



Caroline Residence Hall Contract 2011-2012

Term:

- A. This agreement between the resident student and Mount Mary College is binding for the ENTIRE ACADEMIC YEAR or for the remainder of the academic year if entered into subsequent to the beginning of the academic year.
- B. The academic year consists of Fall and Spring semesters but does not include summer sessions. If students are provided with housing during summer sessions, the contract for summer session is issued separately by Residence Life.
- C. Fall Semester 2011: August 24, 2011 (First-year students), August 27, 2011 (Returners)-December 17, 2011
Spring Semester 2012: January 19, 2012 (First-years), January 22, 2012 (Returners)- May 19, 2012
- D. Meal services begin with dinner on Thursday, August 25, 2011 and on Sunday, January 22, 2012. Meal services will end on the last class day prior to hall closings between semesters and/or break periods. The board plan does not include meals during Thanksgiving Break, Semester Break, Spring Break, Easter Break, and other breaks when classes are not in session.

Eligibility:

- A. To be eligible to occupy the Mount Mary College residence hall, the resident must be female and enrolled as a full-time student at Mount Mary College. Accommodations may be made for part-time students on an individual basis if space is available.
- B. The college agrees to provide room and board accommodations for the resident student subject to the terms and conditions with priority given to those students in full-time undergraduate attendance.

Period of Occupancy:

- A. The College reserves the right to reassign or release the space reserved if the student fails to occupy the space by the end of the first week of classes unless the student notifies the Office of Residence Life in writing of her intention to occupy the space at a later date. **No refund or credit will be given for the period the space is held pending late arrival.**
- B. Upon taking residency in the residence hall, the student must follow all check-in procedures.
- C. Request for break housing during vacation periods—defined as Winter Break during Fall semester and Spring Break during Spring semester—may be made to the Office of Residence Life at an additional cost to the student as set forth by the Office of Residence Life. All requests must be made a minimum of **two weeks** in advance of the Break period(s). These periods are not included in the contract, and the College reserves the right to use the residence hall for such purposes as it deems necessary.
- D. The period of time between semesters is not considered a Break period for the purposes of this Agreement. All students must vacate the residence hall between semesters. Accommodations **may** be made at the discretion of the College for students whose academic program requires them to complete coursework between semesters (i.e., student-teachers, graduate students in the Dietetics program) and international students.

Termination of Contract:

- A. Upon termination of the right of occupancy, whether by expiration or otherwise, the student must follow all checkout procedures. Failure to do so will result in forfeiture of her security deposit plus any damage or cleaning charges assessed and/or other outstanding fees.
- B. Students are expected to leave within 24 hours after their last Fall or Spring exam or by noon on the last day of the contract, whichever is earlier.
- C. The College reserves the right to close the residence hall during official College vacations and between semesters, as well as in the event of an emergency or closing of the College.
- D. The College reserves the right to terminate this contract for necessary discipline, academic, or health reasons.

- E. The student hereby consents and agrees to abide by all Mount Mary College policies and procedures as set forth in the *Mount Mary College Student Handbook* and the *Caroline Hall Residence Hall Handbook* and recognizes the right of the College to terminate this agreement for breach of any such College policies and procedures. The College reserves the right to make changes in any and all such policies and procedures.

Security Deposit:

- A. New applicants for campus housing must submit a \$100 security deposit with the housing status form. The \$100 housing security deposit is returned at the end of the academic year, less deductions for property damage, cleaning charges, and/or other assessed fines or outstanding fees. Fines exceeding the \$100 deposit amount will be added to a resident's account, plus the \$100 housing deposit will be forfeited.
- B. If the student is returning to the residence hall the following academic year, the deposit will carry over to that year's residency. The deposit will be applied to the next year's residency and refunded (if warranted) when the resident no longer resides in Caroline Hall.
- C. If the student has a balance due to the College, the security deposit will be used toward payment of the balance. Any remaining amount may be eligible for refund.
- D. Forfeiture of the security deposit will be automatic if the student cancels during the semester, if she is dismissed for any reason, or if cancellation for an upcoming semester is not received by the cancellation guidelines below.

Cancellation of Contract:

- A. All housing contract cancellation requests must be made via the **cancellation request form** and must be submitted to the Office of Residence Life. The postmark of a letter requesting cancellation will be considered the cancellation request date. Date of receipt will be used for cancellation requests hand-delivered to the Office of Residence Life.
- B. **For residents with current housing contracts, the \$100 security deposit will be refunded only if the cancellation request form is received prior to June 15 for Fall semester and December 1 for Spring Semester. For new residents, the \$100 security deposit will be refunded according to the refund schedule, found in the tuition and fees brochure. The residence activity fee is non-refundable.**
- C. Room and board refunds will be given according to the schedule listed in the tuition and fees brochure. After week four of the semester, no refunds will be issued on room or board charges, nor on the security deposit.
- D. Forfeiture of the security deposit will be automatic if the student cancels during the semester or if she is dismissed for any reason. If a student is removed from the residence hall during the semester, room and board charges are non-refundable.
- E. In the event of cancellation or termination of this contract, the student will vacate the residence hall within 48 hours of cancellation or termination. If the resident and/or the resident's belongings occupy a room in the residence hall past 48 hours after cancellation or termination, the resident will be assessed \$20 for each day she and/or her belongings are present.

Assignment of Space:

- A. The College reserves the right to make and change room assignments. Caroline Hall is a student residence hall for women only.
- B. Any student whose actions are found to be detrimental or disruptive to the welfare of the student living community or in violation of any rules and regulations set by the College may be required to move to another space or to withdraw from the residence hall.
- C. If one of the contracting students vacates a room or if a roommate is not yet assigned, the remaining student agrees to accept another roommate as assigned, or to move into another space if requested to do so.
- D. Changes in the room assignments may be made only with the approval of the Office of Residence Life. Students making unapproved room changes will be required to move back to the originally assigned space and may be subject to disciplinary action.
- E. Assignment of space is made without regard to race, ethnicity, national origin, or socioeconomic status. Housing opportunities are also made available to students with special physical or medical needs.

General Conditions:

- A. Meal Plans
- a. The *Mount Mary College Hall Meal Plans Options* sheet lists all meal plan options. All students residing in the residence hall are required to be on a meal plan. The student ID is used as verification for meal

service. The student is responsible for purchasing a replacement ID if it is lost or stolen. There is no meal service during break periods.

B. Break Periods

- a. The *Mount Mary College Residence Hall Contract* does not include break periods. Students given permission for break housing will be assessed an additional fee for housing.

C. Liability

- a. The College accepts no responsibility for damage, theft or loss of money, valuables, or any personal affects of students. Students are urged to consider purchasing insurance to cover loss or damage to personal property or to verify the extension of parent's insurance for this purpose.

D. Damages

- a. Each student is responsible for any College property missing from her room or damaged beyond normal wear and use. Students will be held financially responsible for damage to common public areas within the residence facility. Furthermore, Mount Mary College students will be held responsible for the actions of their guests while in the residence hall.

E. Student Health Insurance

- a. Students living on campus are required to have health insurance and must provide proof of insurance. A student health insurance policy is available through the College. If documentation is not received by the Office of Residence Life within two weeks of the start of each semester, the student may be required to vacate the residence hall.

F. Activity Fee

- a. Students living on campus pay an annual \$45 activity fee for programming done by Hall Council and the Caroline Hall Staff. The activity fee is non-refundable.

G. Telephone Services

- a. The cost of telephone services will be included with room and board charges. Calling cards are required for long distance and toll calls.

H. Payment of Fees

- a. If a student has an outstanding balance due to the College, the Business Office will notify the Office of Residence Life. The student must either vacate the residence hall or will lose access to the residence hall room until payment arrangements have been made with the Business Office.

I. Room Entry

- a. The College reserves the right for authorized College representatives to enter all rooms for repair, maintenance, health, safety, or disciplinary reasons.

J. Technological Services

- a. *Basic Cable Television* is included in the room and board cost. Premium channels are available through Time Warner Cable at an additional cost.
- b. *Wireless Internet services* are available and may be requested through Information Technology at no additional cost.