



Residence Hall & Apartment Contract

Please Read Thoroughly

The Residence Hall & Apartment Contract is for the entire 2026-2027 academic year (fall and spring semesters). When a student enters the University the beginning of spring semester, the contract is for spring semester only. The student must be a full-time student to apply and reside in campus housing (minimum of 12 credit hours). If at any time the student drops below 12 credit hours, the Office of Residence Life & Housing reserves the right to terminate this contract. **Beginning with the Fall 2023 incoming class, students are required to live in on campus housing for three years. Exceptions to this requirement must be made via the Residency Exemption Application and submitted to Residence Life & Housing.**

THIS CONTRACT, by and between BALDWIN WALLACE UNIVERSITY and the student submitting a housing application and being assigned to a space on campus, hereby entered into according to the terms and conditions below:

Terms of Contract and Occupancy: BALDWIN WALLACE UNIVERSITY will provide the student with residence in a University residence hall or apartment during the 2026-2027 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 Contract commences after the beginning of the academic year or after spring semester begins, payment will be on a weekly pro-rated basis.

Dates of Occupancy:

New Students: Friday August 21, 2026 – Friday, December 11, 2026 & Sunday, January 10, 2027 – Friday, May 7, 2027

Returning Students: Saturday August 22, 2026 – Friday, December 11, 2026 & Sunday, January 10, 2027 – Friday, May 7, 2027

Apartment Residents: Saturday August 22, 2026 – Friday, May 7, 2027

Room Rates: Room rates for 2026-2027 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 single room. Students with appropriate documentation who require special accommodations should contact the Office of Accessible Education 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 themselves 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.

Housing Reservation Fee: For RETURNING STUDENTS, a \$30 housing reservation fee will be charged to students with housing assignments on July 1. Students who have housing assignments cancelled after July 1 are not refunded the housing reservation fee.

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 \$170 per week. A student must receive special permission if they apply late for break, and if approved, will be charged \$25 late application fee. Students staying during break may be temporarily relocated to another hall. Students residing in campus apartments are permitted to remain for winter and spring breaks at no additional charge.

Early Arrivals: All early arrivals **MUST** be approved in advance by Residence Life & Housing and will only be approved in the event of extenuating circumstances. Students approved to arrive earlier than the posted official opening day for both fall or spring semester will be charged the rate of \$30 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 cancelled if the student’s enrollment is officially terminated through withdrawal or dismissal from BALDWIN WALLACE UNIVERSITY

Release from Contract:

Prior to checking in to a housing assignment **OR prior** to semester start, whichever occurs first:

⇒ Submit e-mail (reslife@bw.edu) or letter to Residence Life & Housing; 1st, 2nd and 3rd year students must complete Residence Exemption form.

After checking in to an assignment **OR after** semester start, whichever occurs first:

⇒ Contact Residence Life and Housing to access the **Petition for Contract Release***. The student must show just cause for termination (major unforeseen circumstance.) The contract will not 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 notified in writing that **Petition for Contract Release** has been approved. A proper checkout is required by the student granted a release. Please see the “Petition for Contract Release” appended to this contract for details.

*A **Petition for Contract Release** will not be required for the following circumstances: graduation at mid-year, withdrawal/transfer from the University and participation in the University’s Study Abroad program. A proper checkout is required.

Table of contract release dates/requirements and refunds:

Only students who have already satisfied the three-year residency requirement may request to have their contract released. 1st, 2nd, and 3rd year students must submit a Residency Exemption Application. Please see the “Residency Exemption” section appended to this contract for details.

Procedure	Date	Paperwork	Action
Release from Contract	Prior to May 1, 2026	Email or letter notification	Approved – Housing charges removed from student bill and housing assignment cancelled.
Release from Contract	Prior to June 1, 2026	Email or letter notification	Approved – Housing charges, less a \$100 cancellation fee, removed from student bill and housing assignment cancelled.
Release from Contract	Prior to July 31, 2026	Email or letter notification	Approved – Housing charges, less a \$400 cancellation fee, removed from student bill and housing assignment cancelled. \$30 Reservation fee is forfeited.
Release from Contract	August 1, 2026 until check-in or semester start, whichever comes first	Email or letter notification	Approved – Housing charges, less a \$500 cancellation fee, removed from student bill and housing assignment cancelled. \$30 Reservation fee is forfeited.
Petition for Contract Release	After check-in or semester start, whichever comes first	Petition for Contract Release	Approved – Housing reservation fee forfeited; refund prorated room cost based on University Refund schedule (see below) Not Approved – Billed for entire term of housing contract

Refund Schedule can be viewed at <https://www.bw.edu/tuition/billing-refund-policy/>



Petition for Contract Release 2026-2027

Please Read Thoroughly

OVERVIEW

All full time (over 11 credit hours) undergraduate students who live more than 30 driving miles from campus are required to live on campus for three full academic years according to BW’s residency requirement. The Housing Contract for the academic year takes effect when an assignment is made, either by the student through the housing selection process or by Residence Life and Housing through any priority housing assignment process. The contract and assignment will be cancelled if the student is granted a Residency Exemption (see Residency Exemption policy for further details regarding deadlines and charges) prior to the student moving into their assignment or the first day of the Fall semester, whichever comes first. After that point, the contract is active and, if a student wishes to be released from the contract, they must submit a Petition for Contract Release.

Students may petition for a contract release by following the steps below. Petitioning for a release does not guarantee a release will be granted. The petition should be filled out thoroughly and include any documentation to support your request. Petitions for Contract Release are in the eRezlife housing portal, but can only be accessed after requesting access to initiate the form through Residence Life and Housing.

Students attending Baldwin Wallace University as part of a tuition-exchange program are required to live on campus for the entirety of their exchange benefit period.

TIMELINE / DUE DATES

Petitions for Contract Release can be submitted anytime after the student moves in or the semester begins, whichever comes first. If the Contract Release is granted, the date of the release will be the date of the decision to grant the release, not the date the petition was submitted. Decisions can take up to 6-10 business days to be made. Once granted, the student will have 48 hours to checkout of their residence – failure to checkout within 48 hours will result in the checkout date used as the date to determine any refund. The university refund schedule will be followed to determine any reduction in housing charges. Any deviation from this schedule must be requested when the petition is submitted.

<u>Petition Granted</u>	<u>Housing Charge Refund</u>
before or during 1 st week of classes:	100%
during 2 nd week of classes:	90%
during 3 rd week of classes:	70%
during 4 th week of classes:	50%
during 5 th – 8 th weeks of classes:	25%
after 8 th week of classes:	0%

REASONS FOR RELEASE

Students who graduate, transfer, or are academically suspended at the end of the fall semester do not need to submit a Petition for Contract Release for the ensuing spring semester – their assignment and charges will be automatically cancelled and refunded.

Releases will not be granted because a student wishes to live off campus – a student must meet one of the following criteria, supported by proper documentation to be considered for an exemption.

- **Medical** - Any petition for medical reasons, including disability-related requests, must be for a condition that is newly diagnosed and documented after the Housing Contract became active. Only in exceptional circumstances, when it is determined that we are unable to meet a student's disability-related needs in on-campus housing, will a residency exemption be considered for disability-related reasons. Requests due to medical or disability reasons should only be submitted after proper documentation has been submitted to the [Office of Accessible Education](#). OAE will work with the student to ensure that their disability-related needs can be met within on-campus housing through reasonable accommodations. Residence Life and Housing will be notified of any approved accommodations. If the approved accommodation(s) can be made within campus housing, the accommodation(s) will be provided. Only when on-campus housing accommodations cannot be made will the student be granted a contract release.
- **Military** – Requests based on induction into military service or military absences that necessitate a change in residence require documentation showing the location the student has been ordered to report to and the start date of the order.
- **Off-Campus Class Work** – Requests based on internships, practicums, or student teaching requirements that a student is taking for-credit that necessitate residence away from campus, if the student will not return to housing during the remainder of the contract period, must include verification from the student's advisor that the location of the class work is required for academic credit, the address of the work location, and a written explanation detailing why the student cannot live on campus during the work period.
- **Other** - The existence of an extenuating circumstance or demonstrated need other than voluntary withdrawal from the University, including drastic reduction in financial resources following execution of the Housing Contract, unusual health problems, and other exceptional changes in the student's status that occurred after the start of the contract.

Petitions will be reviewed by a committee comprised of members from:

- Residence Life and Housing
- Financial Aid
- 1 -2 staff members from other student services offices

COMMUNICATION

- All Petitions for Contract Release must be submitted through bw.erezlife.com. Students wishing to submit a petition will need to contact Residence Life and Housing to request access to the form, which will then be available in their eRezlife dashboard. Requests sent via email, dropped off or mailed to office, or faxed to the office will not be considered.
- Students will receive all communication regarding their petition through their official University e-mail account. This includes messages sent through the [bw.erezlife](http://bw.erezlife.com) communication portal, which are delivered to the student's University e-mail account.
- Petitions will receive a decision, or a request for more information regarding their petition, within 6-10 business days of the petition submission date.

RELEASE CANCELLATION / REVOCATION

A student can cancel their release at any time by applying for a housing assignment.

A student who is found to have misrepresented information on an approved petition that otherwise would have been denied will have their release revoked and will be responsible for satisfying the three-year residency requirement. For non-seniors, this will be accomplished through housing assignments for subsequent academic years. For seniors, this may be accomplished through a housing assignment made that academic year.

FAQs

Q. If my permanent address is within 30 driving miles of campus, can I petition to be released from my contract to live at home?

A. No - students who live within 30 driving miles of campus are eligible to request a Residency Exemption prior to the start of the contract. Petitions for Contract Release are only granted for a new status that occurs after the contract period begins.

Q. Can someone complete the application for me? (e.g. parent)

A. No, each petition is created through our housing portal for the student so they must log in to complete it. This enables the student's application to be connected to their student record for the committee to review and it authenticates the application with an electronic signature.

Q. I am an International Student, am I required to live on campus for three years?

A. All students who live further than 30 driving miles from main campus are required to live on campus, including international students, according to BW's residency requirement.

Q. My petition for contract release was denied. Is there an appeal process?

A. To appeal the committee's decision, you can email reslife@bw.edu with new documentation to be reviewed by the Director.

Q. My petition was approved. What happens next?

A. You will have 48 hours to check out of your residence and return your keys – adhering to this 48-hour window will result in the date your petition was granted being used as your end date to determine any refund. If you do not check out within 48 hours, the date you checkout will be used as your end date to determine any refund.

Q. I submitted my petition on Thursday of the 4th week of class, but it was not approved until the following Wednesday. Will I receive a 50% refund?

A. No – the date of your approval, not the date you submitted the petition, is the date used to determine any refund. Decisions can take up to 6-10 business days to be made. Since your petition was approved during the 5th week of classes, you will receive a 25% refund. Decisions

Q. My petition was approved on Wednesday of the 8th week of classes, but I didn't finish moving out and turning in my keys until the following Tuesday afternoon. Will I receive a 25% refund?

A. No – since you did not checkout within the 48-hour window of your approval, the date you checked out is used as the date for determining refunds. That date is during the 9th week classes, so no refund will be issued.



Residency Exemption Process 2026-2027

Please Read Thoroughly

OVERVIEW

All full time (over 11 credit hours) undergraduate students who live more than 30 driving miles from campus are required to live on campus for three full academic years according to BW’s residency requirement. There are instances in which the University might grant an exemption from this policy to an individual student. Students may request a residency exemption by following the steps below. Applying for an exemption does not guarantee an exemption. The request should be filled out thoroughly and include any documentation to support your exemption request. Residency exemption requests are located at bw.erezlife.com under “Housing Overview” and called “Residency Exemption”. Students attending Baldwin Wallace University as part of a tuition-exchange program are required to live on campus for the entirety of their exchange benefit period, and will not be granted an exemption.

TIMELINE / DUE DATES

Returning Students:

Residency exemptions will be accepted from returning students and reviewed as follows:

Application Received by:	Application reviewed by:
January 1 st	January 31 st
February 1 st	February 28 th
March 1 st	March 31 st

For returning Students with housing assignments, applications received after March 1 will be subject to a housing cancellation fee of up to a \$500 if the exemption is approved.

Application Received by:	Cancellation Fee if Approved:
Before March 1	\$0
March 2-June 1	\$100
June 2-July 31	\$400 (plus \$30 reservation fee)
After August 1	\$500 (plus \$30 reservation fee)

New Students:

Residency exemption applications for incoming students must be received by July 1st. Students will be informed by July 15th of the status of their residency exemptions. Incoming students who apply after the residency exemption due date will reviewed on a case-by-case basis.

EXEMPTION TYPES

Qualified Exemptions:

Qualified exemptions are for reasons that the student meets or does not meet based on information contained in university records or that supporting documentation establishes without question. These requests will be reviewed by Residence Life and Housing staff and be approved or denied based on the supporting documentation or information contained in university records. These reasons are:

- Student resides with parent(s) or legal guardian(s) at their permanent address and that address falls within 30 driving miles of Baldwin Wallace University. The permanent address listed on university records and FASFA will be used to determine driving distance from the University.
- Student is married, divorced or widowed. (Provide a copy of court-certified marriage certificate)

- Student is a single parent with a dependent child. (Provide official copy of child's birth certificate)
- Student has served one or more years of active duty in the military. (Provide copy of DD214)
- Student has lived on a college campus for 6 semesters. (Include letter from previous college or university verifying residency, if applicable)

Potential Exemptions:

Potential exemptions can be requested for reasons not listed under qualified exemptions. To be approved, potential requests require documentation that clearly establishes that the student cannot live in campus housing due to the reason listed in the request. Potential exemptions include:

- **Medical Condition** – Only in exceptional circumstances, when it is determined that we are unable to meet a student’s disability-related needs in on-campus housing, will a residency exemption be considered for disability-related reasons. Requests due to medical or disability reasons should only be submitted after proper documentation has been submitted to the [Office of Accessible Education](#). OAE will work with the student to ensure that their disability-related needs can be met within on-campus housing through reasonable accommodations. Residence Life and Housing will be notified of any approved accommodations. If the approved accommodation(s) can be made within campus housing, the accommodation(s) will be provided. Only when on-campus housing accommodations cannot be made will the student be granted a residency exemption.
- **Extreme Financial Hardship** – requires any documentation that supports financial hardship. Student must have completed FASFA and Special Circumstance Review with financial aid for consideration.
- **Religious Exclusion** – requires detailed documentation describing what needs cannot be met living on campus.
- **Special hardship** - requires documentation of severe and compelling circumstance that exist prior to the initial semester of enrollment, including a personal statement and any supporting documentation.

Requests for potential exemptions will be reviewed by a committee comprised of members from:

- Residence Life and Housing
- Financial Aid
- 1 -2 staff members from other student services offices

COMMUNICATION

All Residency Exemption Applications must be submitted through bw.erezlife.com. Requests sent via email, dropped off or mailed to office, or faxed to the office will not be considered.

- Students will receive all communication regarding their application through their official University e-mail account. This includes messages sent through the [bw.erezlife](http://bw.erezlife.com) communication portal, which are delivered to the student’s University e-mail account.
- Applications submitted by the dates listed above will receive a decision, or a request for more information for potential exemptions, by the dates listed above.

EXEMPTION CANCELLATION / REVOCATION

A student can cancel their exemption at any time by applying for a housing assignment.

A student who is found to have misrepresented information on an approved application that otherwise would have been denied will have their exemption revoked and will be responsible for satisfying the three-year residency requirement. For non-seniors, this will be accomplished through housing assignments for subsequent academic years. For seniors, this may be accomplished through a housing assignment made that academic year. A student who has an exemption revoked will not be able to apply for the same exemption for subsequent academic years.

FAQs

Q. If my permanent address is within 30 driving miles of campus, can I live off-campus in any house or apartment?

A. No - students who live within 30 driving miles of campus are required to either live on campus or at home with their parent/guardian at their permanent address as reflected in university records. Students granted an exemption for this reason who are found to be living anywhere other than the address on record will have their exemption revoked and be required to the three-year residency requirement. They will also not be able to apply for this exemption again for subsequent academic years.

- Ex 1: A sophomore student who lived on campus their first year and was granted an exemption to live with their parents at their permanent address 20 miles away for their sophomore year is found to be leasing an apartment two blocks off campus. This would result in the revocation of the exemption, and the student would be required to live on campus during their junior and senior years to satisfy the three-year residency requirement. They would not be able to apply for further exemptions to live at their permanent address with their parents.
- Ex 2: A student transfers to Baldwin Wallace their junior year, having never lived on campus at their previous institution and, therefore, required to complete the three-year residency requirement. During their senior year, with an exemption to live at their permanent address, they are found to be living in an off-campus apartment. Their exemption would be revoked, and they would be immediately assigned to housing and billed for the year.

Q. Can I get an apartment or house within the radius and be exempt from the requirement

A. No, changing your permanent address does not exempt you, even if you get a lease for an apartment or house within the radius unless your parent(s)/guardian(s) also change their permanent address and proper documentation is submitted. Students should never get an apartment or house before being approved for an exemption.

Q. Can someone complete the application for me? (e.g. parent)

A. No, each application is created through our housing portal for the student so they must log in to complete it. This enables the student's application to be connected to their student record for the committee to review and it authenticates the application with an electronic signature.

Q. I live 31 miles away from BW, do I have to live on campus?

A. All students who live further than 30 driving miles from campus are required to live on campus according to BW's residency requirement. You may apply for a potential exemption with supporting documentation explaining your medical, financial, or other hardship reason for wishing to commute, and it will be reviewed by the committee.

Q. I am an International Student, am I required to live on campus for two years?

A. All students who live further than 30 driving miles from main campus are required to live on campus, including international students, according to BW's residency requirement. You may apply for a potential exemption with supporting documentation explaining your medical, financial, or other hardship reason for wishing to commute, and it will be reviewed by the committee.

Q. The committee denied my request for residency exemption. Is there an appeal process?

A. To appeal the committee's decision you can email reslife@bw.edu and an appointment will be set up with the Senior Director of Residence Life and Housing to hear your appeal. Please provide any documentation not already considered in your appeal as well as available times to meet over the next two weeks.

Q. My request was approved. What happens next?

A. Residence Life and Housing will process your exemption and cancel an existing assignment, remove any charges or issue any credits necessary to your student account. You will be notified through your BW e-mail account if there are any additional steps that need to be taken.

Q. I was given an exemption for my first year, do I need to reapply the following year?

A. Yes, you will need to submit an application every year you are requesting to be exempted from living on campus.