Summer 2014

CONTRACT FOR UNIVERSITY HOUSING
Office of Residence Life
Southeast Missouri State University

Please read the “Terms of the Contract for University Housing” prior to completing and submitting this contract.

IN WITNESS WHEREOF the parties hereto executed this agreement as of the ______ day of _______ (Month), _______ (Year).

Signature of Student                      Signature of Parent or Guardian  (if student is under age of 18)
Welcome to ON-CAMPUS LIVING! The following includes the terms and conditions of the Contract for University Housing, and detailed information about each contract item. 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 you joining us on campus!

Bruce Skinner
Dr. Bruce Skinner, Assistant Vice President for Student Success and Director of Residence Life

Terms of the Contract for University Housing

1. Contract Period: This document is a binding agreement for on-campus housing for the summer semester, 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 Resident’s Handbook and Understandings, and in accordance with the University calendar, as published in the Undergraduate Bulletin and other official University publications. University holidays and/or break periods 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. 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. In making assignments, the University will:
   A. Make hall and room assignments without regard to race, religion, ethnicity, or age
   B. Make changes in residence hall assignments, if necessary, including consolidating a student into a different room if the student does not wish to pay the extra fee for a private room, or if the University requires consolidation for any other reason
   C. Assign another student or a guest to a vacant space in a student room, if necessary
   D. Cancel or change the room assignment if student does not occupy their room on or before the first day of classes for the session for which they are enrolled
   E. Assign rooms and match roommates using the information provided by students in this agreement. The University cannot guarantee that a specific space will be available or that roommates assigned together will be compatible

3. Reassignment and Consolidation: The University reserves the right to reassign students through consolidation when a room is under-occupied. Where there is a vacant space, the area must be maintained in a manner by the occupant 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 any time.

4. Contract Cancellations: The Contract for University Housing is a legally binding agreement for the full term of the agreement and 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 make all decisions regarding approval or denial 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 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. 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. Approved request result in a cancellation charge based on the following schedule:

   Request Postmarked | Received By
   -------------------|-----------------|
   On or before 1st day of the contracted session | $25 cancellation fee
   On or before the 2nd week of the contracted session | $50 cancellation fee + prorated room and board fees
   After the second week of the contracted session | $100 cancellation fee + prorated room and board fees

5. Payment: Payment for room and board fees is to be submitted directly to the Cashier’s Office, MS 3275, Memorial Hall, Southeast Missouri State University, Cape Girardeau, MO 63701. Checks should be made payable to: Southeast Missouri State University. Student name and ID should be noted on the check. Failure to make payments established by the University may result in cancellation of the contract and removal from University Housing.

6. Medical Condition: If you have a physical limitation or medical condition that warrants special consideration for housing, please have a current letter from the treating physician and/or health care provider sent to the Office of Residence Life, accompanied by appropriate documentation and detailed history specifying the nature of the medical condition or disability and the restrictions or needs of the student in his/her living environment. The University will review the documentation, and at its discretion, consult with appropriate University staff and other 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. Meal plan service is limited during University holidays and not available during periods in which the residence halls are closed. Dining schedules will be posted at each dining location.

8. Cooking-Food Preparation: Fire safety and sanitation requirements prohibit cooking in University housing except in kitchenettes or kitchens specifically designed for such use. The University allows one mini refrigerator per room; cooking appliances are not permitted in student rooms.

9. Checking In/Checking Out of Room: Students are required to check in and check out of their room in the presence of a staff member from the Office of Residence Life, 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. Refer to the Resident’s Handbook and Understandings for specific expectations.

10. 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.

11. 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 shall be refunded to the student. 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 or by failure to obtain personal property insurance.

12. Room Responsibility: The student is responsible for the condition of the assigned space and shall reimburse the University for damage to the space and for loss of fixtures, furnishings, or properties furnished under the contract. Every piece of furniture in your room at the time you move in must stay there for the duration of your residency. You may not remove, store, or trade furnishings from your space. 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.