

# Housing Contract 2016-2017

*Read the contract thoroughly before signing and returning to the Residence Hall.*

## GENERAL TERMS AND CONDITIONS

University Housing is intended to provide an environment suited to academic and personal growth by promoting a quality of life that respects the rights of individuals and provides opportunities for development through residents' involvement in their communities. University Housing is provided for students who plan to reside in the residence halls for the full Academic Year.

By choosing to live on-campus, the student will have the opportunity to become an active and engaged learner, understand and appreciate human differences, gain self-confidence, and learn to make better choices that assist them in achieving their long-term goals, all while integrating their learning inside and outside the classroom.

University Housing has an expectation that all residents will actively participate in creating welcoming communities that value all members without regard to race, color, sex, gender, religion or disability.

This contract is based on the established educational goals of the university, consideration for other residents, health and safety standards, compliance with established laws, and the University's Student Code of Conduct.

## I. INTRODUCTION

This Contract is an agreement between the student and the Residence Hall for the entire Academic Year 2016-2017 (Fall and Spring semesters). It is the student's responsibility to become familiar with all the provisions of this Contract including the Housing Handbook and Rules and Regulations. By signing this Contract, the student accepts its conditions.

## II. HOUSING ELIGIBILITY

University Housing is available to students who are officially admitted to the University and who are registered as a full-time student. Students who drop below full-time status during the term of the contract and wish to remain in University Housing must submit a request in writing to the Residence Hall administration and the request must be approved.

The Contract must be signed before student may take occupancy of any housing facility.

## III. HOUSING FEES

The housing fees must be paid as established by the University. Failure to pay room charges may result in contract cancellation, withholding of grades/diplomas/transcripts, and/or refusal to permit future registration.

**Fall rent is due in June and Spring rent in December.**

The student should understand this Contract is for space within the Residence Hall and not for a particular room.

## IV. CANCELLATION POLICY

Students are urged to submit a housing application only if they are certain they wish to reside in LAU Residence Hall.

1. **Cancellation for new and returning students:** Students who cancel their housing contract after payment of the fees, will forfeit the paid fees.
2. **Cancellation for withdrawal from the University:** The Contract is a legal and binding obligation for the entire academic year. A student who withdraws from the University for academic, financial, or medical reasons is liable for room fees prorated to the date of termination.

3. **Cancellation by the Residence Hall:** The Residence Hall may terminate the contract a) for non-payment b) upon disciplinary dismissal of a student from the Residence Hall and the student will be responsible for full housing fees.
4. **Fall Graduation.** Students who withdraw from the University at the end of the Fall semester due to graduation must cancel their housing contract in December.

## **V. ASSIGNMENTS**

The Residence Hall reserves the right to make room assignments, to authorize, or deny room and roommate changes, to consolidate vacancies, and to require a student to move from one room to another.

The majority of the housing facilities are double occupancy. By signing this Contract, the student agrees to make reasonable efforts to communicate and live cooperatively with their roommate. However, if a student has someone in mind that they would like to have as a roommate, they should both mention that on their housing application and the Residence Hall administration will try to accommodate their preference.

At the end of the semester, students may apply for a change of room or roommate. The Residence Hall administration will attempt to fulfill their request, but no guarantee can be made.

## **VI. RESIDENCE HALLS OPENING AND CLOSING DATES**

All Residence Halls open two days prior to the beginning of each semester and close 24 hours after the last day of the final exams. Residence Halls close during semester breaks.

**Check-in dates/times: Fall semester between August 27 and 29, 2016 from 10 am to 10 pm**  
**Spring semester: January 14 and 16, 2017 from 10 am to 10 pm**

## **VII. CHECK IN**

Students can check in during the designated opening dates/times. Should a student need to check in after the designated dates and/or times, they must notify the Residence Hall administration to prevent their reservation from being canceled.

## **VIII. ROOM CONDITION**

Each student must complete, sign, and return a Check in Form (CIF) at the time of moving into a room to document problems with the condition of the room prior to occupancy. Students will be held responsible for any damage to their room that is found when they move out unless otherwise (a) noted on the CIF; (b) normal wear and tear; or (c) a maintenance problem properly reported during the year. Rooms will be inspected as a result of completing proper checkout procedures and the student must be present during the room inspection. If for any reason, the CIF has not been completed and returned 24 hours after check in, the Residence Hall administration will assume that there were no problems with the room when the students initially moved in.

## **IX. CONSOLIDATION**

The Residence Hall may consolidate rooms to full capacity when vacancies occur and may move students to another room when such consolidations become necessary. Students who do not have a roommate, and have been requested to consolidate, may either select another roommate or change rooms.

If one of the occupants of a double room moves out, the remaining student must leave the room in appropriate condition to accept another roommate at any time during the contract period. Students do not have the option to reject a roommate assignment.

**X. CHECK OUT**

Students must vacate their rooms within 48 hours of their last examination for both Fall and Spring semesters. Students must schedule an appointment with the Residence Hall at least 48 hours prior to check out. They must complete proper check out procedures to avoid any additional charges assessed directly to their account. Proper check-out procedures are detailed in the Policies and Procedures section of the Housing Handbook.

**XI. DAMAGES**

Charges will be assessed for students who are responsible for damage to a room or public area throughout the term of the Contract. Students may be charged for repairs, cleaning, furniture replacement, lost or non-returned keys. In shared rooms or apartments, if the responsibility is not determined, all the occupants of the damaged area will share the charges.

**XII. ALTERATIONS**

No alterations or repairs may be made to the assigned room, its furnishings or equipment without prior consent of the Residence Hall administration.

**XIII. RIGHT TO ENTER STUDENTS ROOMS**

The Residence Hall staff reserves the right to enter the student’s room without notice in the following instances:

- 1. when it appears that an occupant may be physically harmed or endangered
- 2. when it appears University property is endangered
- 3. when it appears University policy is being violated

**XIV. ABANDONED PROPERTY**

Any personal property left by a student will be considered abandoned and may be disposed of accordingly by the Residence Hall.

**XV. LIABILITY FOR PERSONAL PROPERTY**

The Residence Hall is not responsible for loss or damage to any personal property in students’ rooms, public areas (common rooms, storage rooms, lounge...)

**XVI. DISMISSAL FROM RESIDENCE HALL**

This Contract may be terminated for any of the following reasons:

- 1. The student’s activities endanger the health, safety or welfare of others
- 2. The student engages in gross or disruptive behavior
- 3. The student is no longer enrolled at the University
- 4. The student violates the Student Code of Conduct or any provision of this Contract

Student Signature \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_  
(if student is under the age of 18)

Date: \_\_\_\_\_