

This document is submitted by all students when selecting their Housing.

Housing Policy: All students residing in University Housing are required to retain their residence for the entire academic year, or remaining portion thereof, unless they withdraw from the University. Provided, however, if a student withdraws from but then returns to the University during the same academic year, the student is required to live on campus for the remaining portion of said year. **This policy applies to all students.**

Length of Contract: **This contract is for the academic year.** By definition, the academic year is the Fall Semester plus the following Spring Semester. You must be admitted to the University and registered for a minimum of twelve (12) credits to reside on campus. **A NONREFUNDABLE \$240 application fee is required. Please pay at the Office of the Bursar.**

Student Housing Contract Terms and Policies

(Read carefully)

IMPORTANT: By digitally signing the student hereby contracts for a space in Cheyney University Residence Halls and agrees to pay the rates established by the University as specified in the Tuition and Fee Schedule. By signing this contract, the student understands this contract may not be terminated unless the student withdraws from the University. However, if a student withdraws, then returns to the University during the same academic year, the student will be required to live on-campus for the remaining portion of said year. All students not abiding by the residence requirement are still subject to room and board charges.

- 1. Signing of this contract or a room assignment being made does not imply academic admission to the University.**
- 2. Residence Requirement Policy:** All students residing in University housing are required to retain their residence for the entire academic year, or remaining portion thereof, unless they withdraw from the University. Provided, however, if a student withdraws from but then returns to the University during the same academic year, the student will be required to live on campus the remaining portion of said year. By definition, the academic year is the Fall and Spring semesters. The contract must be signed before the application is complete and a room assigned. *Failure of the applicant to sign a contract or to reserve a room for the semester of enrollment does not exempt the applicant from the Residence Requirement Policy.* If a room assignment is not cancelled within 30 days prior to the first day of registration for the semester in which the student is to enroll, the room assignment will be forfeited without notice and the room reassigned.
- 3. Application Fee/Deposit:** A debit/credit card payment for \$240 must be paid at the Office of the Bursar.
- 4. Assignment of Space:** Students should be aware that the Housing Application Fee of \$240 is Non-Refundable once paid, even if space is not available for placement for that term however, it is transferable to another term for possible future placement. Subject to availability of space, the University will assign accommodations according to student

preferences and without regard to race, religion, or national origin. The University does not guarantee assignment with a specific roommate. Roommate requests are granted when space is available and the request is mutual. The University reserves the right to assign or reassign space for the benefit of an individual student, living unit, or to accommodate changes in occupancy patterns. Student requesting a specific roommate should denote such on the housing application. The University reserves the right to refuse housing to any student who is delinquent in the payment of bills to the University, who has demonstrated an unwillingness to abide by the University Standards of Conduct or published Housing policies and procedures, or who exhibits behavior which is incompatible with the maintenance of order and property in the residence hall. Some residence halls have additional policy requirements and students residing in such halls are expected to comply with any additional regulations.

5. **Room Cancellation.** Room contracts are for an academic year; however deadlines are established each semester for cancellations where certain criteria are met such as: Graduation, Approved Internship, Military Service, Proper Withdrawal from the University or Academic Ineligibility. Request for room cancellation must be made to the Housing Office, Room 324 Burleigh Hall, Cheyney University, Cheyney, PA 19319 or emailed to housing@wolf.cheyney.edu by the established deadline to avoid late fees.
6. **Meal Plan:** All residents are required to purchase one of the available meals plans. Food service is provided to the individual resident who will be required to show appropriate identification before receiving each meal. Food service privileges are nontransferable in part or whole.
7. **Special Needs:** If special accommodations are needed under the Americans with Disabilities Act, a letter of explanation needs to be attached to this contract. Requests for special accommodations must be forwarded as early as possible.

Cheyney University of Pennsylvania does not discriminate in the provision of housing to students with disabilities. The University will provide comparable, convenient, and accessible housing to students with disabilities at the same cost as to others. In addition, the University will make reasonable modifications in policies, practices, or procedures when the modifications are necessary to avoid discrimination on the basis of disability. If you have a disability and need accommodation in housing, please contact the Director of Housing, Auxiliary and Conference Services at (610) 399-2428 or housing@wolf.cheyney.edu

8. **Cooperation:** Those living in and visiting residence hall facilities will cooperate with University personnel and with each other in maintaining a routine of living conducive to wholesome college life.
9. **Accessibility:** Residents are responsible for the cleanliness of their own rooms or suites. The University unconditionally reserves the right to inspect all portions of rooms at time convenient to its staff and to institute other steps necessary and advisable for the safety, security and conduct of its residence program. Administrative searches are those conducted due to probable cause that a University rule or regulation has been violated and that evidence of the violation will be found in a particular place. Contingent on the circumstances, administrative searches may take place without anyone being present.

- 10. Rights of Others:** The University reserves the right to revoke the privilege of living in and visiting residence whenever the actions of a resident or visitor are not conducive to good study habits or when such actions interfere with the rights of others. Overnight guests must be approved by the Vice President for Student Affairs or his/her designee for a University sanctioned event where overnight guests are invited to campus.
- 11. General Conduct:** Residents and visitors are expected to maintain reasonable quiet in and around all campus residence halls at all times. Violators are subject to the penalties as outlined in the Student Code of Conduct.
- 12. Residence Hall Check In:** Residents will receive instructions from the Housing Office before time to move in each semester. Only students who are financially cleared will be allowed access to the residence halls. Notification must be given to the Housing Office concerning late check-in. Without such notification, the resident will lose his/her room assignment after 6:00 p.m. on the last day of regular registration.
- 13. Residence Hall Check Out:** Move out dates are posted throughout the residence halls at the end of each semester. Check-out ends the last day of final examinations. Residents must check out in person with the residence hall staff. In order for check-out to be complete and proper, a resident must meet with their Resident Advisor personally to have the room inspected, all personal belongings must be removed from the room, the room must be cleaned, all paperwork must be signed and the room key returned to the Housing Office. Failure to comply with the check-out procedures will result in monetary fines.
The University is not responsible for property left in rooms during breaks.
- 14. Residence Hall Moves:** Residents who wish to change rooms may do so on MOVE DAY, which is generally the first day of classes each semester. Written permission must be obtained from the Housing Office prior to the move.
- 15. Private Rooms:** Private rooms are assigned on a space available basis. They are extremely limited.
- 16. Consolidation:** Double occupancy rooms should be occupied by two persons. When one of the occupants moves (for any reason), the remaining student agrees to consolidate or pay for a private room (if available). If two residents are in agreement to accept a roommate, but neither is willing to move, that move shall be determined administratively by the Housing Office staff using the following criteria: classification of students, length in residence, logistics of both rooms, and distance from each resident's permanent address.
- 17. Room Care:** Residents are expected to maintain a good standard of room cleanliness at all times. There are monthly inspections for cleanliness in all residence halls.
- 18. Responsibility for Damage:** The student is responsible for the condition of the room and furnishings, which are assigned to him/her. The University shall be reimbursed for all damages to or loss of these accommodations and furnishings. Residents of a hall may also be required to share the expenses of repairs and replacement of any property or cleaning in areas commonly used by residents. Charges will be assessed against the student by the University and must be paid promptly. The University, at its sole discretion, shall make determination of the amount of such loss or damage. Failure to pay assessments will result in a hold on the student's registration, graduation, or transcript issuances.

19. University Liability: Although security precautions are taken, the University does not assume any legal obligation to pay to injury to person (including death) or loss or damage to items of personal property which occurs in its buildings or on the grounds prior to, during or subsequent to the period of this contract. Students or their parents are encouraged to carry appropriate insurance to cover such loss. The University is not an insurer of a student's property and is prohibited from doing so by the Commonwealth.

IMPORTANT: By signing this contract, the student hereby contracts for a space in a Cheyney University residence hall and agrees to pay at the rates established by the University. By signing this contract, the student understands this contract may not be terminated unless the student withdraws from the University, provided, however if the student withdraws from but returns to the University during the same academic year, the student will be required to live on campus for the remaining portion of said year. All students not abiding by the residence requirement are still subject to room and board charges.

BY SUBMITTING THIS CONTRACT, YOU ARE AWARE THAT YOU ARE RESPONSIBLE FOR PURCHASING PERSONAL PROPERTY INSURANCE FOR THE PROTECTION OF THE PERSONAL CONTENTS OF YOUR ROOM AND THAT THE UNIVERSITY IS NOT A GUARANTOR OR INSURER OF ANY ITEMS.