EMORY & HENRY COLLEGE

INTERNAL USE ONLY:
Forward to Office of Student Life
Martin-Brock Student Center

Residence Hall Agreement

Residence Hall Agreement • Office of Student Life • Emory & Henry College • Emory, VA 24327 • 276-944-6529

Please sign and return this copy to the Office of Student Life.

This agreement is entered into as a mutual agreement between Emory & Henry College (hereafter designated as the College) and the following individual (hereafter designated as the student).

Student Name _____

Permanent Address _____

Cell Phone _____

Student's status at the beginning of the 2016 Fall Semester: ❑ Senior ❑ Junior ❑ Sophomore ❑ First Year

ARTICLE I: TERMS

1. This agreement is for the entire 2016-2017 academic year or any portion thereof for which a student is enrolled. The period of residence for an academic semester begins with the official opening of the residence halls at the time and date designated by the College and ends on the date designated by the College or 24 hours following the student's last exam (whichever comes first).
2. This agreement is for space in the residence halls of the College, not for a specific room. Room costs are based on double occupancy status. Should single occupancy occur, a student may be asked to relocate to another room, have a new roommate assigned, or declare the room a single (if space is available). If the room is declared a single, residents are billed the single room rate. If a resident does not choose to pay the additional single room rate, then the room is still considered a double and a roommate may be assigned at any time throughout the year. Any resident who blocks or attempts to block a roommate can be charged the single room rate. Housing rates vary according to residence halls and living arrangements.
3. Room assignments are made without regard to race, color, national origin, religion, or sexual orientation.
4. The College reserves the right to refuse admission or readmission if the student fails to meet College requirements, policies, or regulations. Should a current student be placed on academic or social suspension, his/her room will be forfeited. Should he/she be readmitted, reapplication for housing is required.
5. The agreement may be terminated by the College if the student's health renders group living unwise or if the student violates housing policies and regulations.
6. The student may terminate this agreement for the following reasons: graduation, marriage, or withdrawal from the College. Documentary evidence may be required by the College to show cause for cancellation.
7. The College reserves the right to change or cancel an assignment in the interest of order, health, discipline, or other urgent reasons.
8. The College reserves the right to use facilities for housing persons attending college-sponsored meetings between semesters or recess periods, with the College holding guests responsible for any damage to the room and its contents during occupancy. Advance notification shall be provided to the student should it become necessary to use the room.
9. In the event of interruption of service because of problems in the facility or with utilities (heat, lights, water, phone), the College shall make all reasonable efforts to restore service but shall give no abatement in room rates nor be liable because of temporary interruptions to service.
10. When damage occurs, the person responsible will be billed through the Office of Student Life. A student is responsible for the condition of the room to which he/she is assigned, including doors and windows. In cases where the responsibility for damage in a residence hall cannot be determined, damage costs will be pro-rated to all occupants of that hall with a minimum of $5 per person per incident.
11. Room assignments are made through the Office of Student Life. The College reserves the right to consolidate rooms after the first two weeks into each semester. Room consolidation means that the resident may choose a roommate, declare the room a single if space allows and pay the single room rate, or be moved to another room by Student Life.
12. A nominal programming fee will be included in each student's bill at the beginning of the 2016-2017 academic year.

ARTICLE II: DEPOSIT AND REFUNDS

1. **New students** are assigned College housing by the Office of Student Life after acceptance to the College and receipt of the completed housing data sheet and this agreement form. Notification of assignment will be mailed in mid-July.

2. **Returning students** must sign this agreement before a assignment will be made. Students who withdraw from housing after June 1 will be assessed an administrative fee of $150.
3. No refunds will be granted for room rent paid. A change in status from residential to commuting will constitute default of the agreement with the student being held liable for the remaining semester rent due the College.

ARTICLE III: OBLIGATIONS OF STUDENTS

1. Each student shall exercise reasonable care in the use of the facilities and the care of his/her room.
2. Every student must know and abide by all rules and regulations as stated in this contract, the Emory & Henry *Student Handbook*, the Emory & Henry *Academic Catalog*, or the college housing website, all of which are hereby made part of this agreement. Infractions of housing policies and regulations may be dealt with administratively or through the Emory & Henry Judicial Code.
3. **In accord with policy stated in *The Student Handbook*, all resident students must participate in the College Meal Program. This agreement is binding for room and board for the entire 2016-2017 academic year.**

ARTICLE IV: STUDENT PROPERTY

1. The College shall not be liable for damages to or loss of property of any kind which may be lost, stolen, destroyed, or damaged in any way (including, but not limited to, damage caused by fire, water, steam, defective refrigeration, or elevators) while on college premises or in any storage space in its buildings.
2. All personal property in any part of the building within the control of the student shall be at the sole risk of the student. It is the student's obligation to insure his/her personal property.

ARTICLE V: AUTHORIZED ROOM ENTRY

In the interest of maintaining an environment in the residence halls which facilitates scholarship and provides for the health and safety of the residents, it is sometimes necessary for the College to exercise its right to room entry by an area coordinator, resident advisor, or other authorized personnel. Following are three categories of authorized room entry, with circumstances and restrictions pertinent to each.

1. **Room Inspection** (with or without the occupant present). The College reserves the right to make visual room inspections for the purpose of health and safety.
2. **Room Entry** (with or without the occupant present). The College reserves the right of entry by custodial and maintenance personnel in performance of necessary repairs and improvements to the residence facility. The College also reserves the right of entry by authorized personnel to protect the health and welfare of the student and college community; and/or when there is a reasonable cause to believe a violation of college or civil regulations is being committed.
3. **Room Search.** The College has the right to inspect or search student rooms and their contents for suspected damages, non-compliance with college standards and regulations, and/or to protect the health and welfare of the student and college community. This includes State Fire Marshall inspections. Searches may be conducted by college officials, campus security and/or head resident advisors. Advance notice of a room entry will be given when possible or prudent to the situation; however, such notice is not required. Students residing in the room need not be present for an entry or search to take place. In the event of excessive damage to residence hall property in certain student rooms, the College may inspect rooms on a regular basis. Offenses will be dealt with through the Student Conduct process and, in all cases, the students' right to continue living on campus can be seriously jeopardized.

ARTICLE VI: MEAL PLANS

Every residential student is required to participate in the College meal plan. Requests for exceptions must include appropriate documentation and are subject to review and approval by the Office of the Dean of Students. Non-residential students may elect to purchase the meal plan and participate at their option.

Lack of knowledge of the conditions of this agreement and/or college regulations is not a reasonable excuse for failure to comply.

I have read and agree to the terms of this agreement, including regulations published in the *Student Handbook*, the Emory & Henry *Academic Catalog* and the housing website. I agree to pay the room and board fees appropriate to the area designated.

_____

Date _____ *Signature of student* _____

Signature of parent/guardian, if student is under 18 years of age

Date _____ _____

The College agrees to provide accommodations under the conditions of this agreement.

Date _____ *Signature of the Director of Housing* _____

PR/Rev.12/15

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