



**Springfield College  
Department of Housing & Residence Life**

**2025 - 2026 Graduate Housing Contract**

AGREEMENT entered into this \_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_ by and between SPRINGFIELD COLLEGE, of Springfield, Massachusetts, hereinafter called the "COLLEGE", and

Tenant: \_\_\_\_\_

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Last Name \_\_\_\_\_

Phone \_\_\_\_\_ Student ID# \_\_\_\_\_

E-mail \_\_\_\_\_ Gender: \_\_\_\_\_

hereinafter called the "TENANT" for the full academic year August 15, 2025 - May 15, 2026

**GRADUATE HOUSING OPTIONS**

Please indicate your housing preferences below. While the Office of Housing and Residence Life makes every effort to accommodate your preferences, requested housing is not guaranteed. Priority for placement will be assigned based on the date the fully executed contract is received. All Properties are subject to availability

Please rank all of the options below (1-3) with #1 being your preferred placement choice.

RANK #	Springfield College Owned "On Campus" Properties: (Graduate Village)	Graduate Village properties include Middlesex Street, King Street
RANK #	Springfield College Owned "Off Campus" Properties: (Upper Hill)	Upper Hill properties include Norfolk, King, Middlesex Streets, Alden Street
RANK #	Springfield College Owned "Off Campus" Properties: (Lower Hill)	Lower Hill properties include Colchester, Conklin Street

**Requested Apartment occupants(s) - Only three occupants per house**

Name \_\_\_\_\_ ID \_\_\_\_\_ Major \_\_\_\_\_

Name \_\_\_\_\_ ID \_\_\_\_\_ Major \_\_\_\_\_

Name \_\_\_\_\_ ID \_\_\_\_\_ Major \_\_\_\_\_

# SPRINGFIELD COLLEGE



## **Graduate Housing Room and Board Rates** **2025 - 2026 Academic Year**

### **Graduate Housing Room Rates (*Per Year*)**

Springfield College Owned “On Campus” Properties: (Graduate Village)

Graduate Village properties include Middlesex Street, King Street

Graduate Village Single Occupancy:	\$11,880/Year
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### **Graduate Housing Room Rates (*Per Year*)**

Springfield College Owned “Off Campus” Properties: (Upper Hill)

Upper Hill properties include Norfolk, King, Middlesex Streets, Alden Street

Upper Hill Single Occupancy:	\$11,092
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### **Graduate Housing Room Rates (*Per Year*)**

Springfield College Owned “Off Campus” Properties: (Lower Hill)

Lower Hill properties include Colchester, Conklin Street

Lower Hill Single Occupancy:	\$8,322
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### **Meal Plan Rates (*Per Semester*)**

ALL Access +7 Meal Exchange	\$4,128
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ALL Access +3 Meal Exchange	\$3,423
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Weekly 14	\$2,555
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Weekly 7	\$1,844
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Block 50	\$902
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**Additional Meal Plan Information can be found at <https://dining.springfield.edu/meal-plans/>**

## **Terms and Conditions**

THE TERMS OF THE TENANCY ARE AS FOLLOWS:

The TENANT shall be at all times during the term of the Contract a matriculated, full-time graduate student at Springfield College. If TENANT ceases to be a matriculated, full-time graduate student at the COLLEGE, this Contract may be terminated immediately by the COLLEGE. The TENANT is subject to the terms and conditions of this Contract until the end of the Contract period unless sooner terminated earlier by the COLLEGE.

The COLLEGE requires an **\$600** nonrefundable deposit from FIRST-YEAR TENANTS prior to being assigned to graduate housing. Deposit will be credited to the Student Account. Please submit a check to the Student Accounts Office, payable to Springfield College, or pay online via the Student Accounts Center.

The COLLEGE assumes no responsibility for loss of or damage to TENANT'S personal property, regardless of cause, and TENANT is strongly advised to purchase a renter's insurance policy to insure the personal property of TENANT from theft, damage, or other casualty.

Rental insurance information received \_\_\_\_\_ Yes \_\_\_\_\_ No (Please review and print document from website)

### **CANCELLATION POLICY:**

Any TENANT who wishes to terminate their contract must notify the Office of Housing and Residence Life in writing of their request. Upon receipt of the written request to cancel the Contract, the request will be reviewed and TENANT will receive a written response indicating if the request has been approved or denied. If denied, TENANT will be financially liable for all housing costs associated with their Contract. If approved, TENANT will be assessed the following penalties based on the date the request to cancel was received by the Office of Housing & Residence Life.

- Cancellation before May 13, 2025: \$400 cancellation fee
- Cancellation between May 14, 2025 and June 30, 2025: \$600 cancellation fee
- Cancellation between July 1, 2025 and October 10, 2025: \*30% cancellation fee
- Cancellation after October 11, 2025: \*100% cancellation fee

\*Percentage of entire housing costs for the 2025-2026 academic year

Note: Enrolled students withdrawing from the College are responsible for contacting the Student Accounts Office regarding billing. Students who officially withdraw from the College should refer to the Tuition, Housing, and Meal Plan Refund Policy listed in the *Springfield College Student Handbook*.

Any student who is removed from housing as a result of disciplinary action will forfeit any refund and are responsible for 100% of their housing cost.

#### Rental Cost:

The rental costs shall be as listed online for the 2025-2026 contract year. TENANT'S student account will be charged accordingly, and failure to pay will result in termination of Contract.

Students who withdraw from the College may be financially responsible for housing for the remainder of the Contract.

#### Keys:

Each TENANT will be issued a key to the apartment/house front door and designated bedroom door. Duplication of keys is not allowed. Loss of any key will result in a charge to the TENANT for a new key and lock replacement. Any damage to locks caused by the use of an unauthorized key will be charged to the TENANT. Failure to return keys upon termination of tenancy will result in a charge to the TENANT for a lock change and an improper checkout fee.

#### Consolidation of Vacancies:

If roommate(s) leave for internship, graduation, or any other reason, TENANT(S) may be consolidated into other open spaces as the COLLEGE deems necessary. The COLLEGE reserves the right to place new tenants in vacant bedrooms at any time.

Most major repairs and renovations are accomplished during the summer. TENANT(S) may be relocated during such work periods as the COLLEGE deems necessary. The COLLEGE will make all necessary repairs to the rented premises at no extra expense to the TENANT, however, any repairs or maintenance (i.e., plumbing, windows, etc.) that are required by improper use or abuse of the premises by TENANT or TENANT'S guests shall be at TENANT'S expense and shall be billed to the TENANT. Failure to pay damage charges may result in termination of Contract.

The COLLEGE reserves the right to move TENANT to other housing, during the academic year, in the event extensive repairs are necessary and/or unsafe conditions exist on the premises, or to reassign the student to other housing as the COLLEGE deems necessary.

#### Use of property:

The rented premises shall be used for TENANT'S personal residence only and for no other purpose. The same premises may not be rented to TENANTS of the opposite sex, unless the TENANTS are married to each other. The COLLEGE does not provide family housing.

The TENANT'S right to possession is non-exclusive meaning that the COLLEGE reserves the right to rent the same premises to other TENANTS consistent with the maximum number of persons permitted in each unit. Each TENANT, however, is individually liable for payment of their unit's rent provided for therein and for all of the covenants, terms and conditions of this Contract.

**Subletting of the premises without the expressed written consent of the COLLEGE is strictly prohibited.**

TENANTS will not permit large gatherings/parties on premises which may include alcohol consumption by minors, excessive noise/music, and actions by individuals whose behavior may create poor community relations. TENANT is responsible for all/any municipal or other fines caused by their actions or actions of their guests. Large gatherings and/or parties are not permitted on the grounds exterior to graduate housing. Student use of fire pits is prohibited.

#### Property Inspections:

The COLLEGE may enter the premises at reasonable times to inspect or to make repairs or to show the premises to prospective tenants. Additionally, access must be allowed for Health and Safety Inspections that will occur during the academic year.

#### Air Conditioning:

Air conditioning is not provided in Graduate Housing. TENANTS have the option to provide their own air conditioners provided units are 8000 BTU or smaller. TENANTS are responsible for installation and removal, and must do so in a manner that does not damage or alter the premises in any way.

#### Trash & Recycling:

TENANT shall dispose of all trash and recyclables in an appropriate manner by adhering to the City of Springfield trash/recyclable pick up schedule and using appropriate storage containers. Failure to do so will result in a fine of \$50 per incident. Trash/recyclable collection occurs every Tuesday. Trash must be placed at the curb no later than 7:00am on Tuesday mornings.

#### Damages to Property:

TENANT will maintain and return the apartment/house and its outside premises in good, clean and habitable order and condition, reasonable wear and tear excepted; and to remove all personal belongings (including trash and recycling) upon termination of this Contract. TENANT agrees to be responsible for all damages caused by TENANT or TENANT'S guests.

#### Policy Compliance:

TENANT will comply with federal, state, municipal laws and ordinances, and with College policy regarding possession or use of alcoholic beverages and illegal drugs. Furthermore, the TENANT agrees that this housing accommodation shall not be used for any purpose contrary to the law. Violations may result in termination of Contract.

#### Accommodations:

Students with a documented medical/health condition who would like to request a reasonable accommodation to their housing/living needs should submit a request through Disability and Accessibility Services (DAS). Student's may choose, but are not required, to register their Service Animal with Disability and Accessibility Services to assist with notifying Housing and Residence Life staff of the animal's accepted presence on campus and in the student's residence hall.

#### Snow Removal:

Springfield College Facilities Management will assist with snow removal for Graduate Housing. Facilities Management will place buckets of ice removal product outside each property for students to use. Students are encouraged to submit a work order if these supplies run out so they can be replaced. In the event of large accumulations of snowfall, the Facilities Management team will respond to the off-campus properties once the main campus has been responded to.

All TENANTS are responsible for complying with the student code of conduct and all policies related to student life. All policies in the Springfield College Handbook are applicable in all College-Owned housing.

TENANT will be considerate of the other tenants and neighbors rights, comforts, and conveniences, and shall observe such considerations especially from 11:00pm to 8:00am on Sunday through Thursday, and from 12:00am (midnight) to 10:00am on Friday and Saturday.

Be advised that the COLLEGE is not responsible for mediating conflicts between TENANTS.

TENANT agrees to abide by all college and municipal laws/ordinances regarding inclement weather including parking bans

Furniture & Appliances:

TENANT will not make alterations or repairs to the premises without the express written consent of the COLLEGE.

TENANT will not remove, replace, or disassemble furniture or furnishings without the express written consent of the COLLEGE.

Personal mattresses are not permitted.

Safety & Security:

TENANT agrees to participate in keeping all Springfield College residents and facilities safe by setting each home's security system while away from the property. Additionally, TENANT is responsible for notifying the College if the home's security system is malfunctioning or requires inspection or repair.

Prohibited Items:

The use of candles, incense, space heaters, cigarettes, electronic cigarettes, live Christmas trees, Fog machines, live wreaths or other open flames of any type are prohibited in any building. Students are liable for any loss suffered by the College for use of these items. All houses owned by Springfield College are smoke and tobacco free, as are the grounds exterior to the houses.

Be advised that waterbeds are expressly prohibited.

TENANTS may not possess or use illegal weapons, firearms, ammunition or fireworks on the premises. Violations will result in a \$200 fine and may result in termination of Contract.

Guests & Visitation: Overnight guests are limited to no more than three consecutive nights. All TENANTS must consent to the presence of any overnight guest. A student host is responsible for the conduct of his or her guest(s). All guests must comply with College rules and regulations. Guest privileges may not be extended for the purpose of cohabitation. **No TENANT may have more than two guests at any given time.**

Animals:

All pets are prohibited in all College owned residential facilities except for fish contained in a bowl or tank up to 10 gallons (without a filter). Small sharks, though fish, are not permitted. Violations will result in a fine of \$25.00 per day and may result in termination of Contract. Emotional Support Animals must be approved through the Office of Disability and Accessibility Services (DAS).

<https://springfield.edu/academic-success-center/disability-accessibility-services>

Governing Law: This Contract shall be construed in accordance with College policy, the laws of the Commonwealth of Massachusetts and governed by the same as well as any appropriate federal jurisdiction in the Commonwealth of Massachusetts.

Entire Agreement: This Contract sets forth the entire agreement between parties and supersedes all prior or contemporaneous agreements or understandings (whether written or oral), if any, between parties with respect to the subject matter of this agreement.

Waiver: Neither the waiver by any of the parties hereto a breach of or a default under any of the provisions of this Contract, nor the failure of either of the parties, on one or more occasions, to enforce any of the provisions of this Contract or to exercise any right or privilege hereunder, will thereafter be construed as a waiver of any subsequent breach or default of a similar nature, or as a waiver of any of such provisions, rights, or privileges hereunder.

Assignment: Contract or any obligations thereunder shall be not subcontracted or assigned except with the express written consent of the parties.

Call for Active Military Duty: Students called to active military duty at any time during their contracted period will be released from their housing contract at once, and with no fee/penalty for the remainder of the contract, after the resident brings a copy of their official orders to the Housing and Residence Life Office and completes the Housing Cancellation Request form. An appropriate refund for housing and dining charges will be issued once the cancellation request has been approved.

Revisions: This Housing Contract and accompanying Terms and Conditions are subject to revisions. Residence Life will notify residents of changes within two (2) business days of the modification by means of a College email message and by posting new information on the Housing & Residence Life Campus Groups PrideNet page.

Meal Plans: Students living in Springfield College Graduate Housing (Upper Hill, Lower Hill, and Graduate Village) are not required to carry a meal plan, but may elect to do so. Students who elect a meal plan are held to the terms and conditions of the Meal Plan Agreement including applicable meal plan fees and/or cancellation fees.

## CONTRACT AGREEMENT

My signature below confirms that I have read, understand, and agree to comply with all the terms and conditions set forth within this Contract AND with all Office of Housing and Residence Life policies and procedures. By signing below, I also acknowledge my responsibility to read and comply with the policies and procedures in the Springfield College Student Handbook.

**Tenant:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## **2025 - 2026 Academic Year** **Meal Plan Agreement**

Springfield College is a 4 Year Residential College. Dining together is one factor that allows students to develop a sense of community. All students who live on campus in traditional residence halls are required to purchase a meal plan. The College currently offers a wide array of dining options that include gluten free, vegan, and allergen-friendly, in addition to other healthy eating choices. The goal of this process is to provide students with the tools they need to actively manage their dietary needs within the residential dining program.

### **Meal Plan Requirements:**

- All Students residing in traditional residence halls (Abbey-Appleton, Alumni, International, Lakeside, Massasoit, and Reed) are required to carry the All Access + 3 Meal Exchanges (ME) or the All Access + 7 Meal Exchanges (ME) meal plan
- Students residing in the Townhouses, Living Center, Senior Suites, or Kakley Graduate Annex are not required to carry a meal plan but may elect any meal plan option
- Students residing in College Owned/Designated Graduate Housing or Commuter students are not required to carry a meal plan but may elect any meal plan option.

### **2025 - 2026** **Meal Plan Options**

Meal Plan Option	Cost Per Semester	Meals Per Week	Meal Exchanges	Dining Dollars	Guest Meals
ALL-Access + 7 ME	\$4,128	Unlimited - 7 Days A Week	7 Per Week	200 Per Semester	3 Per Semester
ALL-Access + 3 ME	\$3,423	Unlimited - 7 Days A Week	3 Per Week	50 Per Semester	3 Per Semester
Weekly 14	\$2,555	14 as Meal Swipes or Meal Exchanges	0	250 Per Semester	3 Per Semester
Weekly 7	\$1,844	7 as Meal Swipes or Meal Exchanges	0	600 Per Semester	3 Per Semester
Block 50	\$902	50 Meals Per Semester *Unused Meal Swipes Expire at the End of the Semester	0	325 Per Semester	3 Per Semester



### **Meal Plan Periods:**

- Fall 2025 Meal Plans begin on Friday, August 29, 2025 and end on Thursday, December 18, 2025
- Spring 2026 Meal Plans begin on Sunday, January 18, 2026 and end on Tuesday, May 12, 2026
- There is no dining service during periods when the College is closed for a scheduled break (Fall Break, Winter Break, Spring Break), or during the summer term. Please review the College's Academic Calendar for break dates
- There are traditionally three meal periods Monday through Friday (Breakfast, Lunch and Dinner), and two meal periods Saturday and Sunday (Weekend Brunch and Weekend Dinner).
- Expected Meal Period Hours are:
  - Breakfast – 7:00 am to 10:00 am
  - Lunch – 11:00 am to 2:30 pm
  - Dinner – 4:00 pm to 8:30 pm
  - Weekend Brunch – 10:00 am to 2:30 pm
  - Weekend Dinner – 3:30 pm to 8:00 pm
- You are not limited to the number of meals in a day at The Table @ Cheney Hall.
- Dining Hours vary by location. Please consult the Harvest Table website for a complete listing of dining locations and available dining hours.

### **Changes to Meal Plans:**

- Meal plan selections are made for the entire academic year.
- The initial meal plan selection can only be upgraded through the upgrade window
- A meal plan selected in the fall term will be the same in effect for the spring term.
- Meal Plans cannot be changed or cancelled in between semesters
- Meal plan changes during the upgrade window can be made through the "MyHousing" Portal.
- Only plans of a higher value than your current meal plan may be chosen during the meal plan upgrade window.
- Online changes to meal plans in the MyHousing Portal will be closed 10 weeks after the start of the semester.

	<b>Meal Plan Upgrade Window</b>	<b>No Changes After</b>
<b>FALL 2025</b>	8/29/2025 through 11/2/2025	11/3/2025
<b>SPRING 2026</b>	1/19/2026 through 3/22/2026	3/23/2026

### **Cancellation of Meal Plan & Refund Policy:**

- Meal Plans may be canceled at any time during the semester if you have fully withdrawn from Springfield College. The last date the plan was used or the withdrawal date, whichever is later, will determine the prorated amount of credit to be issued back to the student.
- Students who submit a request and are approved by the Office of Housing and Residence Life to change from Residential to Commuter Status will continue to keep their assigned meal plan unless a specific request is made in writing to the Office of Housing and Residence Life to lower or cancel the plan. Canceled and lowered plans will be billed at a prorated value
- Refund Policy - Meal Plan refunds will follow the policy outlined on the Springfield College website located on the Student Accounts webpage.
- Meal plan refunds will be prorated based on the later of the official date of notification of withdrawal/leave of absence or the last date of meal plan usage.
- An administrative fee of \$200 will be assessed to the student's account for Meal Plan Cancellations
- Dining Dollars are non-refundable and usage will be billed to the student's account.
- Pride Dollar account balances will first be applied to any outstanding balances due the College, if applicable. Any remaining balance will be processed as a refund to the cardholder.

### **Fall to Spring Semester Rollover:**

- Prior to the beginning of the Spring semester, all students will be automatically re-enrolled and billed for the same meal plan that was selected for the Fall semester
- Students who are departing the College (whether to study abroad, Internship, Graduation, Leave of Absence, or withdrawal) must cancel their spring semester meal plan in writing to the Housing and Residence Life Office by the start of the Spring semester.
- A student must be enrolled in a Spring Meal Plan in order to have any unused Dining Dollars from the Fall Semester Meal Plan roll over into Spring Semester.
- Unused Meal swipes and/or Dining Dollars from your original meal plan will expire at the conclusion of the academic year and are non transferable and non-refundable.

### **Room Changes**

- Students who change residence hall rooms from an apartment community to a traditional residence hall (example: from Senior Suites to Alumni), will be assigned one of the required meal plans (All Access + 3 Meal Exchanges (ME)) as part of the room change process. The meal plan will be prorated based on the room change date.
- Students who change residence hall rooms from a traditional residence hall room to an apartment community (example: from Alumni to Senior Suites) will continue to keep their assigned meal plan unless a specific request is made in writing to the Office of Housing and Residence Life to lower or cancel the plan. Canceled and lowered plans will be billed at a prorated value

### **Use of Your Meal Plan:**

- Students are required to present their Springfield College ID Card to the cashier in order to use their meal plans.
- Students who lost or misplaced their Student ID can purchase a new ID Card at the Technology Service Center located on the first floor of the Learning Commons.
- Meal plans and Student ID Cards are non-transferable and are issued for the sole use of the student to whom they are issued.
- The meal exchanges reset each week on Thursday.
- All plans come with Dining Dollars that roll over to the spring semester (with the renewal of the meal plan for the spring semester) and expire at the end of the academic year.
- Harvest Table Cashiers will notify you when your dining dollars balance drops below \$25.00.

### **Dining Support - Harvest Table Dietitian**

- Harvest Table employs a registered dietitian nutritionist who is available to consult with students regarding dietary needs, meal planning, and other healthy eating topics
- Information and contact information for the Harvest Table dietitian can be found by visiting the following webpage: <https://dining.springfield.edu/health-wellness>

### **Exemptions and Accommodation Requests**

- Springfield College recognizes the need for reasonable modifications for disabilities on the basis of food allergies, celiac disease, or other disabilities or medical conditions requiring a special diet (collectively, "food allergies"). Students can review the College's [Food Allergy Policy](#) for additional information.
- If you are seeking an accommodation or reasonable modification relating to dining or catering services, including any accommodations related to your Springfield College meal plan, you can initiate that process by completing [Online Student Application](#) through Academic Success Center's Disability and Accessibility Services (DAS) Office.
- Generally, exemption requests for the following reasons will not be considered: financial, vegan/vegetarian/gluten-free diet, work/class/practice schedules, or personal preferences.

- The College, in unique circumstances, may exempt a student from the required meal plan due to their sincerely held religious beliefs. A meal plan exemption will only be granted when Harvest Table cannot meet the religious needs of a student. Please review the [Dining & Catering Accommodations](#) webpage for more information.

## **Graduate Housing Contractual Timeline** **2025-2026 Academic Year**

### **RETURNING GRADS**

Monday, March 10, 2025- Application Opens for Current Graduate Housing students who are Returning to Graduate Housing

Friday, April 11, 2025 - Priority Deadline for returners\*

\*Please note that if you apply after this date, Housing and Residence Life will not be able to take housing preferences into consideration.

### **NEW GRADS**

Monday, April 14, 2025 - Application Opens for New Graduate Students who submitted a Graduate Housing Deposit

Friday, May 16, 2025 - Priority Deadline for New Graduate Students seeking Graduate Housing\*\*

\*\*Rolling Application: Students enrolling for the Fall 2025 - Spring 2026 term, all room assignments are based on availability

### **SUMMER HOUSING**

Summer Housing Contract Opens Monday, March 31, 2025\*\*\*

*Summer Housing is ONLY for those Graduate Students returning to Graduate Housing for the Fall 2025/Spring 2026 academic year*

Monday, May 9, 2025 - Summer Contract Closes

\*\*\* All students approved for summer break will be staying in one of the on campus apartment style areas. No graduate housing properties will be available for Summer Housing.

### **FOR OFFICE USE ONLY**

Apartment and Room Rented: \_\_\_\_\_

Date Notified of Assignment: \_\_\_\_\_

Date initial room deposit was paid: \_\_\_\_\_

Date apartment key issued to resident: \_\_\_\_\_

Residence Life Representative: Date: \_\_\_\_\_

