

# UNIVERSITY PROPERTIES LTD (U.P)

This document (10 pages) has three parts. Please make sure you read all three and agree to all policies prior to sending your application.

## 1) RESIDENCE SUITE AGREEMENT

Please complete, sign and fax this form to 800-565-7177

Questions: Email the Management at sguilbard@smu.ky or call (345)-949-2118

NAME:

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
LAST FIRST MI

DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_ SSN OR SIN: \_\_\_\_\_ MALE \_\_\_\_\_  
FEMALE \_\_\_\_\_

PERMANENT ADDRESS:

\_\_\_\_\_

EMAIL: \_\_\_\_\_

Contract Period: From (M/D/Y) ...../...../20... To: ...../...../20...

### TERMS OF AGREEMENT

PLEASE NOTE THAT YOUR INITIALS AND SIGNATURE ESTABLISH YOUR UNDERSTANDING, ACCEPTANCE, AND AGREEMENT TO THE TERMS AND CONDITIONS OF BOTH PAGES OF THESE CODES:

1.) Acknowledgement/Agreement - I acknowledge receipt of, and agree to comply with, all requirements of this Agreement as set forth in the following pages. **I HAVE BEEN ADVISED AND AGREE THAT MY FAILURE TO COMPLY WITH ANY PROVISIONS SET FORTH IN THIS AGREEMENT CAN RESULT IN MY EXPULSION FROM THE ST. MATTHEW'S UNIVERSITY RESIDENCE SUITE.**

2.) Alcohol/Drugs – Alcohol is allowed in the room. Kegs and party balls are prohibited. Open containers are prohibited in all indoor common areas. Manufacture, sale, possession or use of any illegal substances, drugs, or drug paraphernalia is prohibited. Knowledge of drug use, drug paraphernalia, or any other illegal activities must be brought to the attention of Residence Suite Supervisor immediately. Violation of any of these codes may result in confiscation of the prohibited items, appropriate disciplinary action will be taken against me, and-if applicable- the Grand Cayman authorities will be notified.

3.) Relocation – I understand that it may be necessary to relocate to another property owned, operated, or leased by U.P or its affiliates, sometime during my residency for any reason or no reason, with or without cause, and I agree to immediately cooperate with this relocation.

4.) Dismissal – I understand that in the event of my dismissal from St. Matthew's University, that I will vacate the Residence Suite within 48 hours.

5.) No Harm – I will not harm or threaten to harm myself or anyone else.

**6.) Removal** – I will remove all of my personal belongings, decorations, food, and trash at the time of my departure and do hereby give my consent to the immediate removal and disposal of any items left behind.

**7.) Missing or Damaged Items** – I am financially responsible for any missing inventory, Residence Suites keys, or any damages to the Residence Suite or theft of property therein (regardless of whether such missing items, damages or theft was caused by me, my roommates, or my visitors). I will pay this debt before my departure from the Residence Suite. Should it be determined, at any time, that the damages I am responsible for are either intentional or excessive, I may be expelled from the Residence Suite and the Program. I will hold U.P and its affiliates in no way responsible should any of my possessions be damaged, lost or stolen, due to fire, theft, flood, vandalism, loss of power, power surges, acts of nature or any other cause.

**8.) Visitor Responsibility** – I will be responsible for all my visitors to the Residence Suite. Families are limited to one week, three days for overseas friends, one night for others. All visitors need to be pre-checked (ID check) at the front desk at least a week before arrival. Your roommate agreement is required before the arrival of the guest.

**9.) Residence Suites Security** – U.P and its affiliates cannot and do not guarantee my personal safety and/or the safety of my belongings against any actions (including, without limitations, criminal actions) of others. **THE PRESENCE OF THE RESIDENCE SUITE'S SECURITY DOES NOT ENSURE MY SAFETY. IT IS MY RESPONSIBILITY TO PROTECT MY POSSESSIONS AND MYSELF.**

**10.) Pets** – Only cats are allowed in the RS with an extra CI\$ 410 deposit.

**11.) Explosives/Weapons** – Possession or usage of explosives, fireworks, firearms, and/or weapons (including dart and paintball guns) of any type are prohibited. Knowledge of possession or usage of any explosives, fireworks, or weapons must be brought to the attention of the Residence Hall Supervisor.

**12.) Decorations and Maintenance** – Decorations are permitted on the interior of the Residence Suite room. Nails, screws and paint are prohibited. All maintenance issues must be brought to the attention of the Residence Suite Supervisor immediately. All maintenance must be performed by Residence Suite Supervisor or its affiliates.

**13.) Inspection** – U.P and its affiliates reserve the right to inspect Residence Suite accommodations without notice at any time and from time to time. I understand these rights and consent to such entry and search.

**14.) Payment Policy** – A deposit of CI\$ 820.00 is required to secure a room. The earlier your deposit is received, the better your chance to get the desired room. If a room can not be guaranteed, your deposit will be returned within 10 days. The deposit will be shifted to a damage deposit upon your checking in at the Residence Suites. Your room deposit will be refunded to you if you follow cancellations, payment procedures.

**Payment in full of the housing fee for the upcoming semester is expected 10 days prior to the beginning of that semester. For new incoming students, payment in full is expected at the time of registration.**

**15) Late Fees** – a late fee of CI\$ 82.00 per week will be charge for late payment. For example, if you pay one week late, you will be charged CI\$ 82, two weeks late, \$CI 164, etc...

**16.) Cancellation Policy** – Students who have signed up for an incoming semester(s) and change their mind about residing in the Residence Suites for whatever reasons, will not be charged for the upcoming semester only if they **notify by email**, accounting, Ms J Tindoll ( smas.smuf@msn.com ) and management (sguilbard@smu.ky) **45 days prior to the start of the semester of their decision**. Those students who fail to notify Ms. Tindoll and Mr. Guilbard in writing of their intention to withdraw 45 days prior to contract start date will be charged a prorated amount according to the following schedule:

- Reservation cancelled 45 days prior to contract start date:---no charge

- Reservation cancelled 44-30 days prior to contract start date---25% charge of upcoming semester housing fee, plus lost deposit
- Reservation cancelled 29-20 days prior to contract start date---50% charge of upcoming semester housing fee, plus lost deposit
- Reservation cancelled 19-10 days prior to contract start date---75% charge of the upcoming semester housing fee, plus lost deposit
- Reservation cancelled 10 days prior to contract start date---100% charge of upcoming semester housing fee, plus lost deposit

**17.) Non-Payment Policy** – Failure to make payment of a housing fee will result in the student being removed from the Residence Suites within 24 hours. St Matthew’s University School of Medicine will place the students in a status of “not in good standing” with the University. That student will not be able to register for the next semester, receive a transcript or graduate from the University.

**Payment Agreement**

I,....., authorize St Matthew’s University (Cayman) Ltd, to disburse the necessary amount of money from my Financial Aid to University Properties Ltd, in order to pay my housing at the Residence Suites for:

One year starting August 26<sup>th</sup> 2011 ending August 14<sup>th</sup> 2012  
 ( Apartment guaranteed for the period, housing fee paid every semester,

- : \_\_\_\_\_ CI\$ 3956.00 per person for a two bedroom apartment
- : \_\_\_\_\_ CI\$ 3956.00 per person for a three bedroom apartment

One semester starting (M/D/Y) ...../...../20... ending ...../...../20...  
 (Apartment subject to change and availability )

The amount to be disbursed to University Properties Ltd is:  
 (Select appropriate amount):

- : \_\_\_ CI\$ 4,879.00 for a two bedroom apartment
- : \_\_\_ CI\$ 4,633.00 for a three bedroom apartment
- : \_\_\_ CI\$ 4,469.00 for a studio
- : \_\_\_ CI\$ 6,150.00 for the penthouse

Done on (Month / Day / Year): ..... /.... /20...

Name (Please print): .....

Signature: .....

To pay in US\$ please divide by 0.82

**ROOM DEPOSIT PAYMENT**

A CI\$ 820.00 room deposit fee must accompany this form.

**METHOD OF PAYMENT:** \_\_\_\_ CHECK \_\_\_\_ MONEY ORDER \_\_\_\_ CREDIT CARD

**IF CREDIT CARD, WHAT TYPE:** \_\_\_\_ VISA \_\_\_\_ MASTERCARD

**CREDIT CARD NUMBER:** \_\_\_\_\_ **EXP. DATE:**  
\_\_\_\_ / \_\_\_\_

**(MONTH/YEAR)**

I have read, understand and agree to the terms and codes listed above and certify that the above statements and information provided are correct and complete. I also give permission to U.P and its affiliates to charge my credit card for room deposit purposes only. \_\_\_\_  
(please initial)

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**PRINT NAME:** \_\_\_\_\_

**Two Bedrooms Apartments (1000sqft) include:**

- Two 220sqft bedrooms (min 220sqft) with a study desk, Queen size bed
- One living room (dining table, couch and coffee table)
- One bathroom with bathtub
- One fully equipped kitchen ( refrigerator, cook top and microwave)

**The Three bedrooms Apartment (1150sqft) include:**

- Three Bedrooms (min 220sqft) with a study desk, Queen bed size
- One living room (dining table, couch and coffee table)
- Two bathrooms with bathtub
- One fully equipped kitchen ( refrigerator, cook top and microwave)

**The Penthouse Apartment ( 1850sqft) include:**

- Each master bedroom has king size bed, walking closet, master bathroom attached
- One well furnished living room
- One fully equipped opened kitchen with Granit countertop
- Washer-dryer and dishwasher
- A private patio

**The Studio Apartment (750sqft) include:**

- One large living area/bedroom
- One fully equipped kitchen
- One large bathroom with bathtub