

# Office of Housing & Residence Life Contract for 2020-2021

**I understand that as a resident here 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 PrideNet site.** I also understand 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. I understand and agree to abide by the following terms:

1. **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.
2. If, for any reason, one or more of my selected roommates does not return to our 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.
3. **Guests:** 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.**
4. The College assumes no responsibility for loss of or damage to 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 under homeowners' insurance policy at home address.
5. Seniors who seek to stay in housing after halls close at the end of the spring 2021 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.**
6. 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.

## Residence Halls

**Prices listed are for the current 2019-2020 Academic Year and are for planning purposes only.** Pricing for 2020-2021 will be finalized in spring 2020 and will most likely result in increased costs from current rates (pending Board of Trustees approval)

### **Abbey/Alumni/Gulick/International/Lakeside/Massasoit/Reed residence halls:**

Double Occupancy: \$7,040/year

Single/Adjoining Single Occupancy: \$8,800/year

Single Suite, Gulick Hall ONLY: \$10,230/year

Bought Out Double (currently unavailable): \$10,560/year

**Living Center:** Double Occupancy: \$9,710/year

**Living Center:** Single Occupancy: \$10,720/year

**Senior Suites/Townhouses:** \$10,720/year

Only students who apply and pay for break housing by the established deadlines and who are approved by the Office of Housing & Residence Life are permitted to stay in designated open residence halls during break periods.

# Housing Cancellation

## 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 by completing a 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 who have fulfilled the three year residency requirement and participate in a Housing selection process:**

- Cancellation after on-line suite style Housing selection: **\$800 cancellation fee**
- Cancellation after traditional room selection, but before May 12, 2020: **\$1700 cancellation fee**
- Cancellation on or after May 12, 2020 and before first day of Fall 2020 classes: **\*30% cancellation fee**
- After the first day of classes Fall 2020: **\*100% cancellation fee**

### **Students who have participated in the Spring Housing selection process or the First Year/Transfer Housing Preference:**

- Cancellation before May 12<sup>th</sup>, 2020: **\$400 cancellation fee**
- Cancellation between May 12<sup>th</sup> - July 1<sup>st</sup>, 2020: **\$600 cancellation fee**
- Cancellation between July 2<sup>nd</sup> - October 16<sup>th</sup>, 2020: **\*30% cancellation fee**
- Cancellation after October 16<sup>th</sup>, 2020: **\*100% cancellation fee**

### **\*Percentage of housing cost for the entire academic year**

Students who officially withdraw from Springfield College should refer to the Credit Balance 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. 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 does not release a student who is required to live on campus from that obligation. A space will be assigned to all required students who fail to select a room through the housing selection process.**

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.

# Terms and Conditions of the Housing Contract:

The delivery of this Housing Contract and these Terms and Conditions by the Springfield College Office of Housing & Residence Life, to the student named, constitutes an offer of housing accommodations and the execution of this form by the student constitutes acceptance thereof and an acceptance of said terms and conditions. Housing assignments are made for the full academic year and this Housing Contract is binding for housing charges for both semesters. 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 is engaged in student teaching, study abroad or an internship in a distant place for an extended period of time.

## 1. 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.

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 his or her 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.

**2. Access to Rooms:** The College reserves the right, at the discretion of the Vice President of Student Affairs and/or their designee, to enter a room when there is probable cause 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 Campus Services Department (FACS), 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.

**3. Assignment of Housing:** 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 preference housing or select housing 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. 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. Requests for room changes must be approved through the Office of Housing & Residence Life. A charge of \$35 will be made for every room change.

**4. 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. 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.

**5. 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)

**6. 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.**

**7. 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 and signed in at the front desk. 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.

**8. 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 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 belongings 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.

**9. 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 coverage to include the student's possessions while away from home or that they purchase renter's insurance. Brochures 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.

**10. Vacations:** In the interest of total security, the College reserves the right to secure all residence halls during College vacation periods. Most residence halls will be closed during Thanksgiving break, 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 with the Office of Housing & Residence Life. 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. 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.

**11. Meal Plan:** All students living in residence halls (with the exception of the Living Center, Senior Suites, and Townhouses) are required to have, at a minimum, the 224-block meal plan.

**12. Storage:** The College does not provide storage facilities for students' personal possessions.

**13. 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 \$35 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.

**14. 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 10p.m. and 8a.m. (Sunday – Thursday) and midnight to 10 a.m. (Friday and Saturday).

**15. 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 and illegal drugs. 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. 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.

**16. 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 out 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 marijuana, 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 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.

**17. 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 judicial action. Each residence hall will hold fire drills throughout the year. Any student who tampers with fire extinguishers or any fire safety equipment is subject to suspension from the College and additional judicial sanctions. The use or possession of candles, incense, cigarettes or other open flames of any type is not allowed in the buildings. Students will be held accountable through the conduct process. **All residence halls are smoke and tobacco free.** Student decor must not exceed covering 20% of any given wall. 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, 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.

**18. 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, 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 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, etc. are permitted, within the kitchen areas only, and must be plugged directly into the wall. Deep fryers, air 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.

**19. 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.

**20. 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.

**21. Lofts:** The College does not permit the use of lofts in the residence halls, unless provided by the College.

**22. Furniture:** Students cannot remove furniture from the rooms/apartments or common areas, including unused College provided loft kits.

**23. 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.

**24. The Springfield College Student Handbook:** All residents are expected to read and become familiar with the student code of conduct and the policies that relate to student life. Failure to comply with these

policies may result in action taken by the Office of Housing & Residence Life or the Assistant Vice President for Student Affairs.

**25. 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 fire, water, steam, 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.

**26. 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 communication as the official method of communication with residents

**27. 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.

**28. 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 homepage.