

HOUSING & RESIDENCE LIFE

2026 SUMMER SCHOOL APPLICATION



HOUSING &
RESIDENCE LIFE
MONTANA STATE UNIVERSITY BILLINGS

Students interested in living in the residence halls during Summer sessions need to complete the following application and **submit with a \$125.00 non-refundable room damage deposit that will be a prepayment on your summer bill.** An email confirming the reservation will be sent upon receipt of the application and deposit. If you have any questions while completing this application, please contact us as 406-657-2333. Please return this application to: Housing & Residence Life, Montana State University Billings, 1500 University Drive, Billings, MT 59101-0298.

Name _____ SS # or ID # _____

Mailing Address _____

City _____ State _____ Zip _____

Telephone _____ Birth date _____ ☐ Male ☐ Female

Cell phone _____ E-mail address _____

I need Housing during the following dates (summer housing dates: May 4—Aug 8):

Date Check in: _____ Date Check out: _____

Summer Session Rates Double room \$220/week Single room \$250/week

Halls Opening and Closing Dates

Students can officially check into their residence hall room at 9:00 am on the day prior to the session/dates that they are contracted for. Students must official check out of their room by 12:00 noon on the day following the end of the session they are contracted for.

Room Accommodations:

☐ Double Room ☐ Single Room Roommate choice _____

Special Housing requests (i.e. accessibility, accommodations, etc.) _____

Safety and Security:

1. Have you ever been convicted of a crime?

☐ Yes ☐ No

2. Have you been otherwise institutionalized for threatening or causing physical or emotional injury to persons or property?

☐ Yes ☐ No

An affirmative response to any of these questions will not automatically prevent housing, but you will be asked by the college to provide additional information. This information will be reviewed by a campus committee to ensure campus safety. Any falsification or omission of data may result in a denial of housing.

Housing availability is based on first come, first serve basis. We will make every effort to honor your request.

Students wishing to cancel a housing application for an upcoming session must notify the Office of Housing & Residence Life in writing at least two weeks prior to the first day of the session or contracted date in order to receive a Room Deposit Refund.

All Students will receive a copy of a the Housing Handbook link which provides a full listing of all policies, procedures, services, and activities pertaining to student and residence life. Students will be required to sign a contract with this application. Signing the contract obligates the student financially for the housing contract period when they accept a key. Students are responsible for housing charges until officially checked out of the residence halls regardless of the last day of attendance. No room refunds for per week charges.

Signature of Student _____ Date _____

Signature of Parent/ Guardian _____ Date _____
(If applicant is under 18)

How do I make arrangements to live on campus?

1. Complete the Housing Application and return with a \$125 non-refundable room deposit.
2. Students must be registered at a University and be here for educational purposes.
3. Complete information regarding specific roommate request. Roommate requests will be honored on a first come/first serve basis.
4. A limited number of single occupant rooms are available on a first come/first serve basis. Students interested in a single room should return their application as soon as possible.

PLEASE NOTE THAT THE APPLICATION TO HOUSING & RESIDENCE LIFE IS SEPARATE FROM THE APPLICATION FOR ADMISSION TO MONTANA STATE UNIVERSITY BILLINGS. A STUDENT MUST HAVE BEEN ADMITTED TO THE UNIVERSITY BEFORE HOUSING SPACE WILL BE ASSIGNED.

5. The room damage deposit will be used as a reservation deposit, and it will be a prepayment on the resident account.
6. Residents will be notified of room, roommate (if double room), and hall assignments upon completion of the housing application and room assignment has been completed.
7. Residence Life reserves the right to deny an application from a former residence hall student who was evicted, had a history of delinquent room and board payment, caused physical damage to the facility, or violated other contract terms during previous residence hall occupancy.

Housing Contract

Students who sign their Housing & Residence Life contract have entered into a legally binding agreement with Montana State University Billings. Once a student has moved into the Residence Halls and accepted or signed for a room key, he/she is financially obligated by the contract for summer sessions. If you lived in the halls spring semester and have signed an intent application for fall semester and would like to stay in the halls during summer, you will get the third session free. If you cancel your fall intent you will be responsible for paying for all summer sessions that you were living on campus.

Refund Policy

Any resident wishing to move out of the Residence Halls should make arrangements with the Office of Housing & Residence Life. No refunds will be issued on a per week basis. Contact the Office of Housing & Residence Life for full details regarding refunds. Students are responsible for all housing charges regardless of the last day of attendance.

Housing Contract

All students living in the residence halls are required to complete a housing contract for the academic year. This contract must be completed before checking in and signing for your room key.

Montana State University Billings ["University"] and the undersigned student ["Student"] enter into this Residence Hall Contract upon the following terms and conditions:

1. Premises: The University agrees to provide the student a residence in a campus residence hall, except where temporary reassignment may be necessary.
2. Assignment: The University will assign a room only after the student has submitted a completed Housing application and a non-refundable \$125.00 room deposit. Assignment according to student preferences is not guaranteed. The student must reside in the room assigned and may not reassign or sublet the room. Cancelling your contract will result in a \$250 cancellation fee.
3. Eligibility and Priority: The student must be enrolled as a student of the University and must take no fewer than 6 undergraduate or 6 graduate credits (or request a credit exemption from the Residence Life Office if taking fewer credits that will be reviewed for approval) to live in the residence halls. If the student is no longer enrolled in the University, this contract will be terminated and the student will be required to vacate the residence halls as outlined in the Housing Handbook/Planner (within 48 hours), additional cost may apply.
4. Contract Period: This contract becomes effective upon the Student's acceptance of a room key and shall continue for the summer. If you cancel at any time a \$250 cancellation fee will apply.
5. Payment of Room and Board Charges: The student agrees to pay all room fees for the semester by the deadline for payment of University fees. All legal means will be used to collect any unpaid fees. You agree to reimburse us the fees of any collection agency, which may be based on a percentage at a maximum of 33% of the debt, and all other expenses, including reasonable attorneys' fees we incur in such collection efforts. MSU Billings reserves the right to involuntarily cancel the room contract for any student for failure to meet the payment requirements.
 - A. Room and board rates for this contract will be those rates approved by the Board of Regents for the semester.
 - B. Room and board charges begin the first day of the date of occupancy.
6. University Regulations: The student agrees to observe all University and Residence Hall regulations set forth in the Montana State University Billings Housing Handbook. Failure to do so may result in disciplinary action, including eviction from the residence halls and/or suspension/expulsion from the University. All University rules and regulations published in the MSU Billings Housing Handbook are specifically made a part of this contract by this reference.
7. Commercial Use: Commercial use of any part of the room or facilities, and commercial solicitation and promotion in the residence halls is forbidden, except by written authorization by the University. Students may not operate, advertise, or promote a private business from their rooms.
8. University Responsibility for Student's Personal Property:
 - A. The University assumes no responsibility for the theft, destruction or loss of money, valuables or other personal property belonging to or in the custody of the student whatever the cause of the damage or location of the property. Keep your heat at 65 or higher and your windows fully closed during the cold to prevent the pipes from freezing.
 - B. The University does not carry insurance, you are strongly encouraged to purchase renters insurance
9. Student's Responsibility for Damage and Loss of University Property:
 - A. The student's signature/approval on the room inventory is the student's acceptance of the condition of the room and its contents at occupancy. The form is the standard for determining the condition of the room and contents at the termination of occupancy.
 - B. The student is responsible for any damage or loss caused to the building, room, furniture and equipment, ordinary wear and tear excepted. Damage or loss within student rooms will be charged to the assigned students. The student agrees to pay such damages to the University upon demand.
10. University Authority: The University has the right to:
 - A. Change room assignments when vacancies occur, including before the halls open. In a double room the remaining student must accept another roommate and/or move to another room. Students already on the waiting list for a single room may keep the room and assume the additional cost if space is available. The University will not change room assignments if the vacancy occurs within two weeks of the end of the semester.
 - B. Move students from a specific room, floor, or the residence hall system if necessary for order, sanitation, health, safety or disciplinary purposes.

C. Inspect all rooms, with notice in writing/email and in the presence of the resident if possible, for purposes of inventory, fire protection, sanitation, safety, maintenance and rule enforcement. Students may not block or restrict a University official from access to their rooms.

D. Enter any room without notice in cases of emergency or when attempts to provide notice by phone or in person fail. If you turn in a maintenance request this is granting permission to enter your room, unless otherwise specified.

11. Termination:

A. Students who want to be released from this contract for any reason before the end of the contract period must complete a contract release form found in the Housing Portal online.

i. The student will be released from the contract only if he or she meets the criteria for release stated on the contract release form. The Associate Dean of Students will make the final decision regarding contract releases and may need to meet with the student. A \$250 cancellation fee will apply to contract releases during the contract period.

ii. Regardless of reasons for the release or termination of this contract prior to the expiration of the term, a prorated room and board charge will be assessed as of the date of final check-out if within the first three weeks. Refunds will not be processed until final check-out is completed and would only be available during the first three weeks of the semester.

iii. A student whose contract release form is denied must pay the full amount of the room and board charges for the full contract period.

B. This contract may be terminated by the Residence Life Department at any time for violation of the terms and conditions of this contract.

C. Housing & Residence Life has the authority to terminate a contract at any time without advance notice.

D. If this contract is terminated, the student agrees to vacate the residence halls within 48 hours, unless special permission has been obtained from the Associate Dean of Students.

12. Check-Out: The student must use the established check-out procedures in the Housing Handbook upon termination of this contract. Students who fail to return a key will be charged \$150.00 for a lock change. Students who fail to clean the room and/or cause damage to the room and its contents will be charged the actual costs for University personnel to clean and repair the premises.

13. Abandoned Property: If the student leaves property in the room or on University property after termination of occupancy, the property shall be deemed abandoned. The University will dispose of the property after 15 days. Any charges incurred to remove; store or dispose of the property will be assessed to the student.

I agree to the Housing Contract Policies listed above:

Signature

Date