

**Student Name:** \_\_\_\_\_ **ID:** \_\_\_\_\_ **Agreement Term:** Fall / Spring / Both **Academic Year:** \_\_\_\_\_ - \_\_\_\_\_

**Building:** PREN / DIS **Room:** \_\_\_\_\_ **Meal Plan:** PHO / GOLD / SILV / EXEMPT **Child(ren):** \_\_\_\_\_

**OCCUPANCY REQUIREMENTS AND RESTRICTIONS:** All SPS students must live in a residence hall with the above named child(ren) as part of SPS program requirements. SPS students living in the residence halls must be single, widowed, or divorced. SPS students are not allowed to grow their families while in the program. If the Student marries or becomes pregnant, their Room & Board Agreement will be terminated at the end of the current semester or term. Any student seeking permission to live off campus must complete an Off-Campus Housing Application and return it to Residence Life no later than November 15<sup>th</sup> (for spring semester) or April 15<sup>th</sup> (for fall semester). \*\*Leaving campus housing will impact your status as part of the SPS program. Failure to maintain full-time enrollment status may result in cancellation of this Agreement; if you are less than full-time, you must request permission from the Directors of Residence Life and the Single Parent Scholar program to live in the residence halls. **Wilson reserves the right to refuse housing privileges to any person at any time.** By signing this Agreement, the Student grants the College the right to conduct a criminal background check on the Student at any time, either prior to room assignment or during the term of this Agreement. The College reserves the right to refuse housing or immediately remove a student from College housing based criminal history or conduct. This provision does not require the College to perform a criminal background check on any student.

**LENGTH OF AGREEMENT:** The student agrees to reside in the residence halls for the entire academic year, or the remaining portion of the academic year if the Student moves into the residence hall after the academic year begins. Otherwise, the Student must request permission from the Director of Residence Life to move off campus during the academic year for which the contract was signed. The Student agrees to vacate the Residence Hall: (a) by the Monday after Commencement or within two weeks after graduation if the student is a graduating senior; or (b) Within twenty-four (24) hours after the termination of the Lease Agreement, unless an extension is granted by the Director of Residence Life. The term of this agreement and Student’s right of occupancy shall not include any period that the Student is not enrolled with the College or any period in which the Student has been removed from housing for any reason. If removed from housing, the Student has 24 hours to vacate housing after receiving notice of removal. If the Student is disruptive in any way during this period, s/he will be required to vacate immediately. If the student fails to vacate within 24 hours, the College reserves the right to remove the Student’s belongings, change the locks at the Student’s expense, and/or treat the Student as a trespasser.

**RESIDENTIAL SECURITY DEPOSIT:** The College requires an initial \$400.00 enrollment deposit obtained through the Admissions office. \$200.00 will be applied against charges on the student account; \$200.00 will be held as a security deposit. The security deposit will be held in a non-interest bearing account separate from your student account for the duration of your time at the College. Following graduation or departure from the College, the deposit will be available for refund, subject to any deductions for charges owed to the College Improper checkout will delay the refund and result in a \$50.00 fine. Before any refund, the security deposit will be first applied toward any charges owed for: broken contract(s); damages to the Student’s room, the community, or other college property; replacement of missing College property; removal of personal property; lock changes; improper check-out (including failure to complete the room condition report); remaining room and board charges; and any other remaining balance on the student’s account. If the charges owed exceed the deposit amount, the Student will be billed for all additional charges. **Any Resident who breaks this Agreement or has it terminated for any reason before the end of its term will forfeit the \$200.00 security deposit as a Broken Contract Charge.** If the student wishes to return to housing at any point, a new security deposit will be required.

**BOARD PLAN:** All Residential Students are required to purchase a board (meal) plan in accordance with their college status with no exceptions. If the Student does not specify a preferred board plan, one will be assigned by the College. Meal Plan selections are for the entire term indicated above. Students may change their meal plan between fall & spring semesters only; a \$10 processing fee applies. Unused meals are forfeited each week. See Dining Services website for a complete schedule of meal availability. **Food service is not available during breaks and holidays when campus housing is closed.** SPS children eat free of charge. All children must be accompanied by a parent in the dining hall and follow the dining hall rules as posted on the Dining Services website.

**REFUND POLICY:** **After the Student receives the room key OR housing opens for the semester, the Student will be liable for all room charges due under this Agreement for the semester, regardless of whether the student resides in the room or not, for any reason. The Student must complete all necessary withdraw/leave paperwork and notify Residence Life of their intent to not return to campus housing on or before July 15<sup>th</sup> (for the fall semester) or December 15<sup>th</sup> (for the spring semester) or the Student will forfeit their security deposit.** All meal plan changes must be received prior to the start of the semester. Upon completion of all necessary withdraw/leave paperwork, the student may be eligible for a pro-rated refund of Meal Plan costs based on the official end date recorded by the Registrar’s Office.

**ROOM ASSIGNMENTS:** Room assignments are made for all students without discrimination on the basis of race, creed, color or national origin. Assignments are made on a first come basis, along with consideration for size of family, age of children, and length of participation in the program. **The College reserves the right to consolidate, alter, or cancel housing assignments at any time.** All room changes must be requested through and approved by the Directors of Residence Life and the SPS Program. In order to reserve housing for each succeeding academic year or term, a returning student must sign a Room & Board Agreement during Room Selection each spring (for current SPS) or during Move-In (for new SPS).

**FACILITIES AND PROPERTY: College Property:** The Student will be provided with one each: bed, desk, dresser, desk chair, mattress, window curtains or shades, and shower curtain and hooks. Some rooms may also have mattress pads, bookshelves or desk hutches. College-issued furniture must stay in the room. **The Student is responsible for any damage to the room and Residence Hall.** If those responsible for the loss of, or damage to College property cannot be ascertained, the amount of the loss or resultant repair will be leveled, on a pro rata basis against the entire Residence Hall or College student population, at the discretion of Residence Life. College-issued property cannot be stored at any time. **Personal Property: Furniture for children must be provided by the parent.** Residents must furnish their own bedding, towels, pillows, lamps, and personal accessories. The College and its officers, employees, and agents assume no responsibility for the loss, damage, or destruction of personal property kept or stored in the Residence Hall. The College recommends that the Student’s property be insured under their own individual homeowner or renter’s policy. Storage space for personal property may be available for SPS students on a limited basis during the time of their enrollment at the College’s discretion but is not guaranteed. All of the Student’s personal belongings must be kept in their assigned residence hall room and assigned public spaces. The Student is responsible for ensuring that all personal property is removed at the time of checkout.

**OCCUPANCY AND USE:** The Student must make arrangements with Student Accounts regarding payment of their term bill in full prior to being issued a room key or moving belongings into the space. Failure to pay the student account at any time could jeopardize the Student’s ability to reside in College housing. The Student must also provide documentation of required medical immunizations prior to being issued a room key. **The Student is responsible for the condition of the assigned room and College property within it from the time of key issuance until the time of key return regardless of physical presence of Resident and/or their belongings.** The Student may not loan any room key to anyone else at any time. If the Student is issued an elevator code for a residence hall, the Student may not share that code with anyone at any time. If the Student violates either of these security measures or otherwise jeopardizes the security of any College housing, the Student will be subject to a fine and possible Honor Council referral. Residential housing may not be occupied by any other person than the Student and the children named herein; the Student may allow any other person to occupy or use the room. The Student may not use any College housing for for-profit activities. If any student occupies a room or residence without authorization any time before or after approved occupancy dates, a fine of \$50 per day will be imposed until the space is completely vacated. A room is not considered completely vacated until all belongings are removed and the key is returned.

**CHECK-IN AND CHECK-OUT PROCEDURES:** Every residence hall student is responsible for checking in and out properly. **Check-In:** The Student must complete and return an emergency notification card, a room & board agreement, and a room condition report (RCR) to Residence Life staff within 24 hours of key issuance. This RCR will be used in determining whether the Student has caused damage to College facilities or property beyond normal wear and tear. If the Student fails to complete a RCR, s/he may lose the ability to appeal damage charges. **Check-Out:** The Student must make a checkout appointment with a Residence Life staff member to review closing procedures and the damage assessment process and return the room key. The room will be inspected by housekeeping staff before final determination of damages is made. The Directors of Housekeeping and Residence Life have the right to assess charges based on the room’s condition, the information on the RCR, and whether or not the Student checked out properly. Failure to check out properly will result in a \$50 charge. If a Student does not return the room key there will be a charge for a lock change. The Student also shares responsibility for condition of the Residence Hall public spaces. The Student must remove all belongings from the room and public spaces at the time of checkout; any belongings left behind will be considered abandoned and the Student will be charged for the removal or disposal.

**BREAK CLOSINGS:** This contract covers normal academic year, including in-semester breaks and January Term, beginning two weeks prior to Fall Registration Day and ending the Monday following Commencement (graduating seniors are permitted to stay without additional charge for two weeks following Commencement); it does not cover summer housing. Charges for summer residency begin the Monday after graduation for all non-graduating SPS students. Please note during the summer months, all students will be charged for each day that they retain possession of their room key. Students who have signed a Room & Board Agreement for the fall are permitted to leave possessions in the room but the Student will not be able to access belongings until key is reissued. **\*The Student must notify Residence Life and SPS Directors of arrival and departure plans 1 month prior to each College break.** The Student is required to follow all break closing procedures as advertised by Residence Life and may be subject to fines for failing to do so. The College reserves the right to require key return and/or limit what can be left in the room over break.

**ACCESS:** Residence Life staff and authorized College personnel may enter the Student’s room to determine a need for maintenance or repairs in the building, or in case of a suspected emergency or policy violations. The College also reserves the right to conduct regular fire and life safety inspections of residence hall rooms during fire drills, hall closings, and throughout the academic year without notice. When a College employee acting in an official capacity knocks and identifies her/himself as such, the Student must respond to the knock by opening the door. If the Student is not present at the time, the College officials may key into the room. The College reserves the right, for reason of individual or community safety or welfare, to authorize the immediate suspension of a student or removal from the residence halls pending results of a hearing.

**CONDUCT EXPECTATIONS:** The Student must observe Wilson College, Residence Life, SPS, and community policies/agreements. The Student assumes full responsibility and liability for the behavior and actions of their guests, whether the guests are Wilson College students or not. Guests are not permitted to co-habitate with residents. Students also may not invite or host any person on or within College property or facilities that has been issued “no trespass” orders. Students are also expected to exercise caution in who they bring into the community and what behaviors occur in SPS residential spaces. The College may terminate this Agreement at any time for violation of residence hall regulations, or for conduct which is detrimental to the resident, other residents, or the community living environment.

**I have read the terms outlined above and by affixing my signature below do agree to adhere and comply with these terms and other rules and regulations enumerated in the Wilson College Handbook (Blue Book), Residence Life policies, or other governing College documents.**

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

White Copy - Residence Life

Yellow Copy - SPS

Pink Copy - Student

<b>Office Use Only:</b>	FIFRA _____	MedHist _____	Meningitis _____
Insurance	BO/FA _____	ECC _____	LBP _____
ADA	ESA _____		
<b>Notes:</b>			