

# Residence Hall Agreement

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_ University ID # \_\_\_\_\_

\*\* I am voluntarily providing this information with the understanding that it will be used only as a personal identifier for the internal record-keeping and data processing operations of this institution.

Permanent Mailing Address: \_\_\_\_\_  
Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Home #:( \_\_\_\_\_ )

Cell #:( \_\_\_\_\_ ) \_\_\_\_\_ DOB: \_\_\_\_\_

Gender: Male Female

Housing Request for	
_____	Fall 2011 - Spring 2012
_____	Spring 2012 ( <u>only</u> )

### University Enrollment status (Circle one):

New Freshman      Continuing      Graduate      Transfer      Readmit

The Residence Hall Agreement and contract should be read carefully. If you have any questions, or if we can be of help, please contact the DEPARTMENT OF RESIDENTIAL LIVING, Western Carolina University, Cullowhee, NC 28723-9063, or by telephone (828) 227-7303 or [housingquestions@email.wcu.edu](mailto:housingquestions@email.wcu.edu). Questions regarding meal plan options should be directed to Aramark Food Services at (828) 227-7396. **Please sign this Agreement and return both original pages completed, to the Department of Residential Living, WCU, 1<sup>st</sup> West Scott Hall, Cullowhee, NC 28723, and keep a copy for your records.**

All residence halls, as well as all buildings at Western Carolina University are designated as non-smoking. There is no smoking within 50 feet of any building.

**Roommate Request: Persons wishing to room together must submit mutual requests and each person must indicate a preference for the other through our online system.**

Special Requirements: If you have a medical condition(s) or disability(ies) that requires our attention when making your assignment, please contact our Room Assignments Coordinator in the Department of Residential Living at (828)227-7303 or [housingquestions@email.wcu.edu](mailto:housingquestions@email.wcu.edu).

Please note: The University's residence halls are an integral part of campus life, offering a variety of experiences which enhance a student's intellectual, personal, and social development. First year freshman students at WCU are required to live on campus for two full semesters. Attendance during the Mini-mester, Summer School and the Summer Bridge Program do not apply toward the fulfillment of this requirement. A freshman, as pertaining to this requirement, is defined as: any incoming student classified by Western Carolina University's Office of Undergraduate Admissions as a freshman, who will not be 21 years of age before February 1 of the initial enrollment year, and who is registered for a course load of six credit hours or more. AP College credits or Dual Enrollment credits do not apply toward the fulfillment of this requirement. Transfer students with fewer than 18 hours of credit and falling within the age and course load requirements listed above will not be exempt from this residency requirement. AP College credits or Dual Enrollment credits do not apply toward the fulfillment of this requirement. This requirement may be waived if the student is married or lives with parents or legal guardians in any county contiguous with Jackson County provided he/she completes a Freshman Authorization to Commute Form and submits it to the Room Assignments Coordinator in the Department of Residential Living.

Housing Use Only					
_____ Date received		Change Date _____		Change Date _____	
Assignment:		Building Room #		Building Room #	
_____ Building Room #		_____ Building Room #		_____ Building Room #	
Notes: _____					
_____					
_____					

Last Name:

First Name:

ID#:

## CONTRACT CONDITIONS

1. Only WCU students enrolled and attending classes are eligible to live in University Residence Halls. This contract will be terminated by the University if the student stops attending classes or terminates enrollment.
2. Period of contract: This contract is for the full academic year, consisting of both fall and spring semesters, or for the remainder of the year if initiated during the academic year.
3. The housing deposit is non-refundable. After June 1 for new incoming students, and after the Room Selection Process for continuing students, requests for campus housing will be accepted on a space-available basis.
4. Period of occupancy: Unless agreed upon otherwise in writing, occupancy will begin on the date advertised by the Department of Residential Living as the opening semester date for the Residence Halls and will end after the contracted student's last examination at the end of each semester. Room assignments will be cancelled if not claimed by 5:00pm on the first day of classes each semester. University Residence Halls will be closed between fall and spring semesters; however, students with contracts for spring semester may leave personal belongings in their room during that break.
5. This contract may be voided by a student without penalty for only the following reasons:
  - a. Graduation
  - b. The student has a certified medical problem that may affect his/her living in University Residence Halls. (Documentation from a physician or psychologist/psychiatrist is needed.) This is pending Residential Living/University approval.
  - c. Academic or disciplinary dismissal from the University.
  - d. The student participates in a WCU educational program that requires living off campus; he/she must notify the Department of Residential Living at the earliest possible date.
  - e. The student officially withdraws from the University. Official withdrawal must be initiated through the University One Stop.
  - f. If a student gets married during the academic year. (A copy of the marriage certificate is required.)
6. Cancellation of Contract: The Department of Residential Living must be notified of cancellations in writing and with appropriate documentation. Except first year freshman students who are subject to the residence hall requirements described in University Policy #96, students who cancel this agreement will be required to pay a cancellation fee of Eight Hundred Dollars (\$800.00). The deadline to cancel a Residence Hall Agreement without incurring the late cancellation fee is June 1<sup>st</sup> prior to each fall semester and December 1<sup>st</sup> prior to each spring semester for incoming students excluded from the first year/transfer residence hall requirement; and June 1<sup>st</sup> prior to each fall semester for continuing students. Students wishing to appeal the late cancellation fee should provide an appeal in writing to the Associate Director for Operations in Residential Living. For the complete appeal process, please refer to the Guide to Residential Living.
7. The Department of Residential Living, in its sole discretion, reserves the right to cancel the contract if a student poses a problem to the interest, order, health, discipline, or to the general well-being of himself or other members of the residential community or the University.
8. Pandemic influenza or other emergency: In the event of a pandemic or other critical emergency, the university may close and you may be required to immediately leave the campus and vacate your university housing unit. You will be responsible for taking all valuable personal items (for example, jewelry and personal computers) with you at that time. In certain circumstances, the university may remove possessions and furnishings from student housing units so that the units may be used for other emergency purposes. The university will not be responsible for the loss of or damage to personal items that must be moved and stored during critical emergencies.
9. All residence hall students and their guests must abide by the rules and regulations established by the University. Additionally, students must adhere to state and federal laws, as well as provisions stated in the Residence Hall Contract, Guide to Residential Living, Student Handbook, and the University Catalog.
10. This contract cannot be transferred to another person.
11. Students who live in a residence hall are required to purchase a meal plan. ONLY Students living in Robertson Hall are exempt from having a meal plan.
12. The University does not assume any legal obligation to pay for the loss of or damage to the student's property if it occurs in its buildings or on its grounds prior to, during, or subsequent to the period of the contract.
13. The student is responsible for the accommodations assigned and shall reimburse the University for all damages done within or to said accommodations. Residents of a floor or wing are jointly and severally responsible for damages to public areas on the floor or wing (floor, walls, ceilings, tiles, furniture, etc.) if the person causing the damage cannot be identified. Residents are also responsible for damage done by their guests.
14. Most rooms are double rooms to be occupied by two persons. When space permits, a student may occupy a double room on a private basis by payment of an additional fee, and the completion of a private room contract. Single occupants who do not reserve their rooms on a private basis may need to move to another room or accept an assigned roommate upon request of the Department of Residential Living. Failure to do so may result in the student being billed the private room rate. Every resident who has signed a private room contract is also responsible for following the guidelines as stated in that contract.
15. When necessary, temporary housing may be created by using common areas, as well as assigning roommates to residents who requested private rooms. If this occurs, every effort will be made to ensure the security and comfort of the residents. As space becomes available, residents in temporary housing will be reassigned to permanent housing.
16. The University reserves the right of entry into a student's room during an emergency, for health or safety purposes, and for other purposes in accordance with University policy.
17. A student withdrawing from the University shall be expected to follow the official checkout procedures at the residence halls, notify the Department of Residential Living in person or in writing, and vacate the University Residence Halls within 24 hours of withdrawal.
18. A student moving from one room to another or leaving at the end of the year must follow checkout procedures and return all keys. Failure to do so is considered an improper checkout and the student will be assessed additional administrative fees.
19. The Department of Residential Living reserves the right to make room changes during the year for the good of the resident, the residential community or other reasonable considerations.
20. Students who have received special permission from the Department of Residential Living to check in early at the beginning of either the fall or spring semester will be assessed an early arrival fee of \$30.00 per day. Any early arrival that is not requested and approved by Residential Living in advance will be billed an administrative fee of \$20.00 in addition to the \$30.00 per day early arrival fee.
21. Students assigned to special interest floors must sign an agreement to abide by the special floor guidelines.
22. If any provisions of this contract shall be declared illegal or unenforceable, the remaining provisions will remain in full force and effect.
23. The Department of Residential Living may amend this contract at any time. If the contract is amended, the Department of Residential Living will notify all concerned parties.

By signing below I certify that I have carefully read, understand and fully agree with the Residence Hall Agreement including, but not limited to, the Contract Conditions on the reverse side of this form.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Student

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Parent or guardian of student under 18 years old