

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

Building: MCEL / DAV / DIS / ROS / RID / SOU / PREN Room: \_\_\_\_\_ Meal Plan: PHO / GOLD / SILV / EXEMPT

**OCCUPANCY REQUIREMENTS AND RESTRICTIONS:** All full-time Undergraduate College students must live in a residence hall with the following exceptions: a) Commuters living with parents or adult relatives within 50-miles driving distance from campus; b) Students 21 years of age or older who currently have senior standing as defined by the Registrar; c) Students 24 or older; d) Students who are married or have dependents in their care; e) Students participating in approved academic experiences with special location needs. Unless expressly released from the residency requirement, the Student shall sign a Room & Board Agreement and bear responsibility for those charges. 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). Failure to maintain full-time enrollment may result in cancellation of a housing contract. **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 deny a refusing housing or immediately remove a student from College housing based on 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) within twenty-four (24) hours after the Student’s last examination, or within twenty-four (24) hours after the termination of the Room & Board Agreement, unless an extension is granted by the Director of Residence Life; or (b) On or before the date and time specified by Residence Life as hall closing (for end of semester, year, or at breaks), unless an extension is granted. 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 that 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 charged 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; 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; 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 Student 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.**

**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 the 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 for new students are made on a first come basis, with consideration for information provided in the Housing Survey. Returning students select their own room assignments through the Room Selection process each spring. **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 Director of Residence Life. In order to reserve housing for each succeeding academic year or term, a returning student must sign a Room & Board Agreement during Room Selection or upon move-in, whichever is earlier. **Room charges are based on room occupancy. Any change in occupancy, for any reason, may result in additional room charges.** The Student is responsible for making any necessary roommate arrangements. Students with vacancies are not permitted to refuse a roommate.

**FACILITIES AND PROPERTY: College Property:** The Student will be provided with one each: bed, desk, dresser, desk chair, mattress, and window coverings. Some rooms may also have shower curtains and hooks, mattress pads, bookshelves, or desk hutchers. College-issued furniture must stay in the room. College-issued property cannot be stored at any time. **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 hall, floor, or student population, at the discretion of Residence Life. **Personal Property:** 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 for personal property is not available for students during the academic year. All of the Student’s personal belongings must be kept in his/her assigned residence hall space. The Student is responsible for ensuring that all personal property is removed at the time of checkout. If the student has signed a fall housing agreement, limited storage may be available during Summer break at the College’s discretion and is not guaranteed. Storage is at the Student’s own risk.

**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 or building 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 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:** The Residence Halls are closed during the Thanksgiving, Winter, J-Term, Spring, and Summer break periods. If the Student wishes to make arrangements for break housing (if offered), they must contact the Director of Residence Life at least one month in advance of the break period. Break Housing is not guaranteed, may carry additional fees, and may require temporary relocation. There is no Hall access during any break period. 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 their self 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 the policies in the Wilson College Blue Book, published or posted Residence Life policies, and the Community Standards decided upon by the community. 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. 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 \_\_\_\_\_

**Office Use Only:** FIFRA \_\_\_\_\_ MedHist \_\_\_\_\_ Meningitis \_\_\_\_\_ Insurance \_\_\_\_\_ BO/FA \_\_\_\_\_ ECC \_\_\_\_\_ LBP \_\_\_\_\_ ADA \_\_\_\_\_ ESA \_\_\_\_\_  
**Room Rate:**  Double  Single  Double as Single  Triple  Quad | **Notes:**