I. To live on campus for the 2015-2016 academic year, each student needs to complete the following steps.

II. Getting started.

III. Residence Hall Agreement.

IV. 18 and OVER - Residence Hall Agreement for 2015-2016.

V. UNDER 18 - Residence Hall Agreement for 2015-2016 (STUDENTS).

VI. UNDER 18 - Residence Hall Agreement for 2015-2016 (PARENTS/GUARDIANS).

VII. If an error is made when filling out a form.

VIII. After submitting your forms, you can view, print, and see their status.
I. To live on campus for the 2015-2016 academic year, each student needs to complete the following steps

1. Complete the: Residence Hall Agreement for 2015-2016
   a. Depending on the age of the student at the time of submission:
      18 and Over Residence Hall Agreement for 2015-2016
      18 & Over Residence Hall Agreement for 2015 - 2016
      OR
      UNDER 18 Residence Hall Agreement for 2015-2016
      UNDER 18 Residence Hall Agreement for 2015 - 2016

2. Pay or Roll-Over the Housing Deposit
   a. A $250 non-refundable housing deposit is required to live on campus.
   b. Current residential students do not need to pay the housing deposit again.
      The $250 non-refundable housing deposit (that was already paid for the current academic year) can be “rolled-over” to the next academic year. Current residential students can “roll-over” the housing deposit on the Residence Hall Agreement for 2015-2016.
      When the housing deposit is “rolled-over” to the next academic year, a bill will be generated if any damages are incurred at the end of the year instead of receiving a refund from the housing deposit.
   c. Incoming Iona students can pay the $250 non-refundable housing deposit when they make their deposit to the college. ($250 Housing Deposit + $400 Deposit to the College = $650)
      a. Pay your deposit via credit card at www.iona.edu/paydeposit
      b. Visit the Undergraduate Admissions webpage for the Class of 2019 for additional information.
II. Getting Started

- Click one of the link for the appropriate Residence Hall Agreement below (depending on your age at the time of submission)

  **Complete the: Residence Hall Agreement for 2015-2016**
  
  a. Depending on the age of the student at the time of submission:
      
      - 18 and Over Residence Hall Agreement for 2015-2016
      - 18 & Over Residence Hall Agreement for 2015 - 2016
      
      OR
      
      - UNDER 18 Residence Hall Agreement for 2015-2016
      - UNDER 18 Residence Hall Agreement for 2015 - 2016

- This brings you to the Dynamic Forms website to create an account
  - Click the “Get Started” button to create a new user account
• Create your account
  o You’re creating a new Username, Password, and Email address
  o You Do NOT need to use your Iona email address. You can use a personal email address (gmail, yahoo, etc.)
  o If you experience a problem when trying to use you an email address, go back and try again using a different one

• Log into the email account you entered when creating your Dynamic Forms account in the step above
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- Open the email you’ve received from the address: notify@ngwebsolutions.com
  - Be sure to check the Junk/Spam folders (in case it accidently went there)
  - The email is entitled Activate Your Account
    - Click the “Activate Your Account” link

- After clicking the link, you’ll be brought to the page below
- Click the “Continue” button

- After clicking “Continue,” you’ll be brought to the Residence Hall Agreement that corresponds to the link you clicked
- In this example, if you look back, we clicked “18 & OVER Residence Hall Agreement for 2015-2016” therefore, you are brought to that form now that your account has been created.
IV. Resident Hall Agreement

- Select the appropriate Residence Hall Agreement based on your age at the time of submission:
  - Under 18 if you are under 18 years old at the time of signing OR 18 and Over if you are over 18 years old at the time of signing

- “UNDER 18 Residence Hall Agreement for 2015-2016” = students UNDER 18 at the time of submission

- “18 and OVER – Residence Hall Agreement for 2015-2016” = students 18 and Over at the time of submission

- Both are the same, except the “UNDER 18 Residence Hall Agreement for 2015-2016” requires the signature of a Parent/Guardian

- Fill out the necessary requirements by following the instructions:
  - 18 and Over on page 9
  - UNDER 18 (STUDENTS) on page 10
  - UNDER 18 (PARENTS/GUARDIANS) on page 14
V. 18 and OVER – Residence Hall Agreement for 2015-2016

- The link for the “18 and OVER - Residence Hall Agreement for 2014-2015” can be found on page 2. It directs you to the screen below:

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**RESIDENCE HALL AGREEMENT**
for Academic Year
2015 - 2016

**18 & OVER**
at the time of submission

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**IMPORTANT**

By completing the Residence Hall Agreement (the “Agreement”), the student recognizes that they are making a contractual commitment to Iona College housing for the entire academic year which includes both the fall and spring semesters. Additionally, the student understands that the Agreement is binding when it is signed by the student, and delivered to the College accompanied with the non-refundable housing deposit. Early cancellation by applicant can only be made according to the terms and provisions stated herein. The Office of Residential Life houses students who complete and sign all forms and qualify for housing based on admission qualifications and as space permits. Only full-time (minimum of 12 credits) day undergraduate students enrolled at Iona College may occupy a room in a residence hall. Other students may be eligible if space is available and at the discretion of the Director of Residential Life or his designee. The cost of room and board for the 2015-2016 academic year is $15,300 (2017-18 for the meal plan/boards) and $10,230 for housing.

**FIRST YEAR STUDENT AMENDMENT**

A first-year student shall have the right to revoke the Agreement after he/she has delivered the same to the College through August 1, 2015. Accordingly, any first-year student who chooses not to live in the residence halls and has delivered a signed Agreement, accompanied with a non-refundable housing deposit, must notify the College of such revocation by August 1, 2015 by completing a Residential Life Withdrawal Form (the “Form”) on or before said date or he/she will be responsible for the charges of housing and board based on the Termination Charge Policy in paragraph number four.

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**STUDENT INFORMATION**

Student ID Number: 

Last Name: [Field required] First Name: [Field required] Gender: [Field required]

Date of Birth: [mm/dd/yyyy] Age: [Field required] Academic Year I Began Classes at Iona College: [Field required]

Cell Phone Number: [Field required] Home Phone Number: [Field required]

Email Address: [Field required] Personal Email Address: [Field required]

Home Address: [Field required] City: [Field required] State/Province: [Field required] Zip/Postal: [Field required] Country: [Field required]

**CURRENT RESIDENTIAL STUDENTS ONLY - Roll-Over Housing Deposit**

Current residential students do not need to make another housing deposit payment. Students that currently live in housing provided by Residential Life at Iona College, at the time this form is submitted, can “Roll-Over” their current $250 Housing Deposit to the next academic year.

If you do not currently live on campus, a payment needs to be made for the $250 Housing Deposit. Student Financial Services

I am a current residential student, at the time this form is being submitted, and would like to “Roll-Over” my deposit to the next academic year.

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**EMERGENCY CONTACT**

Name: [Field required] Relationship: [Field required]

Cell Phone: [Field required] Email: [Field required]

All students shall have equal opportunity and access to facilities in any phase of College activity without regard to sex, race, color, national or ethnic origin, creed, handicap or sexual orientation. Extra and co-curricular opportunities, residential life, educational, social, cultural and academic programs are available to all students on an equal basis.
At the bottom, click the check box and then click “Next”

- **Right to Modify**
  The College reserves the right to make such modifications in room assignments, rules and regulations, fees, charges or costs for accommodations, facilities, programming and food services, and to make such regulations as may be dictated by unforeseen circumstances such as strikes, war or other emergency or by governmental authority imposing restrictions and/or regulations, relative to heating, weather conditions, economic considerations, fire regulations or other unusual or unanticipated conditions.

- **I have read, understand and agree to abide by the conditions listed on this agreement. I understand that any breach of this agreement may result in its termination and my subsequent removal from the residence halls.**

- **After clicking “Next,” you’ll be asked to electronically sign**
- **Enter your name into the appropriate boxes and click “Sign Electronically”**

- **When you’ve completed the Residence Hall Agreement, and clicked “Sign Electronically,” you’ll be brought to a confirmation page**
- **You can log out of the DYNAMIC FORMS system**
  - To log back in, make sure you have your account information (the username and password you created in the steps above) handy
Thank you for electronically signing the Residence Hall Agreement Form.

Please remind your parent or guardian they must also electronically sign before we can process your Residence Hall Agreement Form.

An email was sent to the email address you provided in the parent section.

View a copy of the form in PDF format and layout.

-OR- View a copy of the form in PDF format but DO NOT input.

-OR- Log out of Dynamic Forms.
VI. UNDER 18 - Residence Hall Agreement for 2015-2016 (STUDENTS)

The link for the “UNDER 18 Residence Hall Agreement for 2015-2016” (for students UNDER 18 at the time of submission) directs to you the page below where you fill out the contact information for one of your parents/guardians.

After doing so, you’ll be asked to continue to the form.

Click “Continue”.

After clicking “Continue to form” you’ll arrive at the following page.
Fill out the necessary requirements

When you reach the bottom of the form, hit “Next”

Your parent/guardian will complete the “Parent Section” by entering the last four digits of their social security number later on. An explanation to complete this process can be found on page 15 in the UNDER 18 (PARENTS/GUARDIANS) section.

After clicking “Next,” you’ll be asked to electronically sign

Enter your name into the appropriate boxes and click “Sign Electronically”

When you’ve completed the Residence Hall Agreement, and clicked “Sign Electronically,” you’ll be brought to a confirmation page.

You can log out of the DYNAMIC FORMS system.
To log back in, make sure you have your account information (the username and password you created in the steps above) handy.

Your parents/guardians were sent an email requesting their signature as well. An explanation to complete this process can be found on page 15 in the UNDER 18 (PARENTS/GUARDIANS) section.

**Remember:** The Parent/Guardian Signature is required ONLY for students UNDER 18 at the time of submitting the Residence Hall Agreement. If you are over the age of 18 please fill out the 18 AND OVER agreement. An explanation for completing that can be found on page 10.
VIII. UNDER 18 - Residence Hall Agreement for 2015-2016 (PARENTS/GUARDIANS)

Remember: Parent/Guardian Signature required ONLY for students UNDER 18 at the time of submitting the Residence Hall Agreement

Have your parent/guardian log into their email account and look for the following email: “Dynamic Forms: UNDER 18 Residence Hall Agreement for 2015-2016 – Signature Request.” It is highlighted in the picture below.

This email will be sent to whatever address you submitted for your parent/guardian when you filled out the UNDER 18 agreement found on page 11.

Upon opening the email, your parent/guardian will need to complete their part of the form

Have them follow the link in the email: “Click here to complete your section of the form”

After clicking “Click here to complete your section of the form” in the email your parent/guardian received, they are brought to the Dynamic Forms website

Your parent/guardian will need to create an account for themselves in order to complete the form
They’ll be brought to the page below and need to complete the required fields

After completing the form, they’ll be asked to check the email they provided in the step above for the verification email
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Have them open the email, and activate their accounts, by clicking “Activate your account”

Upon activating their account, they’ll be asked to continue to the forms

After clicking “Continue” the parent/guardian will have to enter the last four digits of their social security number

Then select “Next”
After clicking “Next,” the will be asked to electronically sign

The parent/guardian will enter their name into the appropriate boxes and click “Sign Electronically”

Clicking “Sign Electronically” completes parental consent and they are directed to the screen below
VII. If an error is made when filling out a form

ERROR ONE: IF YOU RECEIVE AN EMAIL ABOUT YOUR ERROR

- An email will be sent to the email address submitted when creating your Dynamic Forms account
- An example is highlighted in the image below

1. Open the email
2. Click the link to log back into Dynamic Forms to make the necessary revisions and re-submit the form
3. Clicking the Dynamic Forms link in the email you receive brings the Dynamic Forms website
ERROR 2: IF YOU DO NOT RECEIVE AN EMAIL

- If you do not receive an email, or if the link provided is not working, you can log into Dynamic Forms using the following link: https://dynamicforms.ngwebsolutions.com

AFTER LOGGING IN TO DYNAMIC FORMS, WHETHER YOU RECEIVED AN EMAIL OR NOT...

- Select the option for “Pending/Draft Forms”

Clicking “Pending/Draft Forms” brings you to the page below

- You will see any pending forms, forms rejected by other parties, and incomplete forms
- Click on the rejected form to complete it

- After you open the form, fill in the needed information and re-submit the form by signing it electronically
When you’ve completed the form and clicked “Sign Electronically”, you’ll see a confirmation page.

Hi,

Thank you for submitting the Resident Information Card for 2014-2015.

The Residence Hall Agreement is also required to live on campus. Please be sure to complete and submit it if you have not already done so.

If you are under 18 years of age at the time of submission:

UNDER 18 Residence Hall Agreement for 2014-2015

For questions, please contact the Office of Residential Life.
VIII. After submitting your form, you can view, print, and check the status

- Log into Dynamic Forms
  - The first screen you see will contain the image below

Welcome to Dynamic Forms!

This page offers you access to your Pending / Draft Forms and your completed Forms History.
If you need to start a new form, please go to your college or university website to access a link to the proper form.

Thank you for using Dynamic Forms!

- Pending / Draft Forms
  - Pending = Forms have been received but need have not been processed. Before forms are processed they are reviewed to make sure they are complete and accurate. If a correction needs to be made, you will receive an email (check both the email you used to create your Dynamic Forms account as well as your Iona email address). For more information about correcting an error, please see the “If an error is made when filling out a form” section
  
  - Draft = Forms that you started but saved to complete at a later time

- Forms History
  - Forms History = Forms that have been reviewed and processed