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## Lingnan University Exchange Partnership Housing Policy

This form is required for all students attending Carroll University through the exchange agreement between Carroll University and Lingnan University. **Students will not be placed in on campus housing facilities until this form has been received. This form and the online housing application must be submitted by the following deadlines:**

### Housing Application Deadlines Dates

Fall Semester	June 1 <sup>st</sup>
Spring Semester	December 31 <sup>st</sup>

Please review the following information and sign the form indicating you understanding the Lingnan University Exchange Partnership Housing Policy. Questions about the form may be sent to [international@carrollu.edu](mailto:international@carrollu.edu).

1. *The exchange agreement between Lingnan and Carroll University includes a housing waiver. This waiver is for a double room in a traditional hall only. Traditional halls include: Kilgour Hall, North and South Bergstrom Halls, Steele and Swarthout Halls.*
2. *In order to receive the housing waiver, you must list only traditional halls as your housing preferences during the online housing application.*
3. *Your housing application is due by June 1<sup>st</sup> for Fall enrollment and December 31<sup>st</sup> for Spring enrollment.*
4. *If your application is received by the deadline and Carroll University is unable to provide you a double room in a traditional hall you will be placed in an alternate housing option and will not be charged the difference in price.*
5. *If your application is received after this deadline and no traditional hall rooms are available, you will be charged the difference between your housing assignment and the cost of a double room in a traditional hall.*
6. *If you do not list traditional hall doubles as your housing preferences during the online housing application and are placed in a more expensive housing option, regardless of the time you submitted your housing application, you will be charged the difference between the price of your housing assignment and a double room in a traditional hall.*
7. *If you choose to change your housing preference at any time, you will be charged the difference between the price of your new housing assignment and a double room in a traditional hall.*
8. *Refunds are not provided for students who select or are placed in less expensive housing options.*
9. *It is your responsibility to communicate to individuals within the Office of International Education and the Residence Life and Housing Department regarding your status as a Lingnan University student and the housing waiver you are receiving. Information provided by either office may not be accurate for students who receive housing waivers and it is your responsibility to clarify any areas of confusion.*

Family/Last Name: \_\_\_\_\_

Given Name(s): \_\_\_\_\_

Signature: \_\_\_\_\_

Carroll University Student ID#: \_\_\_\_\_

Submit this form by the posted deadline to [international@carrollu.edu](mailto:international@carrollu.edu).