

Policies As a condition of this contract, the student agrees to be aware of and abide by all published rules of conduct and housing regulations as outlined in the Student Handbook and in the Residence Life section of the University Website. The student also agrees to maintain a proper standard of behavior and not disrupt the residential community.

Violations of the terms of this contract or of any of the rules and regulations outlined in the Student Handbook or in the Residence Life section of the University Website will normally be handled through the campus judicial system. The University reserves the right to treat such violations as a breach of contract. Students dismissed from residential housing or from the University during the semester for disciplinary reasons are not entitled to a refund. Student housing assignments may change due to disciplinary action.

Use of Residential Space University residences are reserved for the sole purpose of residential living. Unless otherwise specified, living spaces cannot be used for the purpose of conducting a business (including contract work from a 3rd party). Common areas in residence halls are reserved for specific uses as designated by Residence Life. Reservation of common areas can be made through the building Residential Coordinator.

Care and Condition of Room and Common Areas The student agrees to provide normal housekeeping and to use reasonable care within their assigned residence, including all furniture and equipment. All furniture is to be left in designated locations.

Students must complete a room condition report at check-in and check-out. Charges will be assessed for damages and unauthorized alterations to rooms, furniture or equipment. Charges will also be made for special cleaning necessary due to improper care of the room, furniture, or equipment. Students who do not follow the formal check-out procedure will be assessed an improper check-out fee.

Students are jointly responsible for care of public areas, including furniture and equipment. Charges for damages to public areas may be made on all students assigned to specific wings, floors, halls, or areas as appropriate. Any student who causes damage (or whose guest causes damage) to residence space, furniture, or equipment will be assessed for such damages.

Rooms may be periodically inspected for housekeeping, damage and maintenance problems. Charges for cleaning and damages are based upon labor, repair and replacement costs to restore the room to its original condition. All charges must be paid at the Office of Student Accounts prior to the end of the following semester. In some situations, disciplinary action can be taken in addition to cleaning and replacement costs.

Room Entry by University Officials The student agrees that authorized individuals shall be permitted access to the room in compliance with the room entry policy described in the Student Handbook and within the Residence Life section of the University Website. Authorized individuals may enter a student's room for the purposes of maintenance, housekeeping, emergency, or reasonable belief that a violation of University policy has taken place. Student residences will be entered for scheduled health and safety inspections (a minimum of one per semester) and for maintenance purposes during break periods.

Liability for Loss of or Damage to Personal Property The University will not be liable for loss of or damage to personal property of students. Students are urged to secure insurance for such property.

Asbestos Awareness Many buildings constructed before the mid-1970s commonly used building materials containing asbestos. Asbestos-containing materials in buildings pose no risk to health unless the materials are disturbed and the asbestos fibers are released into the air. Ask the students help us maintain a healthy and safe environment by observing the guidelines outlined on our [Asbestos Awareness](#) page within the Residence Life section of our website.

Financial Aid and Housing Full renewal of UE gift assistance for students who live on campus is dependent on continued living in UE housing. Students wishing to reside off campus after fulfilling their residency requirement (effective at their point of entry to UE) should consult with the Office of Student Financial Services about the effect on their UE gift aid.

Student Responsibility of Charges Students are responsible for institutional charges. If any payment is not paid when due, the entire balance, including accrued interest, shall, at the option of the University of Evansville, become immediately payable on demand. In the event of any default, the student will be obligated to pay all collection costs and attorney fees incurred by the University of Evansville in the collection of these charges.

Contract Cancellations and Refunds

There are specific guidelines regarding Housing and Food Service Contract cancellation requests.

New Students Deposited students who choose to attend the University forfeit their housing deposit.

Continuing Students Students have until published deadlines to cancel their housing contract for the next academic year/semester. Cancellation requests are reviewed in accordance with University residency requirements.

Cancellation Deadlines and Penalties for Returning Students

- By May 1, 2021 for Spring Semester - Cancellations can be made for the Fall for any reason.
- After May 1, 2021 for Spring Semester - Cancellations can be made for the Fall for reasons listed under **Acceptable Housing Cancellation Requests**. May include loss of deposit and \$200 late fee.
- By October 5, 2020 for Spring Semester - Cancellations can be made for the Spring for reasons listed under **Acceptable Housing Cancellation Requests**.
- After October 5, 2020 for Spring Semester - Cancellations can be made for the Spring for reasons listed under **Acceptable Housing Cancellation Requests**. May include loss of deposit and \$200 late fee.

Acceptable Housing Cancellation Requests The only reasons that a housing contract can be cancelled after published deadlines for the next academic year/semester are for the reasons listed below:

- Attending a non-UE course or studying abroad during the semester
- Residing locally with parent or legal guardians (parents/parents/guardians must complete a verification form from the Office of Residence Life)
- Participating in any of the following that are outside the Evansville area:
 - a full-time internship, required clinical, an approved co-op, or student teaching
- Transferring or graduating

Unacceptable Housing Cancellation Requests Housing contracts will not be canceled after May 1 because a student has found an off-campus property or has entered into another housing agreement or lease with a private landlord. Students who are not approved to cancel their contract are still financially responsible for their housing contract.

Residing Locally A student who is permitted to cancel their housing and reside locally with a parent/guardian will receive refunds as outlined under the university refund policy in the student handbook.

Withdrawing for Academic or Medical Reasons A student who is permitted or required to withdraw from the University for significant academic or medical reasons will receive refunds as outlined under the University refund policy in the Student Handbook.

Cancellations for Fraternity Move-Over Individuals moving into fraternity houses must cancel their housing under guidelines for fraternity move-over. These guidelines can be obtained from the Office of Residence Life. Students who choose to move into a fraternity house, yet fail to terminate their housing as required in the guidelines for fraternity move-over, will be responsible for housing charges up until the date of their cancellation request.

Terms of Agreement Completion of the online Housing and Meal Plan Registration constitutes a legal and binding agreement between the student and the University of Evansville. By submitting this electronic form, the student acknowledges that he / she has read and understands the terms of this contract, and agrees to all of its terms and conditions, including payment of charges and forfeitures when due. This contract is valid for the balance of the academic year indicated.