

Housing & Board Agreement
Fall 2011 – Spring 2012

I, the undersigned student, hereby contract for a space in University Housing as a student at Immaculata University. The Housing & Board Agreement is in effect for the entire academic year or remaining portion thereof. This agreement is subject to and in accordance with the following terms and provisions which supersede any published previously.

- A. The University will agree to provide for space based on availability for the period from Friday, August 26, 2011 (New Students) or Sunday, August 28, 2011 (Returning Students) until Tuesday, May 8, 2012.
- B. Occupancy shall be subject to all policies of the University, including those in the Student Code of Conduct, which are available in the Student Handbook.
- C. Students are required to be a full time, registered student in order to reside in University Housing; any student who is not registered full-time may not reside in University Housing.
- D. The residence halls are closed for the duration of various breaks throughout the academic year (Thanksgiving, Christmas, Spring Break and Easter). Accommodations for housing during these breaks are by special arrangement with Residence Life and Housing. All terms and conditions of this Agreement shall apply to all housing accommodations during the breaks, in addition to the Vacation Period Policy found in the Student Code of Conduct.
- E. A Resident leaving at the expiration or termination of the Agreement must follow the check-out procedures. A Resident must vacate their space by 12:00 pm on May 8, 2012, or within 24 hours of their final exam, whichever comes first. A Resident is required to return their key. During check-out in May, a Resident may opt for an express check-out by completing and Express Check-Out form. A Resident choosing express check-out will waive all rights to appeal damage assessment charges. Residents wishing to have a formal check-out process must work with a Residence Life and Housing staff member to coordinate said process. Moving-out of University Housing does not constitute termination of this Agreement.
- F. The University reserves the right to enter and inspect student rooms/apartment, to ensure health and safety standards, enforce University policy, make repairs, investigate situations where the health and/or welfare of a student or other occupant may be in question, or respond to an emergency. Access will also be granted to any law enforcement officer possessing a valid search or arrest warrant. Authorized personnel will confiscate any item that may reasonably present a safety concern.
- G. The University accepts no responsibility for damage, theft or loss of money, valuables or personal effects of the student. Students are encouraged to confirm that their property is covered by their family's home owners or renters insurance or to have personal property insurance.
- H. The assignment or reassignment of rooms/apartments and roommates is an administrative decision of the University. The University has the right to assign a student to any existing vacancy in University Housing at any time. When a vacancy exists in a room/apartment, the University has the right to reassign the remaining student(s) to a vacancy in another room.
- I. A meal plan is required for all students in University Housing and must be indicated on the Housing Application. For all Residents who are first-year, first-semester students, the Platinum Meal Plan is mandatory. At the end of the first semester, a student may request a change to their meal plan by completing a *Request for Change to Board Plan* form in the Office of Residence Life and Housing. Residents of the residence halls may only choose the Platinum or the Gold Meal Plan. Residents of the apartments may choose from the Platinum, Gold, Silver, or Bronze Plans. When you sign this Agreement, you are agreeing to pay for all dining fees when due and abide by all rules, regulations, and standards of conduct of the University including those in the Student Code of Conduct. Residents should refer to Dining Services regarding all meal plan rules and regulations.
- J. Any Resident seeking early termination of the Agreement must complete and submit a *Request for Release from Housing and Board Agreement* form along with the appropriate supporting documentation to Office of Residence Life and Housing, DeChantal Hall (610-647-4400 x3130). When a request for early termination is approved for an approved reason after the first day of classes of the semester, the housing charges are refunded according to the following schedule:

Amount of Refund	Fall 2011	Spring 2012
100% refund	On or before 8/29/2011	On or before 1/13/2012
80% refund	8/30/10 – 9/5/2011	1/14 – 1/19/2012
60% refund	9/6 – 9/12/2011	1/21 - 1/26/2012
40% refund	9/13 – 9/19/2011	1/28 – 2/2/2012
20% refund	9/20 – 9/26/2011	2/4 – 2/9/2012
No refund	On or after 9/27/20102011	On or after 2/10/2012

- K. All students will be held responsible for and billed for defacement or damage to the room/apartment, common areas, and furnishings for which s/he contracts. All students are responsible for certifying the condition of their room by reviewing and signing the Room/Apartment Condition Form upon check-in. The Room/Apartment Condition Form will be used for the basis of comparison and charges at check-out. The student will also be billed for any damages in common areas. Students are responsible for updating information on their room condition forms by contacting a Residence Life and Housing staff member for assistance.
- L. Billing is done through the Business Office and the student has the responsibility to ensure that payments are up to date and/or payment arrangements have been made in order to enter housing in August 2010. Any student who does not have payments up to date and/or payment arrangements for the Spring 2011 semester may be expected to move out of assignment prior to the Spring Semester.
- M. All students who reside in University Housing are expected to comply with all the medical documentation, immunization, and health insurance requirements as outlined in the Student Handbook.
- N. Students' guests are required to abide by the same policies outlined for students; students are responsible for the behavior of their guests, as per the Visitation Policy in the Student Handbook.
- O. The University may terminate this agreement by written notice if the student fails to comply with the agreement. The student remains liable for housing and board charges for the full academic year unless released from this agreement by the Office of Residence Life and Housing.
- P. All students residing in University Housing are required to utilize their Immaculata assigned email account as a primary method of communication from the Office of Residence Life and Housing and University offices.
- Q. If any of these provisions is found to be invalid the remaining provisions shall remain in full force and effect.
- R. The University reserves the right to take appropriate action against a student, including the termination of this agreement, if a student violates University policies, violates federal, state, or local law or is otherwise a detriment to his/her safety or to the welfare of the community.

BY SIGNING BELOW, I UNDERSTAND THAT THIS IS A ONE ACADEMIC YEAR AGREEMENT.

I UNDERSTAND THAT I HAVE SELECTED THE MEAL PLAN NOTED ON MY HOUSING APPLICATION.

I hereby certify that I have read this agreement and the Housing Application and that I understand and agree to the terms thereof. I understand that I am responsible for knowing and adhering to the policies outlined in the Immaculata University Student Handbook 2011-2012. By agreeing to the terms of this Agreement, the Resident agrees to adhere to all federal, state, and local laws and ordinances, and University policies, procedures and regulations, including the Student Handbook. This Agreement will be effective on the date the resident submits the Housing Application to the University.

Printed Name Date

Student Signature Date

Printed Name – Parent or Guardian *(If student is 17 or under)* Date

Signature – Parent or Guardian *(If student is 17 or under)* Date