MURRAY
STATE UNIVERSITY

College Courts Housing

The College Courts Housing Complex consists of 12 buildings with 12 apartments per building. The complex is located off Waldrop Drive near the northwest corner of the campus and is approximately four blocks from the center of campus.

Description of the Apartments

One hundred thirty two of the apartments are one-bedroom apartments. They have a combination living and dining room, a bath, two full-sized closets and a linen closet.

The furnishings include the following: dining table and dining chairs, electric range and refrigerator, sofa, bedroom suit, two twin beds in apartments for unmarried students (full size mattress and box springs for married couples) and dresser; the bath has a tub with a shower. The phone line is furnished with each apartment.

Twelve of the apartments have two bedrooms with the same furnishings as the one-bedroom apartments, except the extra bedroom has twin beds. Each apartment building has two utility rooms which are equipped with coin-operated washers and dryers. The buildings are of concrete block and brick construction. All apartments are air-conditioned and have electric heat.

THE APARTMENTS ARE FURNISHED, AND UNIVERSITY FURNISHINGS MAY NOT BE REMOVED FROM THE APARTMENT. NO PETS ARE ALLOWED.

Other Important Information

These apartments are available for married students, single parents with children, graduate students, non-traditional students and undergraduate students who are at least 21 years of age by the first day of registration.

Graduate students, non-traditional students and undergraduate students (over 21) should apply with a roommate for College Courts if one is desired. Roommates will not be assigned by the Housing Office. A student may request an apartment without a roommate if space is available and there isn't anyone on the waiting list for an apartment. The student, however, will be responsible for the entire amount of rent for the unit.

Eligibility

To be eligible to apply for College Courts, a student must submit an application with a deposit to the Housing Office. All requests will be reviewed and evaluated, and acceptance will be determined by the Housing Office.

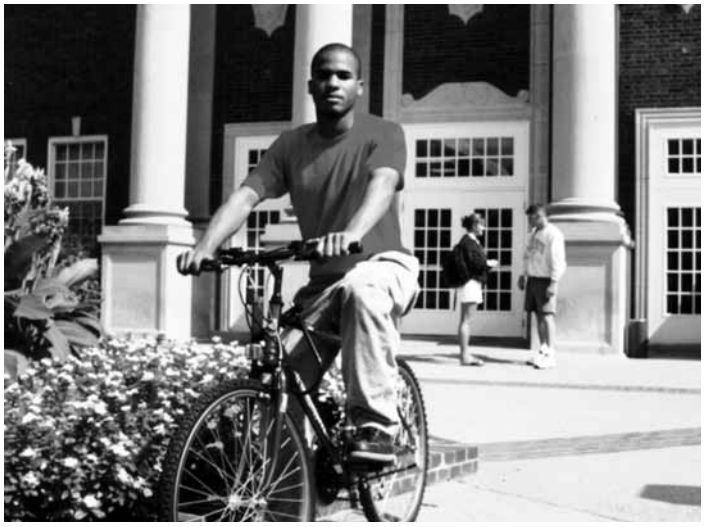
Two bedroom apartments will be reserved solely for married students with children. A maximum of four family members may reside in the two bedroom apartments.

One-bedroom apartments will be reserved on the following priority basis:

- **Priority #1: Married students who have either two or three family members.** Only after exhausting the waiting list for family applicants will apartments be assigned to others.
  Priority #2: Non-traditional students regardless of class status. Non-traditional students are defined as students who are 23 years of age or older.
- **Priority #3: Graduate students who are at least 21 years of age.**
- **Priority #4: Undergraduate students who are at least 21 years of age.**
- **Priority #5: Faculty and staff members, whether permanent or temporary status.**

When assigned, you will receive a confirmation letter. If you do not get an apartment, you may stay on the waiting list or cancel your application.

270.809.2310 ▪ 877.551.7774 *toll free* **▪ 270.809.3578** *fax* **▪ www.murraystate.edu/housing**



> Other considerations

1. A student's age will be calculated by the age the student has attained by the first day of regular class registration.
2. Only two students can reside in a one-bedroom apartment. Anyone found in violation will be asked to move out of College Courts immediately.
3. All residents of College Courts must abide by University policies and regulations.
4. All students residing in College Courts must maintain full-time status. In the case of a married couple, either the husband or the wife must be a full-time student.
5. The contractual period of occupancy for College Courts apartments is the semester of, or the following semester for which the contract is signed. Students may not move from their apartment during the semester. Students who do move will be assessed for the semester rent due.
6. Sub-leasing of space is not permitted.

A $150 deposit must accompany your application for College Courts housing. The deposit will be refunded when you move from the apartment, less any charges, if you have provided a 30 day written notice, and have lived in the apartment for the contracted period. All utilities are furnished with the exception of long distance telephone calls. Rent is subject to change by action of the MSU Board of Regents.

Applications for College Courts housing should be sent directly to:

Housing and Residence Life Office
Murray State University
206 Stewart Stadium
Murray, KY 42071-3351

DEADLINES FOR CANCELLATION OF A RESERVATION WITH A REFUND OF DEPOSIT MUST BE IN WRITING PRIOR TO THE FOLLOWING DATES:

- **June 1 for the Fall Semester**
- **December 1 for the Spring Semester**

> *Included in your apartment rent*

- Utilities: Electricity, garbage pickup, water
- Air conditioning
- Local telephone service
  (You furnish phone)
- Cable television hookup
  (You furnish TV and pay cable fees)
- Internet Access
- Furnished with bed, sofa, dining table and chairs, desk and chair, desk lamp, kitchen stove and refrigerator
- Closet space
- Smoke detector
- Fire extinguisher
- Parking space
- Maintenance provided
- Washer and dryer facility on site
- Use of playground equipment
- Use of community center
- Guaranteed rental rates for one year

A College Court resident must be a full-time undergraduate student (12 semester hours minimum) or a graduate student (9 semester hours minimum).
Married residents must provide a verified marriage license, as well as birth certificates of any children. Applicants who are offered an apartment and decline, forfeit their deposits.

MURRAY STATE UNIVERSITY HOUSING DISABILITY ASSIGNMENT APPEAL PROCESS

> Housing Disability Assignments

A student with a documented disability or a parent or advocate on behalf of the student and with the student's permission may make a written request for reasonable housing accommodation(s) or a housing exemption. Said request should include appropriate documentation of the student's disability. The request for the housing accommodation or exemption form will be available in the Housing Office.

The request form shall be forwarded to the ADA Subcommittee of the Affirmative Action Committee, 423 Wells Hall, Murray State University, Murray, KY 42071, for a determination. The decision of the ADA Subcommittee of the Affirmative Action Committee will then be mailed by the Office of Student Disability Services to the student. Please note that the resulting housing assignment, if any, will be provided by the Housing Office. It should be noted that requests for accommodations can be initiated at any time. However, it is recommended that requests for the fall semesters be received by May 31, for spring semesters by December 15 and for summer terms, one month prior to the first day of class.

Requests for accommodations or a housing exemption made after the start of any semester or term shall be processed in like manner. A determination shall be made as soon as possible but no later than two (2) weeks following the date the request is received.

> Housing Disability Assignment Appeals Process

A student (or the student's parent or advocate on behalf of the student) who is dissatisfied with the decision of the Subcommittee as to the requested accommodation(s) or housing exemption (i.e. does not believe that the housing assignment or denial of exemption accommodates the student's disability or in some way endangers the student's safety or health) may file a written appeal to the Office of Equal Opportunity, 103 Wells Hall, Murray State University, Murray, KY 42071, along with any supporting documentation. Said appeal shall be filed in the Office of Equal Opportunity within ten (10) days from the date of receipt of the original decision by the Subcommittee as to the request for reasonable accommodation(s)/housing exemption. No one involved in the initial decision by the Subcommittee shall be involved in the determination on appeal which shall be made by the Office of Equal Opportunity. The Office of Equal Opportunity shall make a written determination within thirty (30) days from the date it received the appeal. The decision of the Office of Equal Opportunity shall be final.

MURRAY STATE UNIVERSITY

Application for (check one):

	Year Entering:		Year Entering:
( ) Fall	20 _____	( ) Summer I	20 _____
( ) Spring	20 _____	( ) Summer II	20 _____

College Courts Housing Application

Married/Family Applicants Only Complete This Section

Please print or type

This application and a $150 deposit should be returned to the Housing and Residence Life Office, Murray State University, 206 Stewart Stadium, Murray, KY 42071-3351. Phone 270.809.2310. Cash, credit cards (MC, Visa, Discover), checks and money orders are acceptable methods of payment. Checks and money orders must be made payable to MSU.

MALE (Please type or print)

Last Name First Middle

Local Address

City State Zip

Permanent Address

City State Zip

Local Phone ( )_____

Cell Phone ( )_____

Permanent Phone ( )_____

E-mail Address _____

Birthdate _____

M# _____

Full-time student: ☐ Yes ☐ No

Your classification at the time for which you are applying:

☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior ☐ Graduate

FEMALE (Please type or print)

Last Name First Middle

Local Address

City State Zip

Permanent Address

City State Zip

Local Phone ( ) _____

Cell Phone ( ) _____

Permanent Phone ( ) _____

E-mail Address _____

Birthdate _____

M# _____

Full-time student: ☐ Yes ☐ No

Your classification at the time for which you are applying:

☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior ☐ Graduate

☐ Check here if you are already married. If you are not married, what date do you plan to be married _____

Number of Children _____

Apartment shall be leased under which occupant? _____
Rent charges will be applied to this account only.

Please check the desired type of Housing:

_____ 1-bedroom Apartment (No more than three members in family).

_____ 2-bedroom Apartment (At least three and not more than four members in family). If you request a 2-bedroom apartment, please note that there is a waiting list. Therefore, indicate if you will accept a 1-bedroom apartment. ☐ Yes ☐ No

For Office Use Only

Receipt # _____ Priority_____

Payment received _____20____ Payment amount: _____

Type: __ cash __ check __ cc (mc, visa, discover)

Check # _____ M.O. # _____

Have you ever been convicted of, or entered a plea other than innocent or not guilty to any crime, including any felony or misdemeanor, or are there any criminal charges presently pending against you? ☐ Yes ☐ No

If you answered yes above, please attach an explanation. Please note that additional documentation may be requested. Disclosure of a criminal record or pendiing charges will not necessarily disqualify you from College Courts Housing. Each offense will be evaluated on its own.

Federal law requires the university to provide reasonable accommodations for students with disabilities. If you need to request a reasonable accommodation for housing, you must complete Sections I, III and IV of the First Floor Housing Assignment and/or Housing Reasonable Accommodation Form. It should be noted that requests for accommodations can be initiated at any time. However, it is recommended that requests for the fall semesters be received by May 31; for spring semesters by December 15; and for summer terms, one month prior to the first day of class. This form may be obtained on line at http://www.murraystate.edu/CampusLife/Housing/housingforms, or at the MSU Housing Office, 206 Stewart Stadium. Housing rules and regulations are provided at this site, including the MSU Housing Disability Assignment Appeal Process (which is also contained in this packet).

MURRAY STATE UNIVERSITY

Application for (check one):

	Year Entering:		Year Entering:
( ) Fall	20 _____	( ) Summer I	20 _____
( ) Spring	20 _____	( ) Summer II	20 _____

College Courts Housing Application

Applicants with Roommates Complete This Section

Please print or type

This application and a $150 deposit should be returned to the Housing and Residence Life Office, Murray State University, 206 Stewart Stadium, Murray, KY 42071-3351. Phone 270.809.2310. Cash, credit cards (MC, Visa, Discover), checks and money orders are acceptable methods of payment. Checks and money orders must be made payable to MSU.

Name _____ **M**# _____
Last First Middle

Local Address _____ Local Phone No. ( ) _____

City_____State_____Zip _____ Cell Phone No. ( ) _____

Permanent Address _____ Permanent Phone No. ( ) _____

City_____State_____Zip _____

E-mail Address _____

Birth Date _____

Sex: ☐ Male ☐ Female

During the semester for which I am applying, I will be:
☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior ☐ Graduate

For Office Use Only

Receipt # _____ Priority_____
Payment received _____20____ Payment amount: _____
Type: __ cash __ check __ cc (mc, visa, discover)
Check # _____ M.O. # _____

ROOMMATE PREFERENCE:

Name _____ **M**# _____

☐ Please check here if you want the apartment as a private without a roommate (you will be responsible for all of the rent).

If you have any health problems which need to be considered, please indicate:

_____

_____

_____

Have you ever been convicted of, or entered a plea other than innocent or not guilty to any crime, including any felony or misdemeanor, or are there any criminal charges presently pending against you? ☐ Yes ☐ No
If you answered yes above, please attach an explanation. Please note that additional documentation may be requested. Disclosure of a criminal record or pendiing charges will not necessarily disqualify you from College Courts Housing. Each offense will be evaluated on its own.

Federal law requires the university to provide reasonable accommodations for students with disabilities. If you need to request a reasonable accommodation for housing, you must complete Sections I, III and IV of the First Floor Housing Assignment and/or Housing Reasonable Accommodation Form. It should be noted that requests for accommodations can be initiated at any time. However, it is recommended that requests for the fall semesters be received by May 31; for spring semesters by December 15; and for summer terms, one month prior to the first day of class. This form may be obtained on line at http://www.murraystate.edu/CampusLife/Housing/housingforms, or at the MSU Housing Office, 206 Stewart Stadium. Housing rules and regulations are provided at this site, including the MSU Housing Disability Assignment Appeal Process (which is also contained in this packet).

A College Court resident must be a full-time undergraduate student (12 semester hours minimum) or a graduate student (9 semester hours minimum).