

# University Court Application

Please complete the following application and submit a \$50 non-refundable application fee. An application does not guarantee an assignment. A contract must be completed to secure placement. Drop applications off at the office or Mail applications to **810 University Court, Charleston IL 61920**

### For Staff Only

Staff: \_\_\_\_\_

Application Fee

Assigned

**NAME:** \_\_\_\_\_ **E-Number** \_\_\_\_\_

**HOME**

**ADDRESS:** \_\_\_\_\_  
Street City State Zip

**Email:** \_\_\_\_\_ **Student Cell:** \_\_\_\_\_

**Birthdate:** \_\_\_/\_\_\_/\_\_\_ **Parent/Guardian Name:** \_\_\_\_\_

**Parent Cell:** \_\_\_\_\_ **Home Phone:** \_\_\_\_\_

**Semester Hrs Completed:** \_\_\_\_\_ **Major:** \_\_\_\_\_ **Class:** FR SO JR SR GRAD

**In case of emergency:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
On campus/Local Friend

Do you have any medical conditions the staff should know about?

(Optional): \_\_\_\_\_

Have you ever been convicted of a crime, including but not limited to a felony or misdemeanor? YES NO

\*\*\*If yes, explain (date, city, country, state, offense, name used, etc) below. The University reserves the right to verify any information provided before accepting the contract.

During the school year, the contract extends through both fall and spring semesters.

If you plan to leave for spring semester, the reason would be because:

Graduating  Student Teaching  Approved Internship  Study Abroad

Providing false information is grounds for rejecting the application or termination of the contract.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

To be completed by staff:

Assignment

Bldg: \_\_\_\_\_ Room: \_\_\_\_\_ Room Phone: \_\_\_\_\_

Roommate(s): \_\_\_\_\_

Application Fee : Amount: \_\_\_\_\_ Date: \_\_\_\_\_ Check/MO #: \_\_\_\_\_