



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

**2025 - 2026 Undergraduate Housing Contract**

**I understand that as a residential student at Springfield College I will need to familiarize and understand the Terms and Conditions as stated within this contract and information contained in the Office of Housing and Residence Life's webpage.**

The delivery of this Housing Contract and these Terms and Conditions by the Springfield College Office of Housing and Residence Life, to the student named, constitutes an offer of housing accommodations and the execution of this contract by the student constitutes acceptance thereof and an acceptance of said terms and conditions. The student is responsible for the payment of room charges whether or not they occupy the room. Refunds will be given only when an enrolled student applies for a Housing Cancellation Request, and is approved for said request in order to be engaged in student teaching, study abroad or an internship in a distant place for an extended period of time.

**Terms and Conditions of the Housing Contract:**

1. **I understand that Springfield College has a three year residency requirement** and that all students are required to live on campus through their junior year (six semesters) and may elect to live on campus for their senior year.
2. **All Housing Contracts are for the full academic year.** No student may break their housing contract midyear. Any student whose academic commitments require them to be away from campus for one semester may receive permission from the Office of Housing & Residence Life for a release from the contract. Written verification of academic commitment must be provided by the student's advisor or sponsoring academic department.
3. **All residents are expected to read and become familiar with the student code of conduct and policies that relate to student life.** Failure to comply with these policies may result in action taken by the Office of Housing & Residence Life, The Dean of Students, or the Vice President for Campus Life and Inclusion.
4. All students living in Traditional Residence Halls (Massasoit, Reed, International, Alumni, Abbey-Appleton, and Lakeside Hall) are required to have, at a minimum, one of the All Access meal plans. Please refer to the "Meal Plan Agreement" for additional information regarding Meal Plans.
5. The College assumes no responsibility for loss of or damage to a student's personal property and the student is **strongly advised to purchase a renter's insurance policy** to insure the personal property of the student from theft, damage, or other casualty, or to confirm coverage of their personal property under their parent or guardian's homeowners' insurance policy

6. If, for any reason, one or more of my roommates does not return to their housing assignment for the next semester, **I understand that the Office of Housing & Residence Life may move one or more students into my housing assignment, or move me and my roommate(s) to a different room, floor, or residence hall due to an unanticipated change in housing needs.** New students or returning students without roommates will have priority for any open spaces.

**7. Assignment of Housing**

Springfield College has a three year residency requirement. All students are required to reside on campus for 3 years, defined as a combination of six fall and spring semesters. Any required student who does not complete a Housing Contract, preference housing, or select housing through the Housing Selection Process, will be assigned a space in a residence hall. The College expressly reserves the right at any time during the year to reassign the student to other housing accommodations. If a student is on a Leave of Absence at the time of Housing Selection in the spring semester, they are not eligible to participate in the Housing Selection process and will be assigned Housing at the conclusion of the selection process. If a student cancels their Fall housing due to a qualified internship, study abroad program, or Leave of Absence, they will need to reapply for housing for the Spring semester and will be offered housing based on available vacancies.

**8. 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.

**9. Check-In and Check-Out:**

- A. Each resident must follow the check-in procedures within each hall. This includes registration, receipt of key(s) or access card and acknowledgment of the condition of the room via the Room Inspection/Inventory form found in THD Self Service via PrideNet.
- B. Upon vacating the room, the resident must check out with a staff member, return the key(s) and acknowledge and sign the Room Inspection/Inventory form. If the resident chooses to do an express check out instead of an in-person check-out, the resident forfeits their right to appeal any assigned damage billing up to and including \$50.
- C. Failure to check out of the residence hall following the established procedure may result in the forfeiture of the student's right to appeal individual damages and a fine of \$50.
- D. Residents forfeit any and all rights to any items left in the residence facilities at the end of the contract term, or when a student is no longer assigned to the space. All items will be reused, donated or discarded. In the event a resident leaves their room in such a condition that it requires the attention of cleaning and/or facilities staff, a cleaning, disposal and repair fee may be assessed.

**11. Access to Rooms:**

The College reserves the right, at the discretion of the Vice President of Campus Life and Inclusion and/or their designee, to enter a room when there is reasonable suspicion to believe that there may be a concern regarding policy violations or the health, safety, and/or welfare of the resident and/or any member of the student body. Failure to abide by these policies and regulations will result in disciplinary action as prescribed by the Springfield College Student Handbook. College personnel including, but not limited to, Residence Life staff, Facilities, and contracted personnel may enter the rooms for

maintenance purposes and to inspect vacancies. When feasible, students will be notified in advance. The resident is not required to be present at the time of entry. The Residence Life staff may conduct Health and Safety room inspections at least twice per semester and are not required to provide notice, though they may choose to do so.

#### **12. Room/Roommate Changes:**

Students are encouraged to try to work with their roommate or to seek assistance from the Residence Life staff if a roommate situation is not resolved. Residence Life staff will facilitate and revisit the resident's PrideMate Roommate Agreement as necessary to promote a positive roommate experience and/or to resolve conflict. If a PrideMate Roommate or Suitemate Agreement is not on file with the Office of Housing and Residence Life, residents may be asked to complete one. Residence Life staff may move or reassign one or both residents if the conflict cannot be resolved. Requests for room changes must be approved through the Office of Housing & Residence Life. To avoid a \$50 Improper Room Change fee, no room change can occur without prior written approval via the Room Change form through the Office of Housing & Residence Life. A charge of \$35 will be made for every room change. Room changes are approved based on availability, and are not guaranteed. In the event of a vacancy, the College reserves the right to assign students to unoccupied beds. Students are required to keep any vacant spaces ready for assignment of a roommate or suitemate at any time.

#### **13. Room Consolidations:**

Most students will initially have a roommate. If a resident moves out or cancels their room assignment, the remaining roommate will be asked to do one of the following:

- A. Select a roommate of their choosing
- B. Anticipate that a new roommate will be assigned to the room or suite and leave room/shared spaces prepared for new individual to move in
- C. Move into a room where a roommate is needed
- D. Buy-out the room (see details below)

#### **14. Bought Out Singles:**

Double rooms may be occupied as singles *if space is available and housing needs have been met*. If a roommate moves out (for any reason), the Office of Housing & Residence Life may contact the remaining roommate outlining the following options:

- A. Keep the room as a "Bought Out" single and pay the additional prorated cost.
- B. Consolidate rooms with another student. The student with the least amount of earned academic credit hours would be required to move unless both students mutually agree on other arrangements.
- C. Failure to respond may result in a new room assignment or a new roommate. A new assignment will require the student with the least amount of earned credit hours to move into the room. Students are to move into the newly assigned space within the allotted time period in order to avoid being assessed a Bought Out single room rate. Note: The Bought Out single room cost is for the remainder of the contract year.

#### **15. Guests and Visitors:**

Overnight guests and visitors are limited to no more than three consecutive nights. The roommate must grant consent. A student host is responsible for the conduct of their guest and visitor, and must accompany guests and visitors at all times while in the residence halls. All guests and visitors must comply with College rules and regulations. Guest and visitor privileges may not be extended for the purpose of cohabitation. No student may

have more than two guests or visitors at any given time. During special events/periods of time, the College may limit the number of guests allowed. All guests must be registered via the Guest Registration Form. Guests under the age of 18 are not permitted unless Housing and Residence Life receives prior written permission from their parent or legal guardian three business days prior to the visit. Overnight guests under the age of 13 are not permitted.

**16. Condition of Room:**

The student shall maintain their room in a clean and sanitary condition and shall not make any additions or alterations to the room. Students are liable for any damages to College property, their rooms, and common areas of the building. The use of nails, screws, tape (except painters tape), paint or any other instrument which may damage walls/doors, is strictly prohibited. Room inspections will be completed by the Housing and Residence Life staff at least twice per semester to ensure that the housing space you are provided is kept from debris and trash, clean and free of fire and health hazards, and maintained in an appropriate fashion. Students will be billed for furniture removed from a room. Students shall turn over the room and all College property belonging to the College in good, clean condition, reasonable wear and tear accepted. Cleaning and/or damage charges will be assessed to students upon vacating their room if it is unclean or in disrepair. It is the students responsibility to complete a timely and detailed work order to Facilities if any repairs are needed throughout the year.

**17. Personal Property Loss:**

The College is not liable for the loss of money, clothing, other valuables, or for the loss and/or damage to property belonging to the student. This would also include any personal goods stored in the residence hall facilities. It is strongly suggested that families extend their homeowners insurance coverage to include the student's possessions while away from home or that they purchase renter's insurance. Brochures for Renter's Insurance are available in the Office of Housing & Residence Life. The student understands and agrees that it shall be their own obligation to insure their personal property.

**18. Vacations:**

In the interest of security, the College reserves the right to secure all residence halls during College vacation periods. Only students who apply and pay for break housing by the established deadlines are permitted to stay in designated open residence halls during break periods. Most residence halls will be closed during Fall Break/Thanksgiving, Winter break, spring break, and summer recess. Students who wish to stay in the residence halls during a vacation period must complete a break housing request in advance. Any student who is approved to stay in the halls during vacation periods will be charged an additional fee according to their length of stay. The Break Housing Fee is \$200 per week. Break Housing Fees are not prorated per day. Failure to complete the break housing request form in the allotted time may result in a late break housing fee of \$75.00 or denial of break housing request. Break housing is not guaranteed, and is based on availability and the timely completion of the break housing request form. The College will publish opening and closing schedules.

**19. Storage:**

The College does not provide storage, storage facilities, or storage supplies for students' personal possessions.

## **20. Keys/Card Access:**

Each student is issued a minimum of one key and an access card. In the event of a lost key/access card, a non-refundable \$50 charge will be made for the issuance of each new key that the student receives from the Office of Housing & Residence Life. Students may incur a separate charge for each access card that the student receives. The lending, duplicating, or exchange of issued keys for rooms and/or buildings is strictly prohibited and may result in a lock change and appropriate billing. In addition to key replacement costs, if a lock change is deemed necessary by college staff, the student will be financially liable for all associated charges. Residents should always lock their room/suite/apartment/house doors. When exiting on-campus housing through locked exterior doors, residents are responsible for leaving the doors locked. Residents are prohibited from propping, tampering with and/or vandalizing doors.

## **21. Noise:**

The College does not allow or condone excessive noise and will take appropriate disciplinary action when confronted with violations. Neither the student nor their guests or visitors, shall make or suffer any unlawful, noisy, or otherwise offensive use of their room and/or the residence halls, nor commit or permit any nuisance to exist thereon, nor create any interference with the rights, comfort, safety or enjoyment of the College. Excessively large amplifiers and/or speakers are prohibited and may be confiscated or removed. In addition, residents should be aware that they are expected to exercise consideration for others at all times, and will observe 24-hour courtesy hours. They will also observe quiet hours between the hours of 10:00pm and 8:00am (Sunday – Thursday) and 12:00am midnight to 10:00am (Friday and Saturday). 24 Hour Quiet Hours will be observed during Final Exams and will begin at 10:00PM on the College's Reading Day as defined in the Academic Calendar each semester and last through Residence Hall Closing Day.

## **22. Alcohol and Drugs:**

The student agrees to comply with federal, state and municipal laws and ordinances, and with College policy regarding possession or use of alcoholic beverages, illegal drugs, and cannabis. Furthermore, the student agrees that their housing accommodation shall not be used for any purpose contrary to law. Alcohol is prohibited in first year halls. Alcohol abuse and intoxication are not condoned. Irresponsible behavior as a result of alcohol or drug abuse will not be tolerated. Glass Alcohol Containers (i.e. beer bottles) are prohibited. Violation of the above policies are more fully described in the Springfield College Student Handbook and will result in a range of sanctions that may include a fine, removal from the residence hall, and suspension/dismissal from the College.

## **23. Smoking and Use of Tobacco Products:**

Smoking and the use of tobacco products or e-cigarettes (defined below), are prohibited on all Springfield College property. This includes both inside and outside of college-owned properties, college-controlled properties, and all college housing.

"Smoking" refers to inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, including a hookah pipe, or any other lighted or heated tobacco or plant product intended for inhalation, including hookahs and cannabis, whether natural or synthetic, in any manner or in any form. Smoking also includes the use of an E-cigarette which creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device (including "Vapes" and vape cartridges) for the purpose of circumventing the prohibition of Smoking in this Policy.

"Tobacco Product" refers to any substance containing tobacco leaf, including but not limited to, cigarettes, cigars, pipe tobacco, hookah tobacco, snuff, chewing tobacco,

dipping tobacco, bidis, blunts, clove cigarettes, or any other preparation of tobacco; and any product or formulation of matter containing biologically active amounts of nicotine that is manufactured, sold, offered for sale, or otherwise distributed with the expectation that the product or matter will be introduced into the human body. "Tobacco Product" *does not* include any cessation product specifically approved by the U.S. Food and Drug Administration for use in treating nicotine or tobacco dependence.

"E-cigarette" means any electronic oral device, such as one composed of a heating element, battery, and/or electronic circuit, which provides a vapor of nicotine or any other substances, and the use or inhalation of which simulates smoking. The term shall include any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, or under any other product name or descriptor.

#### **24. Fire Prevention:**

Students are expected to evacuate the residence hall immediately upon hearing the alarm sound. Failure to evacuate within three to five minutes, failure to cooperate with College personnel, or premature reentry of the building will result in referral to community standards. Each residence hall will hold fire drills throughout the year in consultation with Public Safety. Any student who tampers with fire extinguishers or any fire safety equipment is subject to suspension from the College and additional community standards sanctions. The use or possession of candles (whether burning, burnt, new or decorative, with or without a wick), incense, cigarettes or other open flames of any type is not allowed in the buildings. Students will be held accountable through the community standards process. **All residence halls are smoke and tobacco free.** Student decor must not exceed covering 40% of any given wall. Residence Hall Room and Suite doors may not be covered more than 50%. All electrical equipment, including but not limited to lamps, surge protectors, chargers, etc., must be certified by Underwriter's Laboratory and bear the UL certification tag. Decorations that hang from ceilings, drape across ceilings, sprinklers/pipes, or block paths of egress are strictly prohibited, as are any other decorations or personal items deemed to be a fire hazard by college personnel.

#### **25. Electrical Appliances:**

Due to fire regulations, cooking in student rooms is not permitted. Residence Life staff members are authorized to remove all devices which they deem, in their discretion, to be dangerous. Students wishing to cook in the residence halls may do so only in designated kitchen areas. Refrigerators no more than 4.0 cubic ft. may be used in the rooms. Irons which are UL approved, in good repair and which have a thermostatic control, may also be used in student rooms. Air conditioning units, space heaters, toasters ovens, open coiled burners, air fryers, George Foreman grills, and microwave ovens (with the exception of the microfridge units) are not permitted in student rooms. Additionally, halogen lamps are prohibited in student rooms. Failure to comply with these regulations will result in a \$50 fine.

*For suite-style housing only (Living Center, Senior Suites, Kakley Graduate Annex and Townhouses)* UL approved appliances such as microwaves, coffee makers, popcorn poppers, toasters, toaster ovens, electric/portable grills or skillets, crock-pots, rice cookers, vegetable steamers, air fryers, etc. are permitted, within the kitchen areas only, and must be plugged directly into the wall. Deep fryers, halogen lamps, as well as plastic lamp shades are not permitted. Use or possession of open flame appliances is prohibited in all on-campus housing.

#### **26. Pets:**

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. Students requiring an emotional support animal and/or service animal should review the College's Animal Policy and follow appropriate procedures.

**27. Windows:**

Students are not permitted to put signs of any type in any window of a College owned residential facility. Residents are prohibited from throwing objects outside of any windows. The removal of a screen from a resident's room or in public areas of on-campus housing is prohibited. Opening security screens is prohibited, except in an emergency. Students may not exit through a window, except in an emergency.

**28. Lofts:**

The College does not permit the use of lofts or lifting kits in the residence halls, unless they are provided by the College for use in designated rooms.

**29. Furniture:**

Students cannot remove furniture from the rooms, apartments, or common areas. This includes unused bed ends, bed rails, mattresses, desks, dressers, wardrobes, desk chairs, soft seating, etc. Personal mattresses are not permitted unless the student has an approved medical accommodation through the Disability and Accessibility Services Office (DAS).

**30. Damages:**

Students are responsible for the payment of all damages that occurred within their assigned room. Charges for all damages to the premises shall be divided equally among occupants, unless one (or more) occupant(s) accepts responsibility for total damage and notifies the Office of Housing & Residence Life prior to the submission of bills. When damage to common areas of the residence halls (i.e., lounges, stairwells, lobbies, hallways, bathrooms) are clearly the result of negligence, carelessness, malicious intent to destroy, or theft, residents of the floor or building will be billed for their share of the repair and/or replacement costs. It shall be the responsibility of all residents to be invested into the residential community and minimize damages and require those who are responsible to pay. All information pertaining to damages should be reported to Residence Life staff or directly to the Office of Housing & Residence Life. Damage charges will be based on local hourly rates, plus the cost of materials and other expenses. All repairs to College property must be completed by College personnel or contractors of the College. Requests for repairs or other maintenance should be reported via the online work order system to Facilities.

**31. Hall Sports:**

Any sports-related activity (including but not limited to: using sports equipment, ball playing, rollerblading, skateboarding, water/food fighting, etc.) and any activity which could cause personal injury or cause damage to property is prohibited within on-campus housing.

**32. Student Liability:**

Student agrees to indemnify and save the College harm from liability, loss, or damage arising from any situation that is made or suffered on the premises by them, guests, visitors or from any carelessness, neglect, or improper conduct of any such persons. All personal property in and part of the College campus shall be at the sole risk of the student. Subject to provisions of applicable law, the College shall not be liable for damage to, or loss of property of any kind which may be lost or stolen, damaged or destroyed by circumstances beyond its control, including, but not limited to, fire, water, steam, power outage, disaster, acts of God, communicable disease outbreak, epidemic or pandemic, or otherwise, while on the College's property, or in any storage space in the building or for any personal injury unless caused by the negligence of the College.

### 33. **Communication:**

Per the Springfield College Student Handbook, students are ultimately responsible for using official College communication methods. Failure to use official College methods does not excuse students from the content that may be received through each method. Housing and Residence Life will use the college's email platform and student's Springfield College email address as the official method of communication with residents.

### 34. **Failure to comply:**

Failure to comply with the terms of this agreement will result in action by the College to hold the student accountable and may also result in the student forfeiting their right to live on campus, or other appropriate disciplinary action.

### 35. **Senior Week:**

Seniors who seek to stay in housing after halls close at the end of the Spring 2025 semester must purchase Senior Week tickets during the specified dates when the tickets are sold. Students will be required to make arrangements (at the completion of their last exam) to move out of housing if Senior Week tickets are not purchased (ticket prices yet to be determined). **The housing contract expires at the completion of final exams and the option for students to stay in housing during Senior Week is a privilege.** Seniors staying during Senior Week are to adhere to College and the Office of Housing & Residence Life policies. This includes the restriction of guests and visitors from the residence halls during the period of Senior Week until the weekend of graduation.

### 36. **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, 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.

### 37. **Revisions:**

This Housing Contract and accompanying Terms and Conditions are subject to revisions. Housing and 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 PrideNet homepage.



## **Residence Hall Room and Board Rates** **2025 - 2026 Academic Year**

### **Residence Hall Room Rates (*Per Year*)**

#### **Abbey-Appleton, Alumni, International, Massasoit, Reed, Lakeside**

Double Occupancy:	\$8,178/year
Single/Adjoining Single Occupancy:	\$10,218/year
Bought-Out Double ( <i>currently unavailable</i> )	\$12,258/year

### **Residence Hall Room Rates (*Per Year*)**

#### **Living Center, Senior Suites, Townhouses, Kakley Graduate Annex**

Living Center: Double Occupancy	\$11,280/year
Living Center: Single Occupancy	\$12,452/year
Senior Suites/Townhouses: Single Occupancy	\$12,452/year
Kakley Graduate Annex: Single Occupancy	\$11,880/Year

### **Meal Plan Rates (*Per Semester*)**

ALL Access +7 Meal Exchange	\$4,128/Semester
ALL Access +3 Meal Exchange	\$3,423/Semester
Weekly 14	\$2,555/Semester
Weekly 7	\$1,844/Semester
Block 50	\$902/Semester

**Additional Meal Plan Information can be found at <https://dining.springfield.edu/meal-plans/>**

### **Additional 2025-2026 Housing and Residence Life Fees**

Standard Room Change Fee	\$35.00
Improper Check Out Fee	\$50.00
Key Replacement Fee	\$50.00
Late Break Application Fee	\$75.00
Improper Room Change Fee	\$100.00
Break Housing Fee	\$200/Week (Not Prorated)
Early Arrival Fee	\$200/Week (Not Prorated)



## **2025 - 2026**

### **Housing Cancellation Request**

### **Policies and Penalties**

**Springfield College has a three year residency requirement.** All Housing Contracts are for the full academic year and are legally binding. All required on-campus residents and students who have signed a Housing Contract and wish to cancel their contract in order to live elsewhere must notify the Office of Housing & Residence Life in writing and complete the electronic Commuter Status or Contract Cancellation Application. Upon receipt of the written intent to cancel your Housing Contract, it will be reviewed and you will receive an email indicating the decision of your request. If denied, you will be financially liable for the housing cost associated with your signed Housing Contract. If approved, you will be assessed the following penalties based on the date the Commuter Status or Contract Cancellation Application was received by the Office of Housing & Residence Life. Students may request to be released from the residency requirement if they meet one or more of the following approved criteria/conditions:

- Is twenty-three (23) years of age or older
- Is married
- Has a dependent child
- Has been a Veteran of at least two (2) years on active military duty
- Is participating in Study Abroad
- Has an Internship for Academic Credit - more than 60-mile drive from campus
- Has lived on campus for three (3) years at Springfield College or another college
- Is planning to live at home with a parent(s) or legal guardian(s) and that home is within a 30-mile drive to the college campus
- Student is Graduating in December - Students with a signed Housing Contract for Fall can petition to be released from their contract for Spring Semester within that academic year

**The following cancellation policy applies only to students who have:**

- 1. Met one of the College's approved criteria, AND**
- 2. Who have fulfilled the three-year residency requirement, AND**
- 3. Who have participated in the housing selection process**
  - Cancellation between March 1, 2025 and March 31, 2025
    - **\$800 cancellation fee**
  - Cancellation between April 1, 2025 and May 13, 2025
    - **\$1700 cancellation fee**
  - Cancellation between May 14, 2025 and before first day of Fall 2025 classes
    - **\*30% cancellation fee - \*Percentage of housing cost for the entire academic year**
  - Cancellation after the first day of classes Fall 2025:
    - **\*100% cancellation fee - \*Percentage of housing cost for the entire academic year**

**The following cancellation policy applies only to students who have:**

- 1. Met one of the College's approved criteria, AND**
- 2. Who have NOT fulfilled the three-year residency requirement:**
  - 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 12, 2025:
    - **\*30% cancellation fee - \*Percentage of housing cost for the entire academic year**
  - Cancellation after October 13, 2025:
    - **\*100% cancellation fee - \*Percentage of housing cost for the entire academic year**

Students who officially withdraw from Springfield College should refer to the Tuition, Housing and Meal Plan Refund Policy listed in the *Springfield College website*.

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. Students who have not fulfilled their three year residency requirement will need to reapply for housing after the end of their sanctioned removal period.

Once you have participated in room selection, requests for room changes will be done through the room change process. Please note that room changes are permitted beginning the third week of classes each semester.

**Failure to select a room during the Housing Selection Process does not release a student who is required to live on campus from that obligation. A space will be assigned (based on availability) to all required students who fail to select a room through the housing selection process.**

All students who sign a Housing Contract are subject to the terms of the Housing Contract and the Housing Cancellation Request Terms and Penalties should they choose to request to cancel their Housing Contract at any point throughout the academic year.

Your electronic signature confirms that you have read, understand and agree to comply with the room selection process, the terms and conditions of this Housing Contract and on the Residence Life website as well as the policies/procedures of the Office of Housing & Residence Life.



## **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.