

RESIDENCE HALL CONTRACT FOR HOUSING 2017-2018
INCOMING STUDENT

Please read carefully prior to signing the **Baldwin Wallace Housing Application/Contract**. The Residence Hall Contract is for the entire 2017-2018 academic year (Fall and Spring semesters), or balance thereof.

Students are required to live in campus housing for their first two years at Baldwin Wallace University. Exceptions to this requirement must be made via the Residency Exemption Application and submitted to the Office of Residence Life.

Terms of Contract and Occupancy: BALDWIN WALLACE UNIVERSITY will provide the student with residence in a University residence hall during the 2017-2018 academic year. BALDWIN WALLACE UNIVERSITY will provide the student with board according to the meal plan established by the University. The student agrees that this Contract is for the **entire** academic year and agrees to pay for room for the full academic year. An exception will be made for students who enter the University for Spring semester. Their contract will be for Spring semester only. If the student's occupancy commences after the beginning of the academic year or after Spring semester begins, payment will be on a weekly pro-rated basis.

Room Rates: Room rates for 2017-2018 will be available on the Baldwin Wallace website at <http://www.bw.edu/stulife/reslife/>.

BALDWIN WALLACE UNIVERSITY will make every effort to assign accommodations to student preference, but the University will not guarantee assignment to a particular residence hall, type of accommodation, specific roommate, or a single room. Students with appropriate documentation of a disability that requires special accommodations should contact Disability Services at 440-826-5936.

BALDWIN WALLACE UNIVERSITY reserves the right to:

- A. Change or cancel room assignments in the interests of order, health, safety, or discipline.
- B. Reassign students when vacancies occur during the year in an effort to consolidate rooms.
- C. Charge a fine of \$100 if a vacancy occurs in a room and the room is not ready for a new roommate.
- D. Mandate that any student living in a room by his or herself that is designed for triple or quad occupancy be moved to a different room where occupancy requirements will be met.
- E. Inspect all rooms for purposes of fire protection, sanitation, safety, maintenance, and rule enforcement.
- F. Reassign abandoned spaces.

Break Housing: The residence halls are considered **CLOSED** for Winter break and Spring break. Students seeking housing during periods when the halls are closed may apply for break housing and, if approved, will be charged \$120 per week. A student must receive special permission if they apply late for break, and if approved, will be charged a \$25 late fee. Students staying during break may be temporarily relocated to another hall.

Early Arrivals: All early arrivals **MUST** be approved in advance by the Office of Residence Life and will only be approved in the event of extenuating circumstances. Students who apply by the posted deadline to arrive earlier than the official opening day for both Fall or Spring semester will be charged the rate of \$25 per day. Late applicants will be charged a \$25 late application fee.

Liability for Loss of Personal Property: BALDWIN WALLACE UNIVERSITY shall assume no responsibility for the theft, destruction, or loss of money, valuables, or other personal property belonging to or in the custody of the student for any cause whatsoever, whether such losses occur in the student rooms, storage rooms, public areas, or elsewhere in the hall. Students are advised to keep their rooms locked and to carry personal property insurance.

Responsibility for Damage or Loss: The student agrees to be liable for damage or other loss incurred to the building, room furniture, fixtures, and equipment. Damage within a room is the responsibility of the students assigned to that room.

Damages that occur in public areas (e.g., restrooms, lounges, etc.) that are not attributable to a specific individual or group shall be shared equally among all residents resulting in a loss of funds in the Damage Prevention Program.

Rights, Rules, and Regulations: The student agrees to observe and abide by all BALDWIN WALLACE UNIVERSITY rules and regulations as found in the Student Handbook and any amendments thereto. It is the responsibility of the student to become familiar with the University rules and regulations. Ignorance of the rules and regulations does not exempt the student from the responsibility of abiding by them.

While fulfilling their administrative responsibility to enforce University regulations, members of the Residence Life Staff may enter student rooms at any time.

Termination: BALDWIN WALLACE UNIVERSITY may terminate this Contract and take possession of any room at any time for violation of any provisions herein or when it is in the best interest of BALDWIN WALLACE UNIVERSITY or of the student. The University may terminate this Contract and require the student to vacate the residence hall upon determination that the student has violated a provision of this Contract or violated an applicable standard of conduct; when the student’s presence in the residence hall poses an immediate threat to person or property, as determined by appropriate University personnel, the student may be required to vacate the residence hall immediately until a hearing on the matter is held. A determination that the student violated a provision of this Contract, or has violated an applicable standard of conduct, may be made only after the student is given written notice of the alleged violation and the right to be heard on the matter.

This Contract is automatically canceled if the student’s enrollment is officially terminated through withdrawal or dismissal from BALDWIN WALLACE UNIVERSITY.

Release from Contract & Refund Policy: Student may be released from the Contract under the following circumstances:

- A. Completion of degree requirements at mid-year.
- B. Withdrawal from the University.
- C. Extenuating situations to be reviewed and approved by the Director of Residence Life.

Cancellation of Contract must occur prior to checking in to your assignment OR prior to the official opening day of the residence halls, whichever occurs first. Cancellation must be done through e-mail (reslife@bw.edu) or letter received by the Office of Residence Life. Cancellation of this contract after moving into the residence halls will require a **Petition for Contract Release**. The student must show just cause for termination (major unforeseen circumstances). This contract cannot be terminated solely for the purpose of living off-campus or to commute from home. A student submitting a **Petition for Contract Release** remains obligated to all housing policies and charges unless they are notified in writing that their **Petition for Contract Release** has been approved.

Table of refund and contract release dates:

Procedure	Date	Paperwork	Action
Release from Contract	After Check-in Or Semester Start, Which-ever Comes First	Petition for Contract Release	Approved – Refund pro-rated room cost Not approved – Billed for entire term of Housing contract

Refund Schedule (Refund schedule begins on move-in day or semester start, whichever comes first, and follows actual days lived in as opposed to business days)

Prior to Move-in or hall opening	100%	22-28 days	50%
1-14 days	90%	29-56 days	25%
15-21 days	70%	57+ days	0%

The rates, dates, refund, or other policies set forth in this Contract supersede conflicting rates, dates, refund or other policies as they may appear in other documents.

Updated: 6 February 2017