

OFFICE OF RESIDENCE LIFE HOUSING CONTRACT

This contract is valid for the 2020-2021 academic year, August 2020 to May 2021.



- A. The University will agree to provide for space based on availability for the stated academic year. Occupancy shall be subject to all policies and procedures of the University which are available in the Student Handbook.
- B. Students are required to be registered and considered at full-time status in order to enter housing; any student who falls below full-time credit status, will have to request approval from Residence Life staff. If approved, student will automatically be placed on disciplinary probation. If the student is involved in breaking that probation, they will be asked to leave immediately, with no refund. Students are expected to return to full-time status the next semester, in order to remain in housing. If a student is graduating, or doesn't have enough potential credits to take left, they can request permission from Residence Life staff to live on campus.
- C. Housing is closed during the following University vacation periods: Thanksgiving, Christmas, Spring Break, and Easter. All students are expected to vacate University Housing during these periods, however, special requests can be made for University-related events only. Some of these reasons include in-season athletics, required internships, international student status, etc. All requests to stay must be submitted by published deadlines. Personal requests will not be considered. Fees for staying during breaks may apply. Any student who stays for a break period will have to follow all required break policies. Students involved in violations during break periods will be asked to leave residence immediately and will have judicial follow up to determine any future sanctions.
- D. At the end of each semester, students must vacate University housing within twenty-four hours after their last scheduled exam, or by the date and time of designated closing, whichever occurs first.
- E. The University reserves the right to enter and inspect student rooms/suites/apartments, without prior notice, to ensure health and safety standards, enforce University policy, make repairs, or respond to emergencies.
- F. The University accepts no responsibility for damage, theft or loss of money, valuables or personal effects of the student. Students are encouraged to confirm that their property is covered by their family's home owner's insurance or to have personal property insurance.
- G. The assignment or reassignment of placements is an administrative decision of the University. The University has the right to assign a student to any existing vacancy in University housing at any time and at its sole discretion. When a vacancy exists, the University has the right to reassign the remaining student(s) to a vacancy in another room and/or to consolidate current residents into one space.
- H. If a student decides to move out of housing after the fall semester, and remains enrolled at the University, the student will be charged a \$500 housing cancellation fee. If a student is moving out due to a financial hardship, they may submit a petition for a cancellation fee waiver to reslife@holyfamilly.edu summarizing the details of the hardship. The request will then be brought to the Housing Cancellation Committee for review. All decisions made by the committee are final and non-appealable. For full consideration, requests are due to the Housing Cancellation Committee by December 1, 2020.
- I. If a student leaves housing prior to the end of the academic year when housing closes, May 2021, they will not receive their deposit back. Otherwise, the deposits are refunded, minus housing damages, after spring semester ends. Students will pay new deposits every year. If a student deposits and then decides to commute, or not return to Holy Family, the deposits are non-refundable for any reason.
- J. All current students are required to pay a \$100 housing deposit in order to have a room reserved for them. All new students are required to pay a \$300 housing deposit. All students will be held responsible for the cost of damages to residential areas. All students are responsible for certifying the condition of their room by reviewing and signing the Room Condition Form upon check-in. The Room Condition Form will be used as the basis for determining whether a student will be charged for damages in the room. The student will also be billed for any damages in common areas. Charges for damages will be deducted from the student's housing deposit, and any charges over the amount of the deposit will be billed directly to the student. Students who fail to return the Room Condition Form by the stated deadline, will be responsible for any damages at the time of check out.
- K. Three areas of clearance are required for students to move in. Students must be registered full-time, receive clearance from the Health Services Offices certifying that all health documentation has been provided, and must be given clearance from the Business Office. Any student who is not cleared by the University add date, will be sent to the waitlist and a new student will be placed in that spot. Billing is done through the Business Office. It is the student's responsibility to ensure that payments are up to date and/ or payment arrangements have been made. Students who are not cleared for spring move in, will have until the University add date to get cleared, or they will be asked to leave housing until clearance is confirmed.
- L. All residents are required to have a meal plan, except for Garden Apartment residents who may choose to select any meal plan or no meal plan. All first-year freshmen resident students are required to have a 10, 14, or 19 meal plan. Other residential students can choose from any meal plan offered. Residents may change their meal plans before the start of each semester without penalty. No meal plan changes will be accepted once the semester has started.
- M. Students must maintain satisfactory academic progress as defined in the Student Handbook, in order to remain in University housing.
- N. The University reserves the right in its sole and absolute discretion, to take appropriate action against a student. This includes, without limitation, the termination of this agreement, if a student violates University policies, violates federal, state, or local law, or is otherwise a detriment to his/her safety or to the welfare of the community.
- O. Students are responsible to make sure they are abiding by all policies outlined in the Student Handbook.
- P. The University may terminate this agreement by written notice if the student fails to comply with the agreement. The student remains liable for housing and board charges for the full academic year.
- Q. All students residing in University housing are required to utilize their Holy Family assigned email account as a primary method of communication with the Office of Residence Life.
- R. If any of these provisions are found to be invalid the remaining provisions shall remain in full force and effect.

I hereby certify that I have read this agreement in its entirety and understand my rights and responsibilities. If I choose not to return to student housing for the spring semester, or move out before the end of the year, I understand I am still responsible for paying the housing charges for the fall semester in full, and will be assessed a penalty of \$500 for not returning for spring semester. If I enter in spring semester, I am responsible for paying the semester in full prior (room and board) before I move in.

Print Student's Name

Student's Signature

Date

Print Parent's Name (if student is 17 or under)

Parent's Signature

Date