

Room and Board Contract - Fall 2021/Spring 2022

This document establishes the terms and conditions of occupancy in the Marian University residence halls and enrollment in the dining service program. **Priority placement requires a completed contract submitted by June 1, 2021.**

Last Name: _____ First Name: _____ Middle Initial: _____

Home Address/Apartment: _____

City: _____ State: _____ Zip Code: _____

Cell Phone: _____ Parent/Legal Guardian Name(s): _____

Home Phone: _____ 1) _____

Email: _____ 2) _____

University Class Standing as of Fall 2021: First-Year Sophomore Junior Senior Transfer

Birthdate: _____ **Age:** _____ **Legal Sex:** Female Male **Gender Identity:** _____

Marian University participates in federal financial aid programs, therefore we are required to report data (including legal sex) to the U.S. Department of Education. Collecting gender identity is important to our University to ensure we are supporting all students' experiences.

Roommate Request First and Last Name of person you prefer to share a room with: _____

You and your preferred roommate must both have each other's name on your applications for the request to be honored.

FIRST-YEAR STUDENTS

Freshman (Housing without a kitchen)

Rank your Housing Options: **Select your Meal Plan:**

- ____ Naber Hall Double A: Unlimited Meals + 60 pts
____ Courtyard House Double B: Unlimited Meals + 160 pts
____ Courtyard House Triple

These units are for first-year students under the age of 21, and are substance and alcohol free regardless of legal age.

\$110 housing deposit must be submitted before processing will occur.
Mail your deposit with this contract and roommate questionnaire to the Office of Residence Life - see address at bottom of this page.

UPPERCLASS STUDENTS

Sophomore, Junior, Senior (Housing with a kitchen)

Rank your Housing Options: **Select your Meal Plan:**

- ____ Courtyard Efficiency Dbl A: Unlimited Meals + 60 pts
____ Townhouse Single B: Unlimited Meals + 160 pts
____ Townhouse Double C: 75 Block Meals + 60 pts
____ Duplex Single
____ Duplex Double
____ Cedar Creek Single
____ Cedar Creek Double

Unlimited or Block Meals may be used at the Hornung Student Center dining room only.

Points may be used at the Hornung Student Center dining room or Todd/Wehr Alumni Center/Coffeehouse.

Add Points in \$10 increments any time by visiting marian.sodexomyway.com/shop.

Failure to disclose may result in immediate cancellation of this contract as well as other University administration or disciplinary actions:

- No Yes Have you ever been removed from resident housing at Marian or another institution for disciplinary reasons?
 No Yes Have you ever been charged with or convicted of a felony?

My signature below indicates:

- I have read and understand the terms of agreement and cancellation as described on the following page of this contract.
 I understand this contract is binding for the entire academic year (fall and spring semesters), adjustments may be made in the case of mid-year graduation, and a new contract must be completed each year.
 I understand all first- and second-year students are required to live on campus if unmarried and younger than 21, unless living with a parent/guardian within a 35 mile radius from campus. Students who claim commuter exemption and do not reside with their parent/guardian are subject to being charged for a residence facility room.

Student Signature: _____ Date Signed: _____

Parent/Legal Guardian Signature: _____ Date Signed: _____

Parent/Legal Guardian signature required if student is not 18 years or older

Marian University email is the official form of communication for all University business and announcements. Contact us if you have questions:

Marian University | Office Of Residence Life | 45 S. National Ave. | Fond du Lac, WI 54935
residencelife@marianuniversity.edu | 920.923.8091

OFFICE USE Student ID: _____ Date Rcvd: _____ Date Paid: _____ Room: _____ Mailbox: _____

Contract Terms: This contract is binding for the entire academic year (dates listed below). All residents must be a full-time student at Marian University (12-credit minimum). Residence halls are designed to support students and their academic pursuits. In order for students to remain in the residence halls, students must be regularly attending class and making sufficient academic progress. Failure to attend classes could result in the student's removal from the Residence Facilities. The University reserves the right to refuse any applications. **No refund for incoming first-year students after May 1, 2021. Priority placement deadline is June 1, 2021.**

Dates of Occupancy:

- **August 27, 2021 – May 6, 2022 (Academic Year):** This *Room and Board Contract* is in effect the entire academic year.
- **December 10, 2021 – January 16, 2022 (Winter Break):** All housing is closed. Students must vacate and check out 24 hours following their last exam or winter graduation.
- **January 3–16, 2022 (Winterim):** Students wishing to remain on campus during this time will need a winterim housing contract.
- **January 14, 2022 (Spring Semester):** Housing will reopen at 10:00 a.m.
- **May 6, 2022 (Summer):** Housing will close for the summer at 5:00 p.m. Students wishing to remain on campus during this time will need a summer housing contract.
- **May 8, 2022 (Day after Commencement):** Students participating in Spring Graduation must vacate no later than 4:00 p.m.
- Students who have their contracts terminated must move out within a time-frame determined by the Director of Residence Life.

Board participation is required of all resident students. First-year students must have the Unlimited Meal Program regardless of housing option choice. Returning students may change their meal plan until the add/drop dates in the semester. The unlimited access program offers continuous service from 7:30 a.m. until 7 p.m. Residents living in apartment-style housing with a kitchen may have any meal plan. Any unused meals for the fall semester are forfeited if the student is no longer a resident for the spring semester, and any unused meals for the academic year are forfeited at the end of the spring semester at 6 p.m. on the last day of finals; unused points will be carried over to the next semester if the student maintains at least 12 credits. **Food service may not be provided during breaks when classes are not in session (please check with Campus Dining Services for details).**

Space Assignments: The *Room and Board Contract* entitles residents to a space on campus, not a specific room or apartment. The University reserves the right to make and alter housing assignments and billing, or consolidate persons paying less than full value and/or to maximize occupancy of the space. Consolidation may occur before and/or during occupancy. This *Room and Board Contract* is not assignable, and subletting is prohibited. The only person(s) who may reside in the room are those who have been assigned to it by the University.

The University will not guarantee a student's space if not occupied on the first Friday of that semester's classes by 4:30 p.m. Returning students must be registered by August 1 (in good financial standing). Residence Life will not assign roommates based on race, ethnicity, religion, or sexual orientation. A resident who refuses to accept a roommate, or in the judgment of the University, attempts to force a roommate out of a shared premises may face disciplinary sanctions including paying the cost of the vacancy. After day of opening, no room changes may occur until after the third week of each semester without approval by the designee. Room changes must be approved by the Office of Residence Life. Students may request to be placed on a preferred housing wait list after their initial assignment has been confirmed.

Room Contents: The resident agrees to accept responsibility for all property assigned to the room, or apartment and agrees to pay for loss or damages not due to ordinary wear and tear. All University furnishings must remain in the resident's assigned room or apartment. There is to be no alterations to the room. Quantity and condition of campus housing furniture is confirmed at check-in with Residence Life staff and considered "as is" upon move-in. The University does not provide additional furniture.

Room Search and Entry: The University reserves the right to enter a resident's room without prior notification for the purpose of repair, enforcement of University regulations, preservation of health or safety, and recovery of University-owned property. Residence Life staff conducts health and safety checks and inspections at specified times each semester.

Personal Property: The University does not accept responsibility for personal property that may be stolen, lost, or damaged. This includes possessions left in University storage facilities. The University encourages each resident to carry appropriate personal property insurance and to keep doors locked at all times.

Cancellation of Agreement: This contract is binding for the entire academic year. Cancellation requests will be considered after the student submits (electronically or by letter) a completed *Housing Release Request* with all required documentation to the Director of Residence Life. The Director of Residence Life retains the right to grant or deny any cancellation request, and may consult with another University office or department in regards to their decision. Students are not approved until they receive an official email notice from the Office of Residence Life. If approved, cancellation charges will be assessed according to the date requests are received by the Office of Residence Life.

REFUND: All students withdrawing from the University or changing residence status are issued tuition refunds based on the following schedule: first week = 90%; second week = 75%; third week = 50%; after third week = none. Contracts cancelled after May 1 are subject to a \$350 cancellation fee. Appeals to waive this fee may be made to the Director of Residence Life and decisions will be made following the same procedures of the *Housing Release Request* as described above. If students are removed from housing because of discipline reasons there will be no refund. Room charges are non-refundable. Meal plan refunds are prorated based on number of meals used.

Additional Cancellation Information

- A resident whose cancellation request is not approved or who submits false information on their petition will be required to fulfill all terms and conditions of the agreement. Students submitting false information will also be subject to additional disciplinary or administrative action by the University.
- Release decisions made by the Director of Residence Life may be reviewed by an appeal process available through the Office of Residence Life.
- If a resident is released from the *Room and Board Contract*, the remaining roommates will go through the consolidation process. The end result of which could be; assigned a new roommate, moved to a new room, or pay a higher rate due to under occupancy.
- Should housing needs exceed capacity, rooms in the Courtyard House(s) may be tripled.
- If a student withdraws and re-enrolls within the same academic year, the University reserves the right to reinstate the contract through the end of the academic year.

Termination of Agreement by the University

Students who complete the *Room and Board Contract* agree to the terms of agreement and cancellation as listed in the contract and all supporting documents.

Termination of the contract may result in student responsibility for the unpaid balance (up 100% of charges), and reimbursements are not guaranteed.

The University reserves the right to terminate the contract if a student:

- is no longer registered for classes or is not attending class regularly.
- enrolled in fewer than 12 credits.
- is found to be in violation of the University's Code of Conduct or Residence Life Community Policies,
- or if a student's behavior, as determined by the University, is detrimental to the welfare of the residence hall or apartment community.
- In the event of an unforeseeable cause beyond the control of the University (including, but not limited to: fire, flood, other severe weather, health, emergencies, pandemics, diseases, acts of God, interruption of utility services, acts of terrorism), the University reserves the right to suspend or terminate this contract without prior notice, and to either temporarily or permanently remove students from residence assignment. In addition, the University reserves the right to suspend or terminate this contract after notice of a campus emergency. A campus emergency includes any emergency that is not listed above, even if it is within the University's control and/or authority, which may threaten the safety and wellbeing of its students, employees, and/ or community members.

My signature below indicates I have read and understand the terms of agreement and cancellation.

Student Signature: _____ Date Signed: _____

Parent/Legal Guardian Signature: _____ Date Signed: _____

Parent/Legal Guardian signature required if student is not 18 years or older