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 housing preference instructions. Students and parents/guardians are urged to carefully and thoroughly read the terms they are agreeing to. The contract you are about to complete 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 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:
   - Make hall and room assignments without regard to race, religion, ethnicity, sexual orientation, or age.
   - Assign another student or a guest to a vacant space in a student room, if necessary.
   - 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.
   - Assign rooms and match roommates using the information provided by students in this agreement.
   - 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 any time.

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 cannot 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:

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

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 to Terminate Contract 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 as outlined by the Petition to Terminate Contract form.

   D. Students not required submitting a deposit will be held responsible for the same financial obligations as outlined by the Petition to Terminate Contract form.

   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 cannot 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 include 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/checkout 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.