

# University of Hartford --- Contract for University Housing

\* This Contract Is Binding For One Full Academic Year \*

THIS AGREEMENT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by and between the University of Hartford, West Hartford, Connecticut, hereafter called the "University" and the residential student hereafter called "the Student":

\_\_\_\_\_  
Last Name (PLEASE PRINT) First Middle

WHEREAS, the Student has been accepted by the Office of Admissions and Student Financial Assistance, and is now making application for housing accommodations (including board for all residential students) in University Housing and WHEREAS, the University will assign housing accommodations to the Student in the University housing system for the full academic year (September to May) excluding vacation periods and periods extending beyond twenty-four hours after an individual's last final semester examination. NOW THEREFORE, in consideration of the foregoing and the mutual covenants and obligations herein contained, the parties agree as follows:

1. **General Housing Policy.** The Office of Residential Life of the University of Hartford agrees to furnish space in a University residential area for the academic year (Fall and Spring). It is understood that this agreement is contingent upon availability of space within the University residential areas. **This contract is binding upon the parties hereto for the full academic year, or remaining portion thereof.** Failure of the Student to complete the contract for any reason, unless released (see *The Source* for procedure) may result in a charge for the room for the entire year. The University, at its option, may require all first-year students to live in University Housing on a space-available basis.
2. **Deposit and Refunds.** New students who pay their deposit by the first Monday in May will receive University-sponsored housing accommodations. One hundred and fifty dollars of the admission deposit acts initially as a housing reservation, then becomes a security deposit upon occupancy, and is required with this application. Returning students must pay the nonrefundable room selection fee to be eligible for housing during the upcoming academic year. The security deposit after occupancy on campus is completed is refundable, only after the deduction is made by the University for any damage that may have occurred (see *The Source*), provided the Student has no other financial obligations to the University. The University, upon request, shall provide the Student with an itemized bill for attributed damages.— Students removed from housing due to violations of this contract or the Student Code of Conduct are not entitled to a refund of housing fees. All other students who leave housing during the course of the academic year are eligible for housing fee refunds according to the refund schedule published by the Bursar's Office.
3. **Reservations and Assignments.** Housing assignments for new students are made after receiving the deposit and all properly completed forms. Room assignments for new students will be sent to Student's permanent address in early August. Returning students in good standing choose their room during Room Selection. Returning students may also be assigned by Residential Life, if necessary.
4. **Student's License of Occupancy.** This license is extended to all students at the University as a privilege, not a right. This license begins when this contract is signed and a key is issued and ends when the key is returned. When the Student fails to maintain at least 12 credits per semester, violates this contract, or violates University rules and regulations, the Student shall vacate the housing accommodations within 24 hours of notification by the Director of Residential Life or his/her designee. The obligation of this contract continues, however, for the remainder of the current semester. Violations of University rules and regulations are determined by procedures set forth in *The Source*. A student may be required to vacate housing accommodations, if the student has a health condition that makes continued residence potentially harmful to themselves or to other residents. A student may also be required to vacate housing accommodations if the student has caused damage of a serious or malicious nature to the accommodations or has failed to maintain reasonable standards of cleanliness and sanitation. The right of occupancy cannot be assigned to another person by the Student at any time nor can the Student sub-let any portion of the assigned space. The Student agrees to follow proper procedures to check in and out of the University housing accommodations as established by the Office of Residential Life (see *The Source*).
5. **Late Arrival Occupancy.** A student planning to arrive for occupation of his/her room after the opening of the residence halls should notify the Office of Residential Life in writing prior to the assigned arrival date. A room will not be held later than the first day of classes, unless the Student has notified the office of the late arrival and this notice has been acknowledged by a staff member. Failure to do so may result in a loss of the room and forfeiture of applicable deposits.
6. **Re-Assignment of Housing Accommodations.** The Student will occupy for the full academic year such housing accommodations as are assigned to them. The University expressly reserves the right at any time for the Director of Residential Life or his/her designee to reassign the Student to other housing accommodations when it is determined to be necessary for maximum utilization of the University's housing facilities and for situations which are in the best interest of the residential community, in which case charges will be adjusted accordingly. Charges may be decreased when reassignments are made, but not increased without the agreement of the Student affected, unless the reassignment is a room change initiated by the Student.
  - a. **Consolidation.** When the number of vacancies in any residential area reaches a pre-determined level, the Office of Residential Life may implement its consolidation policy. Students may be asked to move out of a given area (i.e., the Complexes, Regents Park, Park River, or the Village Apartments, Asylum Avenue Campus), or may be required to move to a different assignment within that area. Students not complying with the consolidation policy may be assessed an additional room charge and/or may face judicial action and cancellation of housing contract.
  - b. **Administrative Moves.** When it is deemed necessary by the Director or his/her designee, a student may be directed to move to another assignment. Reasonable efforts will be made to ensure that the Student is given adequate time, but establishing this time frame for such administrative moves is the sole responsibility of the Residential Life administrator involved in the situation. Failure to comply with such requests may result in judicial action and/or cancellation of the Student's Contract for University Housing.
7. **Room Change.** Students who desire a room change must follow the procedures outlined by the Office of Residential Life. Any student involved in an unauthorized room change may be subject to judicial action.
8. **Fees.** The Student will pay the University those prevailing charges for accommodations as prescribed by the University and set forth in University literature. Fees are payable in advance and are made in two installments: one-half by mid-August for the Fall semester, and one-half by mid-January for the Spring semester. Failure to make payments by the billing due dates may result in the University's cancellation of this contract.
9. **Guest/Visitors.** A student may have an overnight guest only with the expressed consent of his/her roommate(s). Normally, overnight guests are limited to no more than two consecutive nights. Guests must comply with all University rules and regulations. The behavior of the guest is the responsibility of the hosting student.
10. **Property Loss or Damage.** The University is not liable for the loss of money, or other valuables, nor for any loss of or damage to property belonging to the Student, nor any personal goods stored in University Housing facilities. The University does not provide insurance for personal property. Students are strongly advised not to bring to campus any items of extraordinary value. Students are urged to inventory all personal belongings, to maintain a record of serial numbers whenever possible, and to make arrangements through their parents own insurance agents for adequate coverage. The Student is liable for any damage to University property and agrees to pay for the restoration of the property to its original condition, "act of God" or reasonable wear and tear excepted. Property belonging to the University must not be moved or taken from areas designated for its specific use.

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11. **Alterations and Damages.** Residents are responsible for College property in their assigned space and elsewhere in the residential facility. Residents shall not make any changes or alterations, dismantle or disassemble any equipment or furniture, or place, affix, or attach articles to the floor, walls, ceiling, furniture, or fixtures without written consent of the University. This shall include but not be limited to the addition or changing of any locks, removal of window screens, alteration of heating or light fixtures, painting of any surface, and/or installation of radio or television antennae. Charges related to extra cleaning, removal of property not original to the space, and repairs beyond normal wear and tear may be assessed against the identifiable resident(s). If such items cannot be attributed to a specific student or group of students, damages will be assessed among the occupants of the room, suite, or apartment.
12. **Removal from Housing.** When it becomes clear that a student has caused serious and/or repeated damage to University Housing facilities, the Resident Director or Assistant Director may recommend removal from housing. The Director of Residential Life or his/her designee will make final removal decisions. Students appealing those decisions must notify the Director of Residential Life of the intent to appeal immediately, and must submit a written appeal to the Director of Residential Life within five (5) academic days of notification of removal. All communications must be in writing.
13. **Food Service.** All residential students must purchase a non commuter meal plan each semester for the period of their housing contract.
14. **Air Conditioning Units.** Many of our facilities come equipped with air conditioning units. Students are not permitted to bring their own air conditioning units unless expressly for medical reasons approved by the Director of Residential Life or her/his designee.
15. **Keys.** Each student is issued a key(s) to his/her room/suite/apartment/ and/or building at the time of check in. It is mandatory that the key(s) be returned when the Student checks out. Keys shall not be duplicated, nor shall they be transferred or given to other persons. Lost keys should be reported immediately to a staff member of Residential Life. Students will be charged appropriately for any lock change(s) necessary as a result of the lost or broken key(s).
16. **Commercial Enterprises, Solicitations, Unapproved Activities.** It is understood that residential facilities and the campus in general are for the use of registered students, University guests, and University conferees only. Any other use, including commercial enterprises, unapproved activities, and solicitations by external agents, is prohibited.
17. **Pets.** Students shall not keep pets in University housing except for fish that are in aquariums no larger than 20 gallons.
18. **Entry.** The University respects and appreciates the Student's right to privacy. Your room/suite/apartment is considered your private domain and will not be entered without your permission, except in the following circumstances:
  - a. If there is reason to believe that a threat to the health, welfare, or safety of any person(s) or property exists
  - b. For the enforcement of University policies as stated in *The Source*, and University Code of Student Conduct
  - c. For performance of maintenance/custodial services and inspections
  - d. When a search permit is issued for the search and/or seizure of property
19. **Search Permit.** A search permit must be secured from the Director of Residential Life or his/her designee prior to a search of a student room/suite/apartment by appropriate University staff for the enforcement of any regulation or policy that is included in *The Source*, *The University of Hartford Bulletin*, and the Housing Contract that may involve the search and/or seizure of property. In searching an area, closets and drawers may be opened.
20. **Inspection.** Approximately once per month, the residence hall staff will be examining the rooms/suites/apartments. These health and safety inspections will be announced in writing to residents at least two days prior to the inspection. (See *The Source*: Guide to Residential Life, Health and Safety inspections).
21. **Incorporation by Reference.** The University Housing Application, the University's Rules and Regulations, as published in *The Source*, Code of Student Conduct, and *University of Hartford Bulletin*, are hereby incorporated by reference and made a part hereof.
22. **Connecticut Law.** In interpreting this contract, Connecticut law shall apply.
23. **Binding Affect.** This contract shall be binding upon and shall insure to the signatories hereto, their respective heirs, administrators, executors, successors, and assigns.
24. **Right to Modify.** The University reserves the right to make modifications to the charges for accommodations, facilities, and food services and to make regulations as may be required by unforeseen circumstances such as labor disorders, medical emergencies, war, "acts of God", or other dire emergencies, or by any governmental authority imposing restrictions and/or regulations or other unusual or unanticipated conditions. The Student agrees to pay any energy surcharge that may be assessed by the University to cover increases in the cost of utilities for University Housing facilities.

#### Terms

1. **New Students.** Housing is assigned for full academic year. The \$500 Admission Deposit must be returned with the Application. This deposit reserves you a space in University housing on a first-come, first-served basis. Applicants submitting deposit after University housing is filled to capacity will be placed on a waiting list in order of deposits received. If residence halls are filled, the University reserves the right to place students temporarily in overflow accommodations until regular space is available. If the Student should decide to withdraw her/his housing application, the Student must notify the Admission office by May 1. After the May 1 cancellation deadline, no deposits will be refunded unless unforeseen circumstances make it necessary for the University to initiate withdrawal from contract.
2. **Returning Students.** Housing is assigned for the full academic year. If the Student decides to withdraw from this housing contract and wishes a refund of the security deposit, the Student must notify Residential Life in writing by July 1. The room reservation deposit is non-refundable for students who participate in any aspect of the room selection process.

**By signing the check in agreement form I certify that I understand and agree to the terms of this application, including the conditions stated on the University Housing Contract. I understand that the University Housing Contract is binding for a full academic year. I agree to make payments according to the rates set forth in the University of Hartford Billing Statement.**

A copy of this Housing Contract can be found on the Office of Residential Life website - <http://uhaweb.hartford.edu/reslife>