THIS AGREEMENT made and entered into this ______ day of ___________ 19____ by and between the University of Hartford, West Hartford, Connecticut, hereafter called the “University” and (name of Student, please print):  

Last  First  Middle

WHEREAS, the Student has been accepted by the Office of Admission and Student Financial Assistance, and is now making application for housing accommodations (including board for Complexe A-F, Regents Park Students and all Freshmen) in University housing and WHELLES, 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) will result in a charge for the room for the entire year. The University, at its option, may require all first-year men and women to live in University housing on a space-available basis.

2. Deposit and Refunds. New students who pay their deposit by May 1 will receive University-sponsored housing accommodations. $200 of the admission deposit acts initially as a housing reservation deposit and becomes a security deposit upon occupancy, and is required with this application. Returning students will submit a nonrefundable $200 room reservation fee with this application to be eligible for housing during the upcoming academic year. The security deposit after occupancy is refundable only after the deduction is made by the University for any damage that may have occurred (see The Source), provide the Student has no other financial obligations to the University. No refunds will be made to the Student unless he/she follows the normal withdrawal procedure (See University Bulletin). The University, upon request, shall provide the Student with an itemized bill for attributed damages.

3. Reservations and Assignments. Housing assignments for New Students are made in order of receipt of the deposit and properly completed forms. Room assignments are made continuously throughout the summer starting in late June. Housing assignments for Returning Students are chosen by the Student 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. The Student’s license to occupy University housing accommodations ceases immediately when the Students fails to maintain an approved course load, 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 her/his designee. The obligation of this contract continues, however, for the entire academic year. Violations of University rules and regulations are determined by procedures set forth in the University Judicial Code. A Student may be required to vacate housing accommodations if he/she has a health condition, which makes continued residence potentially harmful to himself/herself or to other residents. A Student may also be required to vacate housing accommodations if she or he has caused damage of an extensive 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. The Student agrees to follow proper procedures to check in and out of the University housing accommodations as established in The Source.

5. Assignment of Housing Accommodations. The Student will occupy for the full academic year such housing accommodations as are assigned to him/her. The University expressly reserves the right at any time during the academic year for the Director of Residential Life to reassign the Student to other housing accommodations as the University, in its absolute discretion, deems necessary for maximum utilization of the University’s housing facilities and for situations that are in the best interest of the residential community, in which event charges will be adjusted accordingly. Charges may be decreased when reassignments are made, but not increased without the agreement of the Student affected. If a Student has been assigned to temporary over-occupied space, and that space reverts to standard occupancy, the University may raise the rate charged to the Student to the standard charge of the type of accommodation the Student occupies.

A. Consolidation. When the number of vacancies in any residential area reaches a determined level, the Office of Residential Life will implement a consolidation plan. Students will not be asked to move out of a given area (i.e., the Complexes, Regents Park, Park River, or the Village Apartments), but may be required to move to a different assignment within that area. Students not complying with the consolidation policy will be assessed an additional room charge.

B. Administrative Moves. When it is deemed necessary by the Area Coordinator, a Student may be directed to move to another assignment. Any available measures will be taken to ensure that the Student is given adequate time, but establishing this time frame for such administrative moves is the sole responsibility of the Area Coordinator involved in the situation. Failure to comply with such requests may result in official judicial charges and/or cancellation of the Student’s Contract for University Housing.

6. 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 approximately mid-August for the Fall semester, and one-half by approximately 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.

7. 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 the University rules and regulations. The behavior of a guest is the responsibility of the host/hostess.

8. Late Occupancy. A Student planning to occupy his/her room late should notify Residential Life in writing prior to the assigned arrival date. A room will not be held later than the first full day of classes, unless the Student has notified the office of the late arrival. Failure to do so will result in a loss of the room and forfeiture of applicable deposits.

9. Property Loss or Damage. The University is not liable for the loss of money, clothing, or other valuables, nor for the loss 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 record 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.” Liability for any damage to the apartment or to the public area within any one of the residential units beyond reasonable wear and tear will be assigned to Students of the particular apartment or unit (“unit” as defined in The Source), whenever the damage cannot be
assigned as the responsibility of identified persons. Property belonging to the University must not be moved or taken from areas designated for its specific use.

A. Evictions. When it becomes clear that a student has caused excessive and/or repeated damage to University housing facilities, the area coordinator will recommend eviction. Eviction decisions will be made by the designee of the Director of Residential Life. Student appealing eviction decisions must verbally notify the Director of Residential Life of the intent within three business days, and must put the rationale for this appeal in writing to the Director of Residential Life within ten business days.

10. Alterations. Residents shall not make any changes, alterations or improvements to an apartment or room, or disassemble or dismantle any piece of equipment or furniture, or place, affix, or attach any articles to the floor, walls, ceilings, furniture or fixtures without the written consent of the University. This shall include, but not be limited to, the addition or changing of any locks, removal of window screens, the alteration of the heating or lighting fixtures, painting of any surface, installation of any television or radio antenna, and all other changes and additions.

11. Food Service (Complex A-F, Regents Park and freshmen). Food service is included in the obligations established by this contract.

12. Room Change. Students who desire a room change must follow the procedures outlined in The Source. Any student involved in an unauthorized room change will be subject to disciplinary action and/or a $25 fine.

13. Utilities/Electrical Usage (Apartments). Utility costs are included in the apartment rate. Students are not permitted to bring their own air-conditioning units unless expressly approved for Residential Life for medical reasons.

14. 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 may not be duplicated, nor may they be transferred or given to other persons. Lost keys should be reported immediately to Public Safety. Students will be charged appropriately for any lock change(s) necessary as a result of the lost key(s).

15. 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 conference only. Any other use, including commercial enterprises, unapproved activities and solicitations by external agents, is prohibited.

16. Pets. Students shall not keep pets in University housing except for aquatic animals that are less than four inches in size.

17. 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:

1. If there is reason to believe that a threat to the health, welfare or safety of any persons or property exists.
2. The enforcement of University policies as stated in The Source, and the University Judicial Code.
3. Performance of maintenance/custodial services and inspections.
4. When a search permit is issued for the search and/or seizure of property.

A. Search Permit. A search permit must be secured from the Director of Residential Life or designee prior to entering a student room/suite/apartment for the enforcement of any regulation policy that is included in the Source, the University of Hartford Bulletin, and the Housing Contract that involves the search and/or seizure of property. In searching an area, closets and drawers may be opened.

B. Inspection. Approximately once per month, the residence hall staff will examine your room/suite/apartment. These inspections will be announced in writing to residents at least three days prior to the inspection.

18. Incorporation by Reference. The University Housing Application, the University's Rules and Regulations, as published in The Source, University Judicial Code, and University of Hartford Bulletin, are hereby incorporated by reference and made a part hereof.


20. Binding Effect. This contract shall be binding upon and shall insure the signatories hereto, their respective heirs, administrators, executors, successors and assigns.

21. Right to Modify. The University reserves the right to make such modifications in charges of costs for accommodations, facilities, and food services and to make regulations as may be dictated by unforeseen circumstances such as labor disputes, wars, 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

A. New Students. Housing is assigned for the 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 deposits after University housing is filled to capacity will be placed on a waiting list in order of deposits received. If residence halls are filled, we reserve the right to place students temporarily in overflow accommodations until regular space is available. If you should decide to withdraw your housing application, you 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.

B. Returning Students. Housing is assigned for the full academic year. If you decide to withdraw this housing contract and wish a refund of the security deposit, you must notify Residential Life in writing by July 1. After this deadline, no deposits will be refunded. THE $200 ROOM RESERVATION FEE IS NONREFUNDABLE.

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.

______________________________
Student's Printed Name

______________________________
Social Security #

______________________________
Student’s Signature Date

Parent or Guardian Signature Student’s Date of Birth
(if Student is under 18 years old)

Contract releases must be approved by the Contract Release Committee.

Room assignments are not made on the basis of race, color, creed, religion, national origin, or sexual orientation.

Directions for mailing

Retain the first copy of the Contract for your records and return the second copy along with the deposit to the Office of Admission and Student Financial Assistance, University of Hartford, 200 Bloomfield Avenue, West Hartford, CT 06117-1599.