

## **Housing Agreement 2017-2018**

1. Period of Agreement. The term of this Agreement is for the academic year 2017-2018 as set forth in the University Calendar. New and returning students will be notified of opening and closing dates of on-campus housing through letters, postings, or emails. If Student is authorized to move in earlier than announced dates, Student may be charged a daily rate. Student must vacate his or her assigned space one (1) day after the last day of final exams for the spring semester or any semester in which Student will not reside in the same assigned space for the following term.
2. Cost/Payment. The cost to Student for a housing assignment is based upon the building and type of room they are assigned. The costs per semester are: Student Living Center- \$4500 (includes \$350 meal flex dollars or Bronze meal plan); Willer Hall- \$2825; Willer Single- \$3800; Padua Hall- \$2750; Garner Hall- \$2750; Helein Hall- \$2750; Friars' Hall- \$3500; Woods Apartment- \$4000 (includes \$350 meal flex dollars or Bronze meal plan); Woods Single Apartment- \$4500 (includes \$350 meal flex dollars or Bronze meal plan); Residence Hall Apartments- \$4500 (includes \$350 meal flex dollars or Bronze meal plan); University Houses - \$3175 (includes \$350 meal flex dollars or Bronze meal plan). Costs of housing will be billed directly to Student's University account at the beginning of each semester.
3. Single Rooms. If a Student is assigned, by themselves, to a space that is designated for two students, the Student may choose to make their assigned space a single room for an additional fee of \$775 per semester, have a roommate of their choice assigned to them in their current assignment or the chosen roommate's assignment, or have a roommate assigned by the Office of Residence Life in the Student's current space or another available space with a roommate. Students who do not indicate they would like the single room for the additional fee but fail to participate in this process or do not respond to communication from the Office of Residence Life will automatically be assigned the \$775 single room fee per semester. This process will occur following Returning Student Selection Process in the spring, early in both the fall and spring semesters or when deemed appropriate by The Office of Residence Life. Students residing in a space permanently designated as single by the University do not have to pay this additional fee.
4. Damages. Damage to rooms or furnishings beyond ordinary wear will be charged directly to the Student's account. In addition, damage to community areas and property of the halls may be charged to the Student's account.
5. Occupancy. Student must reside only in the room he or she has been officially assigned.

6. Agreement Cancellation. If Student cancels this Agreement before the end of the academic year noted above, a cancellation fee of \$150 will be charged. In addition, Student will be refunded housing charges on the following schedule based on a percentage of the entire amount owed the University for the academic semester based on the Student's recorded move-out date: Cancellation during first week - 100 percent refund; cancellation during second week - 75 percent refund; cancellation during third week - 50 percent refund; cancellation during fourth week and beyond - no refund given. Students who participate in the returning student housing selection process and select a space must cancel their housing assignment not later than June 1. Failure to do so will result in cancellation fee of \$150.

7. Right of the University to Cancel. (a) The University reserves the right to refuse admission or readmission to University housing or to cancel the Agreement during the current academic year for the Student's failure to meet University requirements, policies, regulations, or in the event University personnel feel the Student is a danger to the welfare of other students, disrupting the on-campus housing and on-campus housing community or in the event of a criminal conviction by civil authorities. In such cases there will be no refund of prepaid fees and a \$150 cancellation fee will be charged to the Student. (b) If, due to causes beyond the control of the Student or the University, the assigned space of the Student shall become unfit for occupancy, the University shall assign the Student another space within University Housing. If other spaces are not available, this Agreement may be terminated without penalty to the Student or the University.

8. Assignment of the Agreement. This Agreement is personal and may not be transferred or assigned to another person. The space may not be sublet by Student.

9. Assignment of Rooms/Suites/Houses/Apartments. The University reserves the right to fill every available residential space. If Student is assigned to a room where there is a vacant space, Student must maintain the room in a manner that would allow another student to move in immediately unless Student has requested and been granted a single room and paid additional fees as stated elsewhere in this agreement. Failure to do so may result in a fee to the Student. The University maintains the right to require changes or moves when deemed advisable or necessary (room consolidation). The University also reserves the right to assign Student to accommodations, such as a converted study or utility room (overflow), or converted triples in the event regular spaces are not available. The Office of Residence Life makes final decisions on room and roommate assignments.

10. Assignment Changes. Student may submit requests for housing assignment changes during designated periods. No change will be permitted during the first

two weeks off of each semester. A \$75 fine will be assessed to Student if Student moves out of, into, or within University housing without having written authorization from the Office of Residence Life. Once a housing change has been approved, Student must move or a \$75 fine will be charged to Student. No room change will be permitted until after the first two weeks of each term.

11. Responsibility for Personal Property. The University does NOT assume any legal or financial obligation for Student's personal property that may be lost or damaged in its buildings or on its grounds. Student is encouraged to carry appropriate insurance to cover such losses.

12. Responsibility for Room/Suite. (a) Student is responsible for the condition of the assigned space and shall reimburse the University for all damages to the space and damage to or loss of fixtures, furnishings or properties furnished under the agreement. All furniture in Student's assigned space at the time Student moves in must remain there for the duration of Student's residency. Student may not remove, store, or trade furnishings from the assigned space. A \$50 charge will be assessed to Student for violation of this policy. Additional furnishings brought in by Student must be freestanding and clear of all existing furniture, fixtures, and walls. (b) Student shall be responsible for any damages caused by his or her guests or invitees to the assigned space, fixtures, furnishings or properties furnished under this Agreement. (c) Student is required to complete a Room Condition Inventory after move-in within the timeline given by Residence Life staff. (d) When occupancy is terminated Student must follow proper checkout procedures. Residence Life staff will inspect the area and assess for damages or missing property, but final cost of any damage/loss will be assessed by the Director of Residence Life and/or his/her designees in conjunction with the University's Physical Plant staff. Should Student vacate housing without following proper procedures Student will be assessed a \$75 fine plus the cost of replacement or repairs resulting from damages inflicted during occupancy.

13. Responsibility for Community Property and Space. Community Property includes, but is not limited to, hallways, bathrooms, stairwells, elevators, lounges, study rooms, utility rooms, and kitchens. Student is expected to take every precaution to assure that Community Property and space is not abused, damaged, removed or otherwise destroyed. Individuals directly responsible for any damage must pay for repairs. If responsible parties are not identified, students living on the floor or in the hall will be billed for damages. Student will be accountable for any damage he or she causes and shall assist in identifying parties responsible for damage. If damages occur to Community Property in Student's hall during break periods, Student will be assessed a cost equal to the total divided among all residents registered for break housing in that hall. Student may not possess community area furniture or property in his or her room. In the case of floor or hall fines for damages the minimum fine will be \$20 per Student assigned to the specific building or hall being charged.

14. Meal Plans. Students living in campus housing, without kitchens in their rooms, have the All Access Meal Plan (includes \$100 flex) which is \$2,500. Students living in campus housing, with kitchens in their rooms, have the option between the Bronze Plan (25 meals + \$75 flex) for \$350 or \$350 in flex. For more information visit <https://new.dineoncampus.com/quincy>

15. Alteration of On-Campus Housing Rooms. Alteration of the room or furnishings must be approved by Residence Life and Physical Plant administrative personnel.

16. Break and Vacation Periods. (a) During break/vacation periods including Thanksgiving, Winter, and Spring Break, Student may be assessed an additional cost for residency during breaks determined by the Director of Residence Life. Meals are not provided. (b) Student should unplug appliances, shut windows, turn off lights and empty mini refrigerators before leaving on break. Residence Life staff will enter rooms after halls close for safety inspections during all break periods.

17. Air Conditioners. Where applicable, only window unit air conditioners that are no more than 5500 BTUs will be permitted. Free-standing units are not permitted. Window units must be installed by University facilities personnel. A fee of \$50 will be assessed for installation, removal and utilities.

18. Keys. Student will receive building and room keys. Residence hall dependent, student will receive card access to his/her residence hall if the exterior doors are card access only. A fee is charged for unreturned or lost keys. Duplicating keys or lending keys to others is prohibited. Student will be charged \$75 for replacing lost keys or in the event that a resident room lock must be changed for security purposes, as deemed necessary by the Residence Life Staff. Student can replace a lost QU ID card at the Campus Safety & Security Office for a \$20 fee.

19. Inspection and Access. (a) When deemed appropriate by the University, properly authorized University personnel may enter student's room for the purpose of inspection and repairs; preservation of health and safety; and for suspected policy violations. (b) Each term University personnel enter on-campus housing rooms for routine health/maintenance inspections. When possible, student will be notified 24 hours in advance of the inspection.

20. Responsibility for Information. Student is responsible for all policy and procedural information posted on bulletin boards and/or disseminated through University publications, emails, newsletters, or University staff members.

21. The University reserves the right to prohibit any item or activity deemed by the University to be harmful, unadvisable, or not in the best interest of students

or the University. Any violation of this Agreement or any University policy or procedure may result in fines, proceeding through the conduct process, and/or other sanctions up to and including expulsion.

22. Quincy University Student Handbook, Academic Catalog, & Other Policies. Students are expected to know, uphold, and comply with all policies, procedures, and regulations published in the Student Handbook, University Catalog, and any Residence Life publications, procedures, or processes outlined. It is the Student's responsibility to read and be aware of the contents of the Quincy University Student Handbook, Academic Catalog, and other publications.

23. Agreement Alteration. The University reserves the right to make appropriate alterations to this agreement at any time for specific Student situations approved by the University and/or the best interest of the University. Students will be notified in a timely manner of any alterations to this agreement.