

WITTENBERG UNIVERSITY
UPPERCLASS STUDENT HOUSING AND BOARD CONTRACT 2009-2010
THIS CONTRACT IS BINDING FOR THE FALL AND SPRING SEMESTERS OF THE ACADEMIC YEAR

NAME _____ CLASS YEAR _____ ID# _____
last first middle initial

ROOM & BOARD REQUIREMENTS: Unless released by the Associate Dean of Students for Residence Life to live in different accommodations, all students, other than those who are married or commuting from the homes of their parents, are required to live in a University residence hall. All students living in residence halls are required to purchase a University approved meal plan. In addition to the meal plans offered at the Student Center, meal plans at the Greek Houses are considered University approved meal plans.

BOARD POLICIES: The University dining program is available 7 days per week, open Monday-Friday 7:30 a.m. – 8:00 p.m., Saturday-Sunday, 11:00 a.m. – 7:00 p.m. All students living in residence halls must participate in a University meal plan. Upper class students contracting for board may select one of three plans: Carte Blanche; 225 Flex Plan; 150 Flex Plan. The Carte Blanche plan allows for students to eat as often as they would like in the Center Dining Room, and to have limited number of meals at the Café a la Carte. This plan also includes 100 bonus points which may be used to purchase additional meals from the CDR, Post 95, or Café a la Carte. The 225 Flex Plan includes 100 bonus points, and the 150 Flex Plan includes 200 bonus points. Each bonus point is valued at \$1.00. Both the 225 and 150 Flex plans allow for students to eat as many meals per week as they would like; however, they may not exceed their 225 or 150 limit each semester and they may host only three guests per semester. Parents eat free in the CDR when accompanied by a student using a meal plan, with the exception of Parents' Weekend, Homecoming, Thanksgiving and Valentine's Day. Meals and Bonus Points do NOT carry over from one semester to another.

Students who are members of Greek Organizations, but living in the residence halls, MUST participate in a University meal plan; however, if they also choose to be on a University-recognized meal plan within a Greek Chapter House, they may opt to purchase the 45 Flex Plan (average 3 meals/week and including 200 Bonus Points) instead of one of the three plans listed above. Eligible students opting for the 45 Flex Plan must complete and sign a Meal Waiver Form in person at the Student Center by 4 p.m. on the fourth day of classes each semester. 45 Flex Plan plus 200 Bonus Points = \$680 per semester. Students who live in the residence halls and are not members of a Greek organization are not eligible for the 45 Flex Plan.

Students with special medical or dietary needs are expected to discuss their needs with the Director of Dining Services by Thursday of the first week of classes of each semester. If Dining Services is unable to accommodate the special need, the student may request special permission to not participate in the University dining program by submitting the following to Residence Life: a statement from his/her physician specifying the accommodations needed and a statement from Dining Services confirming that the dining program cannot accommodate the specified medical or dietary condition. The Associate Dean of Students for Residence Life will review all meal plan drop requests with the Director of Business Services prior to waiving the board requirement.

BOARD DROP/CHANGE: Students who wish to change one boarding plan for another must complete a Board Drop/Change form in person at the Student Center before 4 p.m. on the fourth day of classes: FALL - Thursday, August 27, 2009; SPRING - Thursday, January 14, 2010. **Students who fail to file a Board Drop/Change form before the deadline will be obligated to their original contract for the semester.**

I HEREBY CONTRACT WITH WITTENBERG UNIVERSITY FOR THE FOLLOWING SERVICES:

1) Boarding Accommodations for the academic year (please check desired meal plan):

- Carte Blanche Meal Plan and 100 Bonus Points: \$2,109 per semester
- 225 Flex Meal Plan and 100 Bonus Points: \$1,844 per semester
- 150 Flex Meal Plan and 200 Bonus Points: \$1,633 per semester (*Upperclassmen Only*)

2) Housing Accommodations for the academic year:

- Standard Double Room: \$2,277 per semester; TOTAL \$4,554
- Standard Designated Single Room: \$2,645 per semester; TOTAL \$5,290
- New Hall Double Room: \$2,527 per semester; TOTAL \$5,054
- New Hall Designated Single Room: \$2,895 per semester; TOTAL \$5,790

THE HOUSING AND BOARD CONTRACT IS BINDING FOR FALL AND SPRING SEMESTERS OF THE ACADEMIC YEAR

Registration as a full-time student at the University during any academic year constitutes your acceptance of the Housing and Board Contract and the rates then in effect unless you have received prior written approval from the Associate Dean of Students for Residence Life to live elsewhere in accordance with the University housing policy. Your failure to reside in a residence hall or to secure exemption from housing requirements shall make you liable for a minimum of the double room rate and possible dismissal from the University.

3) CONTRACT SIGNATURE

I acknowledge that I have read the FRONT and BACK pages of this agreement, and I understand that this is a **legal contract**. I agree to the conditions set forth herein. **See back page for important information on termination.**

STUDENT SIGNATURE _____ DATE _____

HOME CITY _____ HOME STATE _____

FOR RESIDENCE LIFE OFFICE USE ONLY

**CAMPUS ADDRESS/
HOUSING ASSIGNMENT:**

Room #	Hall	Type	Date
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RESIDENCE HALL DAMAGE: In order to promote care of the facilities, residents are financially responsible for damages that occur in common areas. Residents are billed for damages in these areas, with charges assessed against individuals when individual responsibility can be determined. When responsibility cannot be determined, charges are assessed against all residents in the hall. The costs of damages that occur in an individual residence hall room are charged to the occupants of the room.

WITHDRAWAL: Students who withdraw from the University within the semester must move out of university housing within 48 hours following the exit interview. If leaving at the end of the semester, the normal closing schedule is followed. Exceptions must be approved by the Associate Dean of Students for Residence Life. Before leaving campus, students must check out of their room with the appropriate staff member (AC or RA). Upon checking out, students must turn in the appropriate paperwork along with their key. For students withdrawing on a voluntary basis, housing and board refunds are granted on a pro-rated basis through the 5th week of the term and are based on the date of the exit interview and proper checkout. After the 5th week, no refund is granted. Charges are refunded according to the following schedule. The refund calculation will be based upon the date in which the student submits the appropriate withdrawal paperwork and properly checks out of the room as stated above:

One week or less: 90% refund	Two weeks or less: 80% refund	Three weeks or less: 60% refund
Four weeks or less: 40% refund	Five weeks or less: 20% refund	More than five weeks: no refund

ROOM ASSIGNMENT: The housing section of this contract is for living unit space and does not guarantee the student any particular room or specific accommodations. The University reserves the right to: move or reassign a student to other facilities; assign roommates; consolidate vacancies by requiring residents to move from single occupancy of double rooms to double occupancy or requiring students occupying double rooms as singles to pay the super single rate; and consolidate vacancies by closing parts of/or entire halls. The Residence Halls will be closed whenever classes are not in session, and students are not permitted to remain in the halls during these periods.

ROOM FURNISHINGS: It is the policy of the University that NO furnishings be removed from the room unless special circumstances prevail in which case permission for removal of furnishings can be granted in writing by the Associate Dean of Students for Residence Life. The student accepts full responsibility for the University-installed furnishings and fixtures in the room at the time the student checks into the room and any furnishings or fixtures added to the room by the University for the duration of this contract. Furnishings and fixtures removed without written permission of the Associate Dean of Students for Residence Life will be presumed lost, and the student will be charged the full replacement cost for items missing from the room at check out. The University will not be responsible for loss or damage from any cause to the personal property of the student. The University recommends that each student be covered by a sufficient homeowner's or personal property insurance policy.

ROOM ENTRY: The University reserves the right to enter any student's room at any time for the purposes of law enforcement, enforcing University policies, inspection, maintenance or repair. By signing this contract, the student specifically authorizes the Dean of Students, or his/her designee, a law enforcement officer, or any worker authorized or employed by the University to enter his/her room for the purposes listed above. The Dean of Students, a designated representative of the Dean of Students, or a law enforcement officer may conduct a room search 1) to investigate suspected illegal activity, violation of University policies, and/or violation of health or safety regulations; 2) in case of emergency; or 3) to recover University property.

POLICY/PROCEDURE: As part of the consideration for this contract, the student agrees to follow all rules, regulations, policies, and procedures set forth by the Board of Directors, Administration, Student Senate, Faculty, Residence Hall Association, or any other University body authorized to make rules, regulations, policies, or procedures and to follow rules, regulations, policies, and procedures that are set forth or changed after the student is accepted. The student understands that the following actions are prohibited and are some of the grounds for termination of this contract by the University: unauthorized use of alcoholic beverages; illegal use of drugs; illegal distribution of drugs; gambling of any sort; possession of weapons, firearms, fireworks, or other explosives; use of facilities for commercial purposes; and the keeping of pets, except tropical fish. Setting of false fire alarms and/or tampering with fire alarms, smoke detectors, or other fire equipment is prohibited. Any student involved in such activity will be referred for legal prosecution according to state law and/or local fire codes. Students must evacuate a residence hall when the fire alarm sounds. Students are not permitted to use in any room furnishings which, in the opinion of the Dean of Students or designee, or the Springfield Fire Department, violate City Fire Ordinances and/or would be considered unsafe. This includes, but is not limited to, unauthorized lofts, bookcases, platforms, halogen lamps, candles, etc. For health and safety reasons, cooking is not permitted in any residence hall room; thus, possession and/or use of cooking equipment such as microwave ovens, toasters, toaster ovens, hot plates, etc., is specifically prohibited. Violation of this policy will result in disciplinary action.

HOUSING AVAILABILITY/RATE CHANGES: The student understands that the Wittenberg University Board of Directors determines the rates for board and housing. The student further understands that the rates in effect are valid only for the current academic year, and that the University does not guarantee that the rates will remain the same for future academic years, or that particular board or housing options will be available. The University guarantees housing only to freshmen and sophomore students.

CONTRACT TERMINATION: This contract is between the student named herein and Wittenberg University and is binding upon both parties for the Fall and Spring semesters of the current academic year except when released from such obligation under the conditions contained herein. A release from the housing section of this contract may be obtained only through the Associate Dean of Students for Residence Life, and must be released in writing. Release from the housing contract will be considered only in cases in which the demonstrated existence of an extreme hardship on the student would prevent him/her from fulfilling the terms of the contract. A request for release from the board section of this contract must be in writing and can be obtained only from the Associate Dean of Students for Residence Life or his or her designee. Any release must be in compliance with the provisions set forth in the University Student Handbook pertaining to release from housing or board contract. Application for a contract release does not imply automatic termination of the Contract. If, as a result of a student disruption, energy shortage, or other cause, the President of the University or his/her designated representative finds that it is in the best interests of the safety of students and University personnel and/or University property to close down the University or any living unit, the student agrees to vacate the premises within 24 hours upon request by University officials. In the event that the University is closed for reasons stated above, it is agreed between the parties that the University will not be held liable for any refund whatsoever on room or board, paid by the contracting party.

Revised Code 5321.031 Termination Process: If the student voluntarily withdraws from the University, or ceases to attend classes, the University may cancel this contract. If the student violates the law, any provision of this agreement, or any University rules, regulations, policies, or procedures, the University may cancel this contract following a hearing in which such violation is determined. The student will receive written notice of such hearing and have the right to be heard in accordance with the University's published disciplinary policies. Termination of the University housing and board contract does not relieve the student of his/her obligations or entitle the student to a refund of amounts previously paid. The University also may cancel this contract if a disaster, fire, Act of God, or other event shall prevent performance.