



*TERMS AND CONDITIONS OF THE
RESIDENCE HALL AGREEMENT FOR ROOM AND BOARD
2017-2018*



This Agreement is binding for the Full Academic Year (Fall and Spring semesters).

Since July 1, 2010, Widener University is tobacco free. The use of tobacco, including smoking is prohibited within all university facilities, outdoor areas, and university owned vehicles.

Please note that all residence halls and rooms are Non Smoking.

I. Introduction

This Agreement is for the full academic year (Fall and Spring semesters), except for students leaving the University at the end of the Fall semester, or entering residence for the Spring semester only. The residence agreement consists of room and board and is available ONLY as a combination.

Freshman, sophomore, and junior full time students must reside on campus unless they qualify for commuter status. All full time undergraduate day students who do not qualify for commuter status are required to live on campus until they attain senior class status (90 completed credits).

The Residence Hall Agreement is for a space in an on-campus room from opening day in August 2017 to the last day of final exams in May 2018. Students may not occupy rooms when the residence halls are closed, except as noted in section VIII. Students in Widener University residence halls are expected to conduct themselves in a manner appropriate to an academic community. Students must abide by the policies and regulations of the Terms and Conditions of the Residence Hall Agreement for Room and Board as well as by the University *Student Handbook*.

II. Eligibility

Only full time undergraduate students who have completed an Online Housing Application, agreed to a Meal Plan within the online housing application, signed a copy of the Terms and Conditions of Residence Hall Agreement for Room and Board (done electronically) and have been assigned to a room are permitted to live in Widener University residence halls.

III. Payments

Fall Semester Room Deposits

New Students

To secure a room assignment for the 2017-2018 academic year, students must pay an advance, **non-refundable** enrollment deposit of \$400 to the Office of Admissions by Tuesday, May 1, 2017.

Continuing Students

To secure a room assignment for the 2017-2018 academic year, students must pay an advance, **non-refundable** room deposit of \$400 by Friday, March 24, 2017 to the Office of Enrollment Services and be in good financial standing with the university. The room deposit will be applied towards Fall semester housing charges.

Spring Semester Room Deposits

New Students

To secure a room assignment for the spring 2018 academic semester, students must pay an advance, **non-refundable** enrollment deposit of \$400 to the Office of Admissions by Friday, December 1, 2017.

Continuing Students

Students who did not live on campus for the fall semester and wish to secure a room assignment for the spring 2018 semester must pay an advance, **non-refundable** room deposit of \$200 by Friday, December 1, 2017 to the Office of Enrollment Services. The room deposit will be applied towards the spring semester housing charges.

IV. Refunds and Billing Adjustments

Residence hall occupancy is defined as acceptance of keys/access card and/or moving into the room. For residents continuing from fall to spring semesters, occupancy includes failure to obtain approval for release via the Housing Agreement Release Request and/or failure to remove all possessions from the room and return room key prior to spring semester opening day. Adjustments for room and board charges are based on the date the student completes all items specified in Item XII "Check Out". Adjustments of room and board charges are granted in accordance with the following.

Room and Board: When a student officially withdraws from the University through the Office of Enrollment Services, room charge adjustments are prorated based on a refund schedule established by the Office of Enrollment Services.

Change in Occupancy: Students assigned to increased occupancy (one person more than the design capacity for a room) are initially billed the standard double rate. Adjustments to bills of increased occupancy will occur mid semester. If there is a change in the occupancy that affects the room rate, e.g. increased to normal or normal to increased, changes in room rates become effective the following week. When campus-wide occupancy permits all students to be placed in normal occupancy (e.g. below 100% campus-wide), all students will be charged at the normal occupancy rate, even if students have elected to remain in increased occupancy.

Disciplinary Removal: Students removed from residence for disciplinary reasons will be liable for the room and board charges for the entire period in which they contracted.

*Please refer to Section XIII regarding cancellation of housing contract.

V. Room Assignments

All students may apply to reside in University residence halls; however the University is not required to house all students. **All students must reside in their assigned rooms and are prohibited from switching rooms, taking a roommate, or permitting any part of the room to be shared by persons not assigned by the Office of Residence Life.** Consideration will be given to requests for room changes after the drop/add date has passed for each semester. **No changes in room assignments may be made without the approval of the Office of Residence Life.** The University reserves the right to assign a new occupant to fill a vacancy, to make changes in room assignments, and to reassign or remove a student from the residence halls. The University reserves the right to increase the occupancy of a room beyond design capacity at a reduced room rate for all students in that room and to change the occupancy of an increased room to normal at any time. ***If a student is without a roommate, the other half of the room must always be prepared for a new student.***

Continuing Students may request on-campus housing for the 2017-2018 academic year during the spring 2017 semester. Room selection is based on a Room Selection Process for current full time undergraduate students. Continuing students who do not complete this procedure during the time period will be housed after all new students are assigned, on a space-available basis. Students that are currently not registered at the time of Room Selection will be housed once the Room Selection Process is complete and all current students that applied for housing, have been placed in a housing assignment.

New Students (first-year, transfer and readmitted students): All new students will have the opportunity to state preferences on the Online Housing Application. Stated preferences will be honored when possible, but cannot be guaranteed. Requests to change stated preferences cannot be honored. New student housing assignments are made based upon the date of receipt of the properly completed Online Housing Application and advance, non-refundable Room Deposit.

Consolidation Process: The University reserves the right to consolidate resident students. At any time, students without roommates or apartment mates will be asked to consolidate. The Office of Residence Life will notify students that they have the option of finding a roommate and following proper room change procedures by a given deadline. If they are unable to or choose not to find a new roommate, they will be assigned a new roommate or they will be reassigned to a new room or apartment.

VI. Arrival Procedures

Students may not occupy or deliver items to their rooms or apartments prior to the official opening date of the residence halls. Students whose presence on campus is required by an office, department, or organization to assist with the opening of the University may be granted permission to arrive early. Requests to allow the early arrival of specific students must be made in writing to the Office of Residence Life by the appropriate office. Upon arrival, ALL students must report to the designated location where keys will be issued.

VII. Responsibility for Room Use

Each resident must complete and sign an Apartment/Suite/Room Condition Report Form provided by the Office of Residence Life within 24 hours of occupying any room, either on original assignment or following a room change. This form, when countersigned by a residence life staff representative, is the basis for assessment of any damage attributable to the resident at the termination of occupancy. Failure to complete, sign and return the form will result in the student's assumption of responsibility for any damage evident in the room. When two or more students occupy the same room or apartment and when determination of specific responsibility for the damages or losses has not occurred, an assessment will be made against both or all equally. Charges will reflect actual cost as determined by Operations, plus administrative charges for any billing. If payment is not made, a hold will be placed on the student's University records by the Office of Enrollment Services. **Please note:** Anyone found responsible for discouraging any resident student from being their roommate may go through our Student Conduct process and have their own room assignment changed.

Assessment of charges for room/apartment damage or losses: The Office of Residence Life will bill students responsible for damages or losses.

Assessment of charges for Common Area Damages: An attempt will be made to identify students responsible for loss or damages. Failure to identify responsible individuals will result in equal assessment to all students associated with the common area.

Furniture Removal: University furniture must be left in the rooms or lounges to which it has been assigned. Students who move furniture from assigned areas will go through our Student Conduct process and be billed for the return of the furniture to its assigned area. When furniture has been moved into a room or apartment, all residents of the area will be equally billed for its removal, plus administrative charges. Storage facilities are not available for unwanted furniture.

Lost Keys: If a student loses a key issued by the Office of Residence Life, it may ONLY be replaced by reporting the loss to the Office of Residence Life. In such cases, the student will be billed for the cost of re-keying the door. Keys returned by students at check out which are not the same keys issued by the Office of Residence Life will also necessitate the re-keying of the door with assessment of charges to the student responsible. All keys remain the property of the University. **Duplicating, borrowing, or exchanging of University keys is strictly prohibited.** If duplicated keys are returned by students at check out, the door will be re-keyed and the charges assessed to student(s) responsible.

Campus1Card: Your card is issued to you for your tenure at Widener University, unless it has been lost or stolen. If your card has been lost or stolen, deactivate card access to services immediately by calling the Campus1Card Office at 610-499-1018, Monday through Friday 9 a.m. to 5 p.m. After hours, weekends and holidays, contact the Campus Safety Office at 610-499-4200. The Campus1Card Office can issue you a new card immediately for a replacement fee. The replacement card will be immediately activated for all services.

VIII. Break Periods

When the University begins a break, all students must vacate their rooms no later than one hour after their last class or examination. Students may leave their personal effects in their rooms at their own risk. Students with Widener related and approved reasons may request to stay in the residence hall(s) designated for academic year-round housing use through the Office of Residence Life. Specific procedures for obtaining approval will be advertised prior to each break. All buildings other than those specifically designated for academic year-round housing use will be closed. **Students will not be able to gain access to their rooms during these periods.**

IX. Maintenance and Condition of Facilities

All residents are responsible to help maintain the cleanliness of residence halls and will be expected to clean up after themselves in rooms and apartments as well as in lounges and other public areas. Regular maintenance and/or painting by University personnel and/or contractors may be scheduled in rooms/apartments/suites and common areas while facilities are occupied. When possible, advance notice will be given. All common area damage costs will be divided among the residents of the area and billed to each resident.

Inspections: The University reserves the right to inspect rooms. In all cases where health, safety or welfare of a person may be in danger, in the University's sole discretion, or in cases when University property is jeopardized, the Residence Life staff may enter a room or apartment immediately and without notice. Announced safety inspections may occur and procedures for which will be communicated in advance.

Repair work: Repair work in student rooms/apartments may be scheduled to occur during breaks. Advance notice will be given to residents, except in case of emergency repairs.

Air conditioners: Personal air conditioners are prohibited.

Lofting: Lofting of any items including beds, desks, etc. is prohibited.

X. Personal Property Losses and Claims

The University is not responsible for loss of or damages to personal property of residents. Residents are urged to provide for the security of their belongings by locking their rooms and by carrying personal property insurance.

XI. Rules and Regulations

University rules and expectations included in the *Student Handbook*, not reproduced here, also apply. Breach of this Agreement shall also constitute a violation of the Student Code of Conduct. Failure to act in accordance with these rules, regulations and expectations may result in University disciplinary action and/or civil or criminal action and/or financial liability. Possession or use of prohibited items may result in their removal by University officials and/or other sanctions. Residents of apartments/suites/rooms where a health/safety hazard exists may be required by staff to remove the hazard immediately.

XII. Check Out

Residence halls close to all students on the last day of final exams in May 2018. Residents needing to stay for approved university reasons between closing day and commencement will be required to secure approval to stay on campus through the Office of Residence Life and to move to a designated residence hall for security reasons. When leaving at any time of the year, all students must complete the following procedures in order for their room to be considered vacated:

- Remove all personal belongings.
- Remove all trash and/or unwanted items.
- Leave the room/apartment clean.
- Return all issued residence keys and complete appropriate forms.
- Complete the Suite/Apartment/Room Condition Report.
- Complete forwarding address information.

XIII. Cancellation of the Housing Contract

Housing contracts are for the academic year. Each student wishing to cancel housing must complete and submit the Housing Release Request Form to the Office of Residence Life. Contracts cancelled on or before July 1 will result in the loss of the housing deposit. Residents will also be responsible for housing charges incurred during their stay in the residence halls and will be charged accordingly as defined in section IV: Refunds and Billing Adjustments.

ALL CANCELLATION FEES WILL BE PLACED ON YOUR STUDENT BILL.

Please note that the Cancellation of Housing Contracts may be permitted at the discretion of the university without a cancellation fee for the following reasons: internships, student teaching, study abroad and completion of a degree program.

I have read and agree to abide by the Terms and conditions of the Residence Agreement for Room and Board as stated. I understand this Agreement is binding for the **FULL ACADEMIC YEAR**. I understand that it is my responsibility to thoroughly read a copy of a current Student Handbook/Code of Conduct within 24 hours of receipt of my residence hall keys/access card. The Student Handbook/Code of Conduct can be found on the Widener University website at www.widener.edu. In addition, I agree to abide by the conditions set forth in the Student Handbook/Code of Conduct.

Name Printed

Student ID #

(Electronic Signature)
Signature

Date