

## **RESIDENCE HALL CONTRACT TERMS AND CONDITIONS**

### **I. PERIOD OF OCCUPANCY**

- A. Residents who have a student account balance above \$500, which results in a class registration hold, will not be able to move into the residence halls.
- B. Residents may occupy assigned space one (1) day prior to classes beginning for Fall and Spring Semesters.
- C. Space will not be held for a student beyond the first day of classes unless a student notifies the Student Life Office of the student's intent to occupy space at a later date. No refund of credit will be given for the time a room is held due to late arrival.
- D. Assigned rooms must be vacated, check-out procedures completed, and all keys returned within 24 hours after a resident's last final exam, or by 7 p.m. of the last day of final exams, whichever comes first.
- E. Graduating residents will be allowed to remain in their assigned room until 10 a.m. the day following Commencement.
- F. Residence halls are closed during official University vacations and for the break between fall and spring semesters. These periods are not included in this contract and the right to use residence hall space for other purposes during these periods is reserved by the University. The residence halls are closed during the designated breaks each semester but students may stay under circumstances approved by the Director of Residence Life. A daily fee may be assessed.

### **II. ASSIGNMENT OF SPACE**

- A. While efforts will be made to accommodate student preferences; the University assigns students in accordance with designated policies

and procedures, including assignments to temporary space.

- B. Changes in room assignments may be made only with approval from the Residence Life Office and in accordance with published procedures. A service fee may be assessed.
- C. Any resident whose actions are found in the judgment of the vice president for student life or his/her designee to be detrimental to the welfare of the student living group may be required to move to other space on campus or vacate the residence halls.
- D. The resident agrees not to sell, sublease, or assign contract or room to anyone.
- E. If any one or more vacancies occur in multiple occupancy quarters, the remaining student(s) agree to accept other roommates, as assigned; move into other quarters, if requested; or to pay an increased rental rate based upon occupancy.
- F. The University reserves the right to modify room assignments for disciplinary reasons, catastrophe, closing of the facility, or unresolvable roommate incompatibility at any time during the period of occupancy, and to terminate this contract if the resident fails to comply with any of the terms or conditions. This Agreement may also be canceled by the University for disciplinary reasons. Students removed from University housing for disciplinary reasons will remain obligated to the terms of this Agreement and any applicable fees.
- G. Assignment of space in University residence halls is made without regard to race, creed, ethnicity, sexual orientation, or religion. The University rejects all requests for changes of assignments based upon these reasons.

### III. RELEASE FROM CONTRACT

1. The University agrees to release the student from the obligations of this contract upon receipt of written notice to the Student Life Office no later than June 30 for the fall semester or January 8 for the spring semester.

2. A student who signs a housing contract, and then later decides to live off campus will be refunded as follows, minus a cancellation fee, once they have completed the process to live off campus and been approved:

- By June 30 for the fall semester or January 8 for the spring semester – No fee, and student retains housing deposit
- Before the first day of class – 100% of room and board
- During the first 16 days of the semester -- 90% of room and board
- During days 17-23 of the semester – 80% of room and board
- During days 24-30 of the semester – 70% of room and board
- During days 31-37 of the semester – 60% of room and board
- Day 38 and after of the semester – 0% of room and board, cancellation fee assessed

3. Upon approval of written notice by the Student Life Office, the University agrees to release the student from the obligations of this contract after the contract beginning date for the following reasons: graduation, ineligibility to continue enrollment due to failure to meet academic requirements, failure to enroll spring semester, extended illness, marriage, or circumstances which are determined by the vice president for student life to be beyond the control of the student, in such cases this student will be held responsible for room and board charges as outlined above.

4. At any time during the term of this contract, upon receipt by the Student Life Office of written notice requesting release for reasons

other than those stipulated above, the University agrees to release the student from obligations of this contract provided, however, that the student shall make payment in full of room charges due for the remainder of the contract period.

### IV. GENERAL CONDITIONS

A. Liability: The student shall be responsible for the security of his/her own property. The University assumes no responsibility for the theft, damage or loss of money, valuables, or personal effects of students including, student rooms or campus storage areas.

B. Responsibility for Property:

1. The student is responsible for any University property furnished in his/ her room beyond normal wear and use. Residents of a living unit are responsible for the common areas of such unit and for damage or loss in such unit which cannot be attributed to a known individual or individuals. Charges for residence hall damage must be paid prior to registration for the next semester.

2. The student shall not put any locks on doors or make any structural changes to the space without express written consent by the Director of Residence Life.

C. Room Entry: Authorized representatives of the University shall have the right to enter any space at any time to perform all maintenance needs or projects, assist in any emergency, recover or prevent destruction of University property, perform scheduled maintenance, safety and health inspections or to investigate alleged violations of federal, local or University policies, rules or regulations.

D. The resident agrees to become aware of and observe all published policies affecting his/her status with the University. Specifically included in the Agreement by reference is The Student

Handbook, which contains the residence hall and campus policies.

E. All students living in the residence halls are required to participate in a University meal plan. A student has the option of changing their meal plan by contacting the Student Life office no later than ten (10) days after the beginning of the semester in which the change takes place.