



Housing Contract 2011 – 2012

Office of Residence Life - Robert Morris University
6001 University Blvd. - Moon Township, PA 15108

Terms of Agreement

Section I – Term of Contract

- A. Student hereby agrees to pay the University the current room and board charges as published for the terms in which this application and contract applies. Upon taking occupancy, as defined below, the student enacts the contract and assumes financial responsibility for all associated charges.
- B. The costs associated with the Housing Contract cover room and board for the fall and spring semesters or summer term as indicated. Room and board charges during vacation/break periods are not included in the designated term charges. Housing may be provided during selected vacation periods for an additional per diem charge.
- C. A new contract must be executed by the designated date preceding each academic year by returning students who wish to continue to reside in the residence halls and participate in the Room Selection Process. New student contracts as well as contracts for returning students not desiring to participate in the Room Selection process will be accepted on a rolling basis. A separate contract must be completed for the summer term.

Section II – Deposits/Payments

- A. In addition to the housing contract, the resident student will pay a \$250 non-refundable deposit to reserve space in a residence hall. This amount is identical to the \$250 deposit paid by freshman and transfer students to confirm admission. Currently enrolled students must submit a \$250 deposit when the Housing Contract is submitted. If the student occupies the residence hall room assigned in the fall semester, \$150 of the residence hall deposit is applied to the student's account. The other \$100 is held as a damage deposit. If a student is prevented from enrolling because of a serious illness or other uncontrollable circumstances, the deposit will be applied in full towards the room fee when the student does enroll, provided the enrollment is within the next academic year. Checks and money orders representing residence hall deposits must be made payable to Robert Morris University.
- B. In addition to the \$250 residence hall deposit, the student shall pay the balance of room and board charges plus the tuition for the term by the date designated by Student Financial Services. A late fee will be assessed for failing to pay room and board charges by the designated date. Students who have not resolved financial obligations to the University will not be permitted to take occupancy in the residence halls. Students who are not registered for classes for terms in which they have an active housing contract may be canceled at any time.
- C. Deductions from the damage deposit will be made to defray the cost of repairing or restoring property of the University damaged or destroyed by the student. Deductions will also be made in order to hold a student accountable in equal part for

common area damages which occur in his/her suite/apartment or building or on his/her floor. The University requires the student to make additional payments beyond the \$100.00 damage deposit in order to provide sufficient funds to cover possible additional damages. Any unused portion of the deposit will be credited to a student's account after final termination of residence in the University residence halls.

Section III – Cancellation/Forfeiture Policy

- A. A room is reserved in a residence hall for a student for the entire academic year (fall and spring semesters) or the remaining portion thereof upon submission of the Housing Contract. If the student attends the University during the fall and spring semesters, having executed the contract, the full room and board fees for the academic year must be paid. A resident student is permitted to terminate his/her housing contract without penalty at any time prior to the close of business on the first Friday of that academic semester. If the student terminates resident status beyond this date, after taking occupancy, the student's room and board charges will be forfeited. If the student is dismissed from the University or the residence halls for disciplinary reasons, the student and/or parent/guardian will not be relieved from the obligation to pay all room and board charges, and damages for the semester in which the student is dismissed. If the student is dismissed from the University for academic reasons at the end of the fall semester or voluntarily terminates status as a student at the close of the fall semester, payment of room and board for the spring semester will not become due.

- B. A student executing a Housing Contract is required to maintain one of the resident student meal plans as published. A student who terminates his/her housing contract prior to the close of business on the first Friday of a semester, as stated above, will be refunded the full amount of the designated meal plan provided that only normal usage of the meal plan has occurred until the time of cancellation. Any excessive use of the meal plan, as defined by the usage chart provided by the University, shall be deemed the student's responsibility and will be billed directly to his/her student account. If a student terminates residency status beyond this date, but remains a student of the University, his/her meal plan will remain active for the student's use until the completion of the term in which the cancellation was processed. If the student processes a complete University withdrawal beyond the close of business on the first Friday of a semester, the student's meal plan charge will be forfeited. If the student is dismissed from the University or the residence halls for disciplinary reasons, the student and/or parent/guardian will not be relieved from the obligation to pay all meal plan charges for the semester in which the student is dismissed.

- C. The Housing Contract is for one academic year (fall and spring semesters) or the remaining portion thereof upon submission. A student may be released from the second semester obligation by notifying the Office of Residence Life that he/she will not be returning as a resident student for the next semester. This notification must be in writing and received by the Office of Residence Life on or before December 1st. The student may forfeit his/her housing deposit as a result of this cancellation. If a student with less than 30 earned academic credits terminates his/her housing contract in violation of the campus residency requirement, the student will be assessed a forfeiture fee of 35% of the anticipated spring semester room charge for this cancellation. Students receiving housing grants are not exempt from the forfeiture fee. If the student does not notify the Office of Residence Life of his/her intention of not returning within the time period specified above, he/she may be assessed the full room charge for the spring term.

Section IV – Conditions of Occupancy

- A. Several conditions must be met in order for the student to officially be permitted to take occupancy of the residence space assigned. The student will not be permitted to take occupancy until the following obligations are fulfilled and the term enacted:
1. Fulfill financial obligations to the University and receive financial clearance;
 2. Provide / have on record with the University Health Services Office a completed University Health Form;
 3. Provide / have on record with the University Health Services Office a completed Meningitis Information Form; and,
 4. Provide the University with proof of valid medical insurance comparable to the University sponsored insurance or enroll in the University sponsored insurance program.
- B. A student may occupy the assigned room no earlier than the designated date. At the close of an academic term, a student must vacate his/her residence space within 24 hours of the student's final examination, or by the posted residence hall closing time. A student must vacate the residence halls within 24 hours of withdrawal or dismissal from the residence or as otherwise noted by the Director of Residence Life. Any exceptions to this schedule must have the prior approval of the Director of Residence Life.
- C. A student is considered to have taken occupancy of his/her residence space upon receipt of keys to the assigned space. Upon moving into the residence halls, each student must register with the appropriate Office of Residence Life staff member.
- D. If a student fails to take occupancy of his/her assigned residence space prior to the close of business on the first Friday of the academic term or to notify the Office of Residence Life of his/her intention to arrive beyond this date, his/her Housing Contract may be terminated and his/her space reassigned as deemed appropriate by the Director of Residence Life.
- E. A student is considered to have terminated occupancy upon written notification to the Office of Residence Life of his/her intention to vacate the residence space, the removal of all belongings, and the return of all University issued keys to the Office of Residence Life.
- F. A student may not transfer his/her right to occupy a residence hall room to anyone else.

Section V – Housing Assignments

- A. Residence accommodations are available only at the Moon Township Campus and sites designated by the University.
- B. All residence halls are smoke free environments. Smoking is not permitted in student rooms, apartments, suites or in the common areas of any building.
- C. The Office of Residence Life makes every effort to accommodate specific housing requests. However, space does not always permit the granting of each request. Requests from the Room Selection Process are subject to change based upon capacity needs or the discretion of the Director of Residence Life. Private rooms and apartments are granted subject to availability and are assessed an additional charge.

- D. Contracts of currently enrolled students are due by the designated date during the term preceding the applicable academic year. Students requesting housing after the deadline will be assigned space based on availability at the time of submission of the Housing Contract. The Office of Residence Life makes every effort to accommodate late applications. The University reserves the right not to renew a contract for the next academic term.
- E. The University reserves the right to change room assignments in the interest of health, discipline, or the general welfare of the student or other students. A student may request a room change by submitting the necessary forms to the Office of Residence Life for consideration. Under normal circumstances, room change requests will not be granted before the second week of the semester. The University reserves the right to consolidate those students who are in a room that is currently housing less than the capacity of said room. No attempt will be made to honor requests for roommates based on race, religion, disability, or sexual orientation.

Section VI – Compliance with Published Policies

- A. The student enters into this agreement knowing that he/she must comply with and abide by:
 - 1. All other University rules and regulations governing the conduct of students which are now in effect and any that may be adopted and published during the term of this contract by the University; and
 - 2. Meal plan options and policies as outlined in the Dining Services Guidelines.
- B. Violation by the student of any University policy, rule, or regulation as published may be cause for the implementation of sanctions which could result in immediate dismissal from the residence halls and/or the University.

Section VII – Right of Entry

The University reserves the right of entry into student rooms to inspect furniture and equipment, to make repairs, or for any other reasonable purposes in accordance with University policy. A designated administrative staff member can conduct search or inspection when deemed necessary and appropriate.

Section VIII – Residency Requirement

All students having completed less than 30 earned academic credits and not living with a parent/guardian are required to live in University residence.

Section VIV – Information Privacy

The University makes every effort to protect a student's personal information by following FERPA (Family Educational Rights and Privacy Act) guidelines. As such, a student's personal information will generally not be released to a third party without the written consent of the student. In addition to the release of directory information and information to potential roommates, additional information will be released at the discretion of the Director of Residence Life. Students may make a written request to the Office of Residence Life that directory information not be released.

Section X – Responsibility for Medical Care

The University does not assume financial responsibility for medical care beyond that offered by the University Student Health Services. Should a student require additional medical attention, payment is the responsibility of the student and/or his/her parents/guardians.

Section XI – Responsibility for Personal Property

The University assumes no responsibility for the loss, damage or theft of student property. All such losses should however be immediately reported to Public Safety and the Office of Residence Life so that every attempt may be made to recover the property where possible. It is the responsibility of the student to ensure that he/she obtains insurance coverage for his/her belongings through the homeowner's policy of a parent or guardian or the purchase of a separate renter's policy as appropriate.

Electronic Signature

Notice of Non-Discrimination Policy as to Students: *It is the policy of Robert Morris University to provide equal opportunity in all educational programs and activities, admission of students and conditions of employment for all qualified individuals regardless of race, color, sex, religion, age, disability, sexual orientation, or national origin.*

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