

CONTRACT FOR UNIVERSITY HOUSING 2009 - 2010



Welcome to ON-CAMPUS LIVING! The following includes the terms and conditions for the *Contract for University Housing*, detailed information about each contract item as well as instructions on how to complete your housing preferences on-line after your contract has been received. Students and parents/guardians are urged to carefully and thoroughly read the terms they are agreeing to. The contract you are about to sign is a legally binding contract. If you have questions about this contract or on-campus living, please contact the Office of Residence Life. We look forward to welcoming you to our community!

Terms of the *Contract for University Housing*

1. **Contract Period:** This document is a binding agreement for on campus housing for the full academic year (fall and spring semesters), unless approved in writing by the Office of Residence Life for a modified contract period. Rooms may be occupied and meals will be served in accordance with the Residence Hall calendar, as published in the *Residence Life Handbook*, and in accordance with the University calendar, as published in the Undergraduate Bulletin and other official University publications. University holidays and/or break periods (see #14) are not included in this agreement and are not included in room and board rates. All calendars are subject to change. **Any approved contract cancellation will result in financial charges.**
2. **University Residency Requirement:** Southeast Missouri State University requires all full-time students to live on campus for two years unless they meet one of the following requirements: living with immediate family or legal guardian in the Cape Girardeau area, be over 21, married or have dependent children, have 57 degree credit hours, or a military veteran.
3. **Assignments:** The Office of Residence Life makes every effort to assign housing based upon the preferences identified. **Assignment to a specific space is never guaranteed, and the University reserves the right to make assignments and change assignments based upon the needs of the University.** Students may be placed in temporary housing assignments during periods of overflow. Students given temporary assignments will be moved to permanent assignments as space becomes available. To make assignments, the University will:
 - A. Make hall and room assignments without regard to race, religion, ethnicity, sexual orientation, or age.
 - B. Assign another student or a guest to a vacant space in a student room, if necessary.
 - C. Cancel or change the room assignment if student does not occupy the room on or before the first day of classes for the session for which they are enrolled.
 - D. Assign rooms and match roommates using the information provided by students in this agreement.
 - E. Reassign students through consolidation when a room is under-occupied. Where there is a vacant space, the area must be maintained in a manner that will allow another student to move in immediately. The University reserves the right to make housing assignments and to require assignment changes when considered advisable or necessary by the University at anytime.

4. **Contract Cancellations for New, Transfer, and Reentering Students:** The deposit submitted with the *Contract for University Housing* will be applied toward the contract cancellation fee. If not attending the University, this contract can not be cancelled prior to official withdrawal at the cancellation of classes. A *Contract for University Housing* cancelled for approved reasons will result in a refund according to the following schedule:

<i>Request Postmarked or Received By:</i>	<i>Amount of Deposit Returned to Student Account:</i>
Thru May 1 st	Deposit - \$25 cancellation fee = \$125 refund
May 2 nd - June 15 th	Deposit - \$50 cancellation fee = \$100 refund
June 16 th - August 1 st	Deposit - \$100 cancellation fee = \$50 refund
After August 1 st	Forfeit deposit

On or after opening day, all new, reentering, and transfer students are subject to cancellation fees as noted in section 5c.

5. **Contract Cancellations for Returning Students:** The *Contract for University Housing* is a legally binding agreement for the full term of the agreement. Contracts are officially accepted and binding 72 hours after receipt by the Office of Residence Life. Any request to cancel this contract must be made in writing and meet the requirements established by the University. Cancellations are not automatic and all requests are subject to review and approval by the University. The Office of Residence Life will state all cancellation decisions in writing.
 - A. Students must contact the Office of Residence Life *before* moving out of the residence halls to request cancellation of the contract. A *Petition for Contract Cancellation* form must be completed by the student and submitted with all documentation required to verify the stated reason for the request. The request is not considered approved until processed through the Office of Residence Life and a written decision is provided.
 - B. **Cancellations will be approved only when there is a: (1) change in status with the University (i.e., graduation, transfer, withdrawal, suspension) or (2) change in marital or dependent status (i.e., marriage, dependent children).**
 - C. Students approved for a contract cancellation will incur financial obligations per the following schedule, from the date the request to cancel the contract for University housing is signed until:

<i>Request Postmarked / Received By:</i>	<i>Obligated For:</i>
On or before the 1 st day of classes	\$150 (Forfeit deposit)
After the 1 st day of classes thru the 3 rd Friday of classes	\$150 (Forfeit deposit) + pro-rated semester room and board fees + 10% of selected meal plan cost for the semester
After 3 rd Friday of classes	100% of semester room fees + pro-rated semester board fees + 10% of selected meal plan cost for the semester
 - D. Students not required to submit a deposit will be held responsible for the same financial obligations as outlined.
 - E. The contract will remain in force and the student will continue to be financially obligated for all room and board fees until the date the University agrees, in writing, to cancel the contract and the student officially checks out of housing. If the student chooses to leave the University, this contract can not be cancelled prior to your official withdrawal which is the cancellation of classes.
6. **Medical Condition:** If you have a physical limitation or medical condition that warrants special consideration for housing, please contact the Office of Residence Life to request a disability accommodation packet. You and your health care provider must complete this information and including appropriate documentation and detailed history specifying the nature of the medical condition or disability and the restrictions or needs of the student as it relates to his/her living environment. The University will review the documentation, and at its discretion, consult with appropriate University staff and professionals external to the University who can assist in reviewing the request.
7. **Meals:** Students living in the residence halls are required to have a meal plan.
8. **Checking Into/Checking Out of Room:** Students are required to check in and check out of their rooms, and to complete all check in/check out procedures. Failure to check in or check out properly will result in a financial charge to the student's account.
9. **Damages:** Residents are responsible for damages to University property caused by themselves or their guests. Public area damages that cannot be attributed to an individual student will be charged to the residents of the unit. Charges for common area damage will be assessed to all students of the living unit at the end of each semester.

10. **Fire, Theft, or Other Damages:** The University is not responsible for the loss of or damage to any personal property of the student from any cause whatsoever. In the event that a building or room assigned to the student is destroyed or otherwise rendered uninhabitable and the University does not elect to furnish other accommodations in the University residence halls, the agreement shall be terminated and any unused prepaid room and board fees refunded. Students are encouraged to obtain personal property insurance; the University is not responsible for loss of or damage to property not covered by personal property insurance.
11. **Room Responsibility:** The student is responsible for the condition of the assigned space and shall reimburse the University for all damage to the space and damage for loss of fixtures, furnishings, or properties furnished under the contract. Additional furnishings brought into the room must be freestanding and clear of all existing furniture, fixtures, or walls contained in the room. Each resident will be required to complete the *Room Condition Report* within 24 hours after moving in.
12. **Use of Room:** Rooms are to be occupied by students who are presently enrolled at Southeast Missouri State University and all rights to occupancy shall terminate if a student withdraws or is suspended from the University. Rooms may not be sublet.
13. **Room Entry:** The University reserves the right to enter rooms to insure the health and welfare of any individual, insure proper care of University property, or to insure that no University policies are being violated.
14. **Residence Hall Closings, Holidays, and Break Periods:** Rooms may be occupied and meals will be served in accordance with the Residence Hall Calendar, as published in the *Residence Life Handbook*. Official University holidays and/or break periods in which the University and/or residence halls are closed are not included in this agreement and are not included in room and board rates. Students are to vacate the halls in accordance with the schedule published in the *Residence Life Handbook*, unless approved by the Office of Residence Life. Housing during break periods may be available for an additional fee. Students needing housing during any break period may be asked to temporarily move to another residence hall for housing during the break. All calendars are subject to change.

Detailed information about policies and procedures can be found in the *Residence Life Handbook*.

Choosing Your Residence Hall Preferences

- In early spring, the Office of Residence Life will notify students about the availability and completion of the housing preference information.
- Assignment to a specific space is never guaranteed, and the University reserves the right to make assignments and change assignments based upon the needs of the University.
- Approximately 25% of all new students live in Towers East, 20% live in Dearmont Hall, 10% live in Towers South, 15% live in Towers North, 10% live in Vandiver Hall, 15% live in the new residence hall and the remaining 5% live in other residence halls.

Completing the *Contract for University Housing*

As you begin filling out the attached contract, please refer to the following detailed information:

Meal Plan and Flex Dollars (contract item # 3):

- Most students select the 15-meal plan
- If you do not make a selection, you will be assigned a 15-meal plan
- Each meal plan comes with Flex Dollars
- Additional Flex Dollars are available for an additional charge

Scholarships (contract item # 5):

- Student receiving "full ride scholarships" do not need to pay the \$150 deposit. Students receiving "full-ride scholarships" will still be responsible for cancellation charges.

Meningitis Information (contract item #6):

Information regarding the risks associated with meningococcal disease and the availability and effectiveness of the vaccination:

- **What is Meningitis?** Meningitis is a serious disease caused by bacteria or viruses. It is an infection of the brain and spinal cord coverings as well as cause blood infections. Meningococcal bacteria are air-borne via droplets of respiratory secretions and direct contact with infected persons.
- **How is it contracted?** Oral contact with shared items such as cigarettes or drinking glasses, or thought intimate contact such as kissing could put a person at risk for the disease. People who have been in close contact with a patient with meningococcal disease should receive antibiotics to prevent the disease. Certain social behaviors such as exposure to smoking, bar patronage, and excessive alcohol consumption may increase students' risk for contracting the disease. Students residing on campus appear to be at higher risk than college students overall, particularly first year students living on campus, who have a six times higher risk.
- **What are the symptoms?** Meningococcal disease usually peaks in late winter and early spring, and can easily be misdiagnosed as something less serious because symptoms are similar to the flu. The most common symptoms include high fever, headaches, neck stiffness, confusion, nausea, vomiting, lethargy, and/or rashes. Anyone with similar symptoms should contact a physician immediately. If not treated, often within hours of the onset of symptoms, the disease can progress rapidly and can result in permanent physical or mental disability, or, in approximately 10-15% of cases death.
- **Is vaccination recommended for college students?** The vaccine may be given to college students who choose to be vaccinated. College students, especially those living in residence halls, and their parents should discuss the risks and benefits of vaccination with their health care providers.
- **Where can a Meningitis vaccination be obtained?** **For More Information:** Contact the Centers for Disease Control and Prevention (CDC): Call 1-800-232-2522 or on the web at www.cdc.gov/ncidod

\$150 deposit (contract item # 9):

- If you are a new, transfer, or re-entering student, submit a \$150.00 deposit to the Office of Residence Life, One University Plaza, MS 0055, Southeast Missouri State University, Cape Girardeau, MO 63701 with this contract.
- Make checks payable to Southeast Missouri State University. (NOTE: Returning to Southeast residence halls at a later date will again require submission of a \$150 deposit.)
- The \$150 deposit will be retained by the University until the conclusion of your residency or upon withdrawal from the University.
- Refunds will be issued after the first week of classes (fall or spring) following your last semester of residency. Any outstanding balance on your student account will be deducted from your deposit and any remaining credit will be mailed to your permanent address.

Please save this page for future reference for the terms and conditions of the *Contract for University Housing*. Detach and send the *Contract for University Housing* only .

Important Housing and Roommate Preference Questions

Select the response to each question that best reflects your interest or roommate preference

	Questions	Yes	No	No Preference
1	I smoke (Note smoking is not allowed in student rooms)			
2	Living with a smoking roommate is acceptable			
3	I require ADA accommodations			
4	My room is neat and orderly; everything in its place			
5	My room is messy; bed unmade, things not put away			
6	I invite friends over often and enjoy when people drop in			
7	I prefer that no guest stay overnight in my room			
8	I consider myself a night person			
9	I begin winding down in the evening and wake at 8:00am			
10	I prefer a quiet room for studying and sleeping			
11	I prefer to have TV/Radio on most of the time			
12	My room is my sanctuary			
13	I struggle to express my frustration with others			
14	I deal with conflict with honest, open discussion			
15	It is important to be friends with my roommate			
16	I want the Transfer Student Community (45 credit hrs or more)			
17	I want to live in the Business Community			
18	I want to live in the Education Community			
19	I want to live in the Global/International Community			
20	I want to live in the Sciences Community			
21	I want to live in the Interior Design/Construction Management			
22	I want to live in the Fine Arts Community			
23	I want to live in the Honors Community			
24	I want to live in the Service Learning Community			

If you know your desired roommate indicate your prospective roommate's name and ID information below. Please note both you and your desired roommate must request each other in order to be assigned together.

Name of desired roommate

Student ID number of desired roommate

Please rank your residence halls in order of preference. Your preferences are considered as we assign students, however, no residence hall is guaranteed. You must rank all eligible residence halls, beginning with "1" as your first choice.

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| <p>___ Cheney Hall (Returning Student Only)</p> <p>___ Henderson Hall (Students w/ 45 Credit Hrs or more only)</p> <p>___ New Residence Hall (New and Returning Students)</p> <p>___ Towers North (New Students Only)</p> <p>___ Towers West (Returning Students Only)</p> <p>___ Greek/Group Housing (Greek Residential Students Only. Chapter: _____)</p> | <p>___ Dearmont (New and Returning Students)</p> <p>___ Myers (Returning Students Only)</p> <p>___ Towers East (New Students Only)</p> <p>___ Towers South (New and Returning Students)</p> <p>___ Vandiver Hall (New and Returning Students)</p> |
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