. Any charges incurred from Housekeeping will be passed on to the student.

XIII. Departing Campus Housing

Should this Contract be terminated, the student will be required to vacate within twenty-four (24) hours unless special permission, in writing, has been obtained from the Director of Residence Life or his/her designee. In the event the student does not vacate within the allowed time period, any property of the student remaining in the room or building may be treated as abandoned property. All charges for removal and disposal will be assessed to the student.

XIV. Room Entry and Inspection Policy

Room entry and inspection may occur periodically. The University balances the right to privacy of the resident students with the responsibility to maintain a safe environment for all students and staff. The University will take reasonable steps to ensure the residents of a room receive notice prior to entry for the purpose of verifying occupancy and/or inspections. The University also reserves the right to enter a resident's room without notice to: (a) respond to real or reasonably perceived health, safety and welfare emergencies, (b) ensure evacuation during fire alarms, (c) during vacation periods (d) respond to situations where there is reasonable cause that a violation of law, University guideline, policy, or rule is taking place, (e) where there is reasonable cause to believe that activities are taking place which are detrimental to the University community, (f) inspect, maintain, and repair University property (g) verify occupancy, (h) health and safety inspections, (i) check for cleanliness. Under such circumstances, it is not necessary that the room's resident(s) be present; nor will a resident's refusal, either verbal or physical, prevent an entry or inspection. By entering into this Housing Contract the student consents to the room entry and inspection under those circumstances indicated.

XV. Damages

The student is responsible for all damages to their room and its furnishings and understands that the cost of repairs and replacements, beyond normal wear and tear, will be charged to all residents of the room. Residents are expected to take every precaution to assure that communal property is not abused. **IN HALLS OR SECTIONS WHERE THE UNIVERSITY HAS DETERMINED THAT THERE IS UNDUE ABUSE OF UNIVERSITY PROPERTY AND THE RESPONSIBLE INDIVIDUAL(S) CANNOT BE IDENTIFIED, ALL RESIDENTS WILL BE HELD RESPONSIBLE FOR PAYING A PRORATED SHARE OF THE COST OF REPAIRING /REPLACEMENT OF SUCH DAMAGES.**

XVI. Campus Housing Facilities and Policies

All residence hall rooms are furnished with single beds, institutional mattresses, desks, chairs, closets/wardrobes, dressers and blinds. Students may not place their mattress on the floor for sleeping or bring water filled furniture into campus housing. Students may not stack furniture, remove University-provided furnishings from his or her room, remove furnishings from common areas, disassemble furniture, or detach fixed furnishings without written consent from the Residence Life Office. Students are responsible for the condition of rooms, furnishings, and fixtures furnished by the University, less normal wear and tear. The student agrees to submit a Room Inventory Form at the time of check-in. Upon check-out, the student will pay for missing furniture, repair of and damages beyond normal wear and tear to restore the room and/or furnishings to the condition noted on the Room Inventory Form. Students who wish to bring additional furniture into their room must adhere to all North Carolina State Fire Codes. STUDENTS MUST USE UNIVERSITY PROVIDED MATTRESSES!! All furniture must be flame retardant. Residents are encouraged to decorate their rooms. Pornographic materials, drug-related paraphernalia, and identifiable alcoholic beverage containers are not approved decorations. Nails, screws, bolts, etc. are not to be put into walls, ceilings, floors, or furniture.

Appliances/Equipment - Campus housing has varying design and construction. The University reserves the right to impose reasonable requirements with respect to the use of appliances or equipment in campus housing. Some examples of items not permitted in campus housing are listed below. However, this list is not allinclusive. If students have questions about specific items not listed, they are directed to the Residence Life Office for clarification. Those items not allowed are: halogen lamps, toaster ovens, hot plates, deep fat fryers, gas or charcoal grills, power tools, air conditioners, mopeds, motorbikes, or motorcycles. All electrical appliances must be UL (Underwriters Laboratory) approved.

Pets - Pets are not permitted in University housing except for fish in tanks not larger than a 10-gallon capacity and trained guide dogs for the visually/hearing impaired.

XVII. Community Policies

Students who attend Chowan University should be prepared to live in a way that reflects consistency with the purpose of the University and in a manner that demonstrates respect for the rights of others and the University. Successful residence hall living requires all individuals to be mindful of their rights and responsibilities. Residents have a right to study, rest, and relax in a pleasant, safe, and clean environment. The University, with the assistance of all residence hall students, is responsible for maintaining conditions that contribute to wholesome residential living. Harassment or the use of grossly abusive language with insults, taunts, or challenges directed at another person is prohibited. Students are expected to recognize and respect the authority of University staff and to comply with requests they make in the performance of their duties.

Rights of Others: In order to maintain the academic atmosphere of the residence halls, students are expected to conduct themselves in a considerate manner with regard to the rights, safety, and needs of others. Accordingly, students are obligated to live in a cooperative manner with roommates and other residents.

Fire Safety: Fire safety is everyone's responsibility. Remember to only use heavy duty UL approved extension cords. Also, live Christmas trees, candles, halogen lamps, non-electric fuel lamps and lanterns, simmer pots, and incense may not be used or kept in campus housing.

Safety and Security: The University has adopted policies that are designed for the safety and security of those living in campus housing. Students are required to carry their University ID card at all times and to present it to University officials upon request. Residents who enter or leave by locked security doors are responsible for leaving the door in a secured and locked position. Propping open of doors is not allowed. Students are expected to exercise care and respect for University property. Theft, vandalism, and unauthorized entry into a restricted, locked, or closed campus housing space not specifically assigned to the student is prohibited. The University provides a certain level of security for the residence halls. However, the University makes notice to the students that the effectiveness of these security precautions is dependant on the student making appropriate use of security measures and/or devices.

Quiet Hours and Visitation: Residents are expected to be quiet and orderly at all times, but especially quiet and considerate of others from 10:00pm until 10:00am. During finals week, quiet hours will be in effect twenty-four (24) hours per day. Visitation hours are for members of the opposite sex to visit in each other's residence hall rooms. Residents are responsible for upholding all University and campus housing policies and for informing their invited guests of said policies. Residents are held responsible for the behavior of their guest(s). Both visitation and quiet hours are posted in the Chowan University Student Handbook. The University reserves the right to change the visitation policy, as it deems necessary.

XVIII. Housekeeping

The student shall maintain assigned space in an orderly, safe and sanitary condition. University personnel provide housekeeping services in common areas, such as lounges, hallways, and community bathrooms. In the event that rooms are not maintained in a sanitary condition, a health and safety inspection will occur.

XIX. Keys

Keys are the property of the University and must be returned when the student moves from a room. Room keys may not be duplicated or lent to anyone else. Possession of another student's room key is prohibited. Failure to return room keys at the end of the Contract period will result in a \$75 fee to rekey the lock on the door. Residents may not install their own locking devices on room doors. Those violating this policy or possessing keys other than the one assigned are in violation of this Contract and subject to judicial action.

XX. Construction and Renovation

Construction is expected to occur during normal daylight hours and may result in increased noise and dust in the area with both planned and unplanned utility shutdowns. By signing this Contract, the student agrees that he or she has been advised of said scheduled construction and has acknowledged that there will be disturbances and disruptions resulting from such construction and has agreed to such.

XXI. Lofts

In regards to loft/bunk bed safety, the student assumes full financial and personal responsibility for any risks arising from the use of lofted or bunked beds and hereby holds Chowan University, its officers, trustees, and employees harmless from any and all damages, injuries, including death, regardless of negligence, arising from the students use of such beds.

XXII. Personal Property

The student is responsible for the custody and security of personal belongings at all times. The University assumes no responsibility for loss or damage to personal property due to fire, theft, flood, storm, water leaks, interruption of utility service, or other causes. Students are encouraged to consider purchasing personal property insurance to cover loss or damage to personal property or facilities. The University assumes no responsibility for property left after termination of occupancy.

XXIII. Liability

The University shall assume no responsibility, and the student or other party to this Contract shall indemnify and hold harmless Chowan University and its agents and employees, for any and all claims arising from personal injury or for the loss, damage, or theft of personal property belonging to, or in the custody of the

student(s) for any cause whatsoever, whether such losses occur in student rooms, public areas, or elsewhere in or around the residence halls. The student is encouraged to carry insurance for protection against such losses. Students are encouraged to review family homeowner's insurance policy or to carry personal renter's insurance.

XXIV. Right to Modify

The University reserves the right to make and promulgate such modifications or additional rules and regulations, or both, which may be reasonably necessary or appropriate for the safety, care, and general welfare of the student, and to adjust charges or costs for accommodations, facilities, and dining services.

XXV. Entire Contract

This Contract and all University rules, regulations, policies and procedures incorporated herein or by reference, form this Contract. Any violation of this Contract may result in termination of this Contract and/or judicial action. No modification of this Contract will be enforceable unless reduced to writing and signed by both the student and the Director of Residence Life or his/her designee. Violations of any of the requirements in this Contract, those promulgated by the Residence Life Office, or those outlined in the Chowan University Student Handbook, which are incorporated herein by reference, will be considered a violation of this Contract and ground(s) for termination of this Contract and removal from University housing. Violations are referred to appropriate University personnel for judicial action.

ALCOHOLIC BEVERAGES, ILLEGAL DRUGS, FIREWORKS, FIREARMS, AND WEAPONS ARE NOT ALLOWED ON THE CHOWAN UNIVERSITY CAMPUS!

I hereby certify to have read this document, titled Chowan University Housing Contract, in full and understand and accept the terms thereof. I acknowledge that the University will not agree to this Contract unless personal guarantee of payment of all charges or obligations is made. I understand that this Contract obligates me to abide by all housing policies in this Contract and The Student Handbook. I verify that the information I am providing is accurate. I also understand that housing assignments are made on a first come, first served basis.

Resident Student Signature (Required)

Date

Print Resident Student Name (please print)

If student is under 18 years of age, a parent or guardian must sign in addition to the student.

Parent/Guardian Signature

Date

Parent/Guardian Name (please print)

Student Medical Insurance Form

Student's Last Name:	First Name:	M.I.:
Birth Date:	Name of Primary Insurance Company:	
Group #:	Student Insurance ID#:	
Insurance Company Telephone Number:		Coverage Dates:
Policy Holder's Name:		

Name of Secondary Insurance Company:		
Group#:	Student Insurance ID#	
Insurance Company Telephone Number:		Coverage Dates:
Policy Holder's Name:		

I do not have personal Health Insurance and will be purchasing it through Chowan University.

****Please include a copy of your Insurance card to keep on file in the Health and Wellness Center.****

Authorization to Release Information
(FERPA RELEASE)

Students Name (Print Name)

First _____ Middle _____ Last _____

In accordance with the Family Educational and Privacy Act of 1974 (FERPA), I, the undersigned, hereby authorize Chowan University to Release the following information from my educational record:

1. Student Conduct Information
2. Grades
3. Academic Standing

If you wish for information to be released, please list those name(s) below.

Name: _____
Address: _____

Relationship to Student: _____

Name: _____
Address: _____

Relationship to Student: _____

Name: _____
Address: _____

Relationship to Student: _____

Name: _____
Address: _____

Relationship to Student: _____

I understand that (1) I have the right not to consent to the release of my educational records; (2) I have the right to receive a copy of such records upon request; (3) and that this consent shall remain in effect until revoked by me in writing, and delivered to the Department of Student Affairs at Chowan University.

Signed this _____ day of _____, 201____.

Signature of Student

THIS INFORMATION IS RELEASED SUBJECT TO THE CONFIDENTIALITY PROVISIONS OF FERPA AND OTHER APPROPRIATE STATE AND FEDERAL LAWS AND REGULATIONS, WHICH PROHIBIT ANY FURTHER DISCLOSURE OF THIS INFORMATION WITHOUT THE SPECIFIC WRITTEN CONSENT OF THE PERSON TO WHOM IT PERTAINS, OR AS OTHERWISE PERMITTED BY SUCH REGULATIONS.



Student Emergency Contact Information

Student's First Name Last Name Middle Name

Student's Address (Permanent physical address, NO P.O. BOXES)

City State Zip

Student's Cell Phone Number Cell Provider (Alltel, Verizon, etc.)

Father/Guardian's Information:

First Name Last Name Middle Name

Home Phone Number Address (if different from above)

Work Phone Number City

Cell Phone Number State Zip

Email Address

Mother/Guardian's Information:

First Name Last Name Middle Name

Home Phone Number Address (if different from above)

Work Phone Number City

Cell Phone Number State Zip

Email Address