Housing and Food Service Contract
2018-2019 Sample

This Housing and Food Service Contract is made between _______________________(the student), ID# ________________, and the University of Evansville. This contract was submitted online by the student on ________________ (Date). By completing the online Housing and Meal Plan Registration on WebAdvisor the student agrees with all provisions of the contract and agrees to pay the full amount of housing and dining charges billed in connection with this agreement. The signature of a parent or guardian is required if a student is not yet 18 years old. This contract is valid for the balance of the academic year indicated.

The student has contracted for housing and/or meal plan as indicated: Housing: ________________ Meal Plan ________________

*Specific provisions and restrictions regarding housing contract cancellation requests can be found within this document and in the Residence Life section of the University website. Meal plans can be changed at semester breaks as posted in the Residence Life section of the University website. Approved adjustments to the meal plan selection during indicated periods shall become a binding part of this agreement.

Carefully read the terms and conditions of this Housing and Food Service Contract. It is a legal and binding agreement with the University of Evansville. It is the student’s responsibility to become knowledgeable of and abide by University policy related to housing. Policies related to campus living are located within the Residence Life section of the University website: www.evansville.edu/residencelife.

Food Service Plan
All students residing in UE residence halls must participate in a Residential Meal Plan as described on the Dining Services pages on the University website. Seniors living in the residence halls can elect to have the Evansville Select meal plan. Students living on campus (residence halls, Villages, or Greek Housing) who have an existing plan can add Ace Bucks at any time but cannot use Ace Bucks as their primary plan. UE provides meals according to the plan selected during the period of occupancy. No meals are provided during the Fall, Thanksgiving, Winter, Spring, or Easter Breaks. Meal plans can be changed at semester breaks as posted in the Residence Life section of the University website. Additional Ace Bucks may be purchased at any point during the semester through the dining services office. See our website and supplemental materials for details on plans and options.

Period of Occupancy
To provide student housing at the highest value and lowest possible cost, there must be a consistent occupancy level in our residential facilities. For this reason, all housing contracts are binding for the duration of the academic year. UE will provide campus housing for the 2017-18 academic year (or the balance thereof) to the student who enters this agreement. Occupancy begins on published dates (see Residence Life section of the University website) and ends 24 hours following the last final of a student’s final exam schedule for spring semester. For Winter Break, the residence halls officially close at noon of the day following the last day of final exams and reopen on published dates (see Residence Life section of the University website) before the first day of spring classes. While students may leave their possessions in their rooms during this period, all students living in the residence halls are required to vacate their room during Winter Break.

Residents are not permitted to move into and occupy their rooms prior to published dates or to remain in their rooms after published dates without specific advance approval from the Office of Residence Life. Students who receive approval may be required to pay an early arrival or extended stay fee.

Additional housing fees and contracts for periods not covered by this contract will be determined by the Office of Residence Life on a yearly basis.

Assignment of Housing
An individual must be enrolled full time with the University and must be making progress toward completing enrolled hours to reserve a space in housing. Most residence hall space is assigned as double occupancy. Village spaces are assigned as two, three, four, five, and six person units. Vacancies within individual Village units are the responsibility of unit residents. Housing placements are made by same sex / legal gender. Students interested in gender neutral housing should visit www.evansville.edu/residencelife/genderneutral.cfm.

Students who have documented physical disabilities or health concerns should submit a Request for Accommodation in Housing available within the Residence Life section of the University website under Disabilities. Return the completed request with documentation to the Office of Residence Life for review.

Exceptions and Modifications
The director of residence life determines exceptions and modifications to housing policy. This includes, but is not limited to space allocation, credit hour requirements, filling vacancies, temporary assignments, consolidations, gender assignments, disability accommodations, reserved housing, theme living, and contract cancellations.

With the approval of the director of residence life, individuals who are not full-time students (i.e. part-time students or a student’s spouse, domestic partner, or child) may be assigned and billed according to standard unit occupancy levels and rates on a space available basis.
The University reserves the right to make or change assignments, assign a new roommate, or consolidate spaces at any point of the academic year based on the needs of the program. The University also reserves the right to cancel a housing contract for academic failure, non-payment for services, breach of contract, criminal behavior, or violation of rules of conduct and/or housing regulations as outlined in the Student Handbook, in the Residence Life section of the University website, and in other materials published by the University.

**Vacancies and Single Rooms in the Residence Halls**

Except for rooms specifically built for single occupancy, all residence hall assignments are intended for double occupancy. Upper-class students and second semester freshmen may obtain private rooms when space exists for an additional cost. First semester freshmen are not eligible for private rooms. When a student is without a roommate, there are a number of options: (1) move into another room with a chosen roommate, (2) have a new roommate move in, (3) accept the placement of a new roommate if made by the Office of Residence Life, or (4) pay extra to keep the room as a single if space permits (option 4 is reserved for upperclassmen and second semester freshmen).

**Vacancies in Village Units**

Students who collectively contract for a Village Unit are financially responsible for any vacancy that occurs within that unit. The remaining residents may identify a qualified replacement (with the appropriate number of hours and good standing with the University) or they may share the cost of the empty space.

**Deposit**

The housing deposit will hold a reservation in University residential facilities. This deposit may be transferred from year to year so long as the student remains in University housing or is temporarily studying abroad / studying in Harlaxton.

Once a student leaves University housing, the deposit will be refunded in full, minus any outstanding student account balance, including charges for damages and/or fines. When a student cancels his or her contract, the housing deposit is refundable in accordance with published contract cancellation guidelines outlined in the Student Handbook, in the Residence Life section of the University website, or other materials published by the University.

**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 third 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 or head resident.

**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 to all students assigned to specific wings, floors, halls, or areas as appropriate. Any student who causes damage (or whose guest causes damage) to residential 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 registration for 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 residence 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.
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 Financial Aid about the effect on their UE gift aid.

Student Responsibility of Charges
Students are responsible for all 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 due and 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.

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

New Students
Deposited students who choose to not 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

<table>
<thead>
<tr>
<th>By April 5, 2017, for Fall Semester</th>
<th>Cancellations can be made for the Fall for any reason.</th>
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<tbody>
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<td>After April 5, 2017, for Fall Semester</td>
<td>Cancellations can be made for the Fall for reasons listed under Acceptable Housing Cancellation Requests. Includes loss of deposit and $200 late fee.</td>
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<td>By November 1, 2017, for Spring Semester</td>
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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 Harlaxton College or studying abroad during the semester
- Residing locally with parents or legal guardians (Students/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, a required clinical, an approved co-op, or student teaching
- Transferring, withdrawing, or graduating

Unacceptable Housing Cancellation Requests
Housing contracts will not be cancelled after April 5 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.

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.

The University of Evansville operates under a nondiscriminatory policy including race, color, gender, gender identity and expression, sexual orientation, creed or religion, national origin, age, disability, veteran status and all federally protected groups/classes.