

Residential Student Housing Agreement 2012/2013

All Students Must Submit Completed Form And Enrollment Reservation Deposit

DEADLINE: MAY 1, 2012

Housing Policy: All unmarried first- and second-year students under the age of 21 whose permanent address is beyond the 30-mile commuting range are required to reside in University housing.

INSTRUCTIONS:

You *ONLY* need to complete this form *ONCE*—either online when enrolling, or via this paper form included in your enrollment packet.

- If completing online, please read the information below. At the end, simply click the Approve button to acknowledge your understanding and consent of the Residential Student Housing Agreement.
- If completing via paper, please read the information below. Legibly write-in your personal information and attach a security deposit of \$200 payable to USciences. Send it along with this form.
- If completing via paper and you meet the criteria to reside off-campus, please also complete the Request for Housing Exemption section below and return this form to the Department of Student Life by May 1, 2012. Please note that your request for exemption is not approved until you receive a letter from the Director of Student Life or the appropriate designee.

CONDITION OF AGREEMENT:

This serves as a binding agreement for the entire duration of the 2012/2013 academic year. Each resident shall be liable for payment in full for this period. The duration of this agreement for Goodman, Wilson, and Osol Halls is 10 months beginning August 24, 2012 through May 4, 2013. All students residing in 10-month buildings will be billed for the Fall and Spring semesters. Receipt of residence hall and/or apartment keys constitutes a student's occupancy in University housing.

BY SUBMITTING PAYMENT OF THE HOUSING DEPOSIT OF \$200, I ACKNOWLEDGE THAT I HAVE READ, UNDERSTAND, AND AGREE TO ABIDE BY THE CONDITIONS OF OCCUPANCY AS WELL AS ALL HOUSING AND UNIVERSITY POLICIES. UPON MATRICULATION FOR THE ACADEMIC YEAR 2012/2013, I AGREE TO BE A RESIDENT OF STUDENT HOUSING FOR THE ENTIRE 2012/2013 ACADEMIC YEAR.

A. Personal Information (PAPER FORM ONLY)

Name: _____ Gender: _____
First Middle Last

Permanent Address: _____
Street City State Zip Code

Home Phone #: _____ Cell Phone #: _____ Email: _____

Date of Birth: _____

Special Considerations:

1. If you believe you have a disability that necessitates special housing accommodations, please contact the ADA coordinator at 215.596.8758.
2. If you are a transfer/non-traditional student and, if space is available, wish to be placed with other transfer/non-traditional students, please email reslife@usciences.edu.
3. To request a triple room or live in an all-female area, please e-mail reslife@usciences.edu.

The Department of Student Life refrains from using a detailed housing questionnaire in placing students with other students since this type of procedure tends to promote an unreasonable expectation for "the perfect roommate." For this reason, as well as our desire to promote diversity among our students, we do not consider any other special requests for housing.

Housing Information:

1. The majority of incoming students will be placed in triple rooms regardless of preference.
2. No security deposit can be processed until your enrollment reservation deposit of \$300 or \$500 has been received by the Admission Office.
3. **In order to guarantee a space in University housing, this form and your security deposit of \$200 must be RECEIVED by May 1, 2012. Students who have their housing deposit in by May 1, 2012 will have an equal opportunity at all housing options.**
4. Students whose deposits are received after May 1, 2012 will be placed on a waiting list if the halls are full; housing is not guaranteed after this date. You will be notified should space become available.
5. This security deposit is a one-time fee that will be held for the time that you are in housing. It will either be applied to subsequent housing agreements or applied to your tuition account, minus any fines or charges, upon exiting University housing.
6. If either the University or you choose to terminate housing on campus prior to the end of this agreement, your security deposit **WILL BE FORFEITED** and you will be responsible for payment in full for this period.
7. Your security deposit **WILL BE FORFEITED** if you decide to withdraw your admission acceptance.

B. Request For Housing Exemption (PAPER FORM ONLY)

I am requesting to be exempted from the housing requirement in order to commute for the following reason(s):

- My permanent address is within 30 miles.
- I am over 21 years of age.
- I am married.

Signature of Student

For detailed information regarding the exemption process, please contact the Department of Student Life.

STUDENT LIFE STAFF ONLY

Forms of Payment Accepted for Deposit (no credit card):	___ Cash	___ Check/ Money Order # _____	Amount enclosed \$ _____
Student Assignment:	Building and Room # _____	Staff Initials _____	Date _____

University of the Sciences Conditions of Occupancy 2012/2013

The residence halls have been designed and furnished to provide students with a "home away from home." Learning to live with others is an important aspect of University life. In order for residence halls to be conducive environments for living and studying, residents are expected to conduct themselves in a manner that is respectful of others. Therefore, the following conditions have been established.

TERMS OF OCCUPANCY:

General

1. Residents shall keep all common areas orderly and leave them in suitable condition for the next user.
2. Furnishings shall not be removed from designated locations.
3. Residents shall be courteous of others in regard to noise. This means radios, TVs, stereos, and speaking voices shall be kept low.
4. Common areas shall be used for the designated purposes.
5. Quiet/courtesy hours shall be observed according to Residence Life regulations.
6. Residents shall cooperate with ALL University personnel, including Residence Life, Facilities Services, and Security staffs.

Terms of Billing

1. Students residing in 10-month housing will be billed twice. The billing periods will be for the Fall 2012 and Spring 2013 terms.
2. Students residing in a 12-month occupancy option will be billed three times. The billing periods will be Summer 2012, Fall 2012, and Spring 2013 terms.

Financial

1. The agreement period for room or room and board is for the academic year 2012/2013. Each resident shall be liable for payment in full for this period.
2. **The residence halls are closed during the Semester Break, with the exception of 12 month lease buildings, such as Alexandria Hall or other University leased buildings. Students are expected to leave the residence halls within 24 hours of their last exam at the end of each semester or at the designated time determined by Residence Life.**
3. The University shall retain a security deposit of \$200. The residents shall incur the cost of damage to a hall or floor not attributed to a specific individual(s). Students shall be billed for any charges that exceed the \$200 deposit. Students must maintain a deposit of \$100 at all times, net of charges. Security deposits are nonrefundable if a resident leaves the residence hall before the end of the agreement period.
4. Students identified as responsible for vandalism, missing items, or those fined for infractions of University or Residence Hall regulations must pay in full upon receipt of charges. Fines not paid by the due date will result in penalties such as additional charges against the security deposit and a conduct hold on the student's record.
5. All remaining security deposits will be automatically applied to subsequent housing agreements. Deposits remaining at the end of the housing agreement, provided the student elects not to return to campus housing, will be credited towards the student's tuition bill.
6. The University assumes no responsibility for the loss, destruction or theft of students' personal possessions at any time, including those times when students are attending or absent from the University. Students are encouraged to inventory their possessions periodically, engrave their names on all personal possessions, record the serial numbers, and keep possessions in a safe place. Students are discouraged from bringing valuables to campus. **Students are encouraged to obtain personal property insurance for personal possessions.**

Meal Plans

1. All first-year residents, regardless of room assignment, are required to be on a meal plan.
2. All second-year and above residents of Goodman, Wilson, and Osol Halls are required to be on a full meal plan.
3. Upper-class residents of Alexandria and any other University-leased apartments may choose between being on a meal plan, dining dollars, or cooking in their apartments.

Fire Safety And Security

1. Safety inspections will be completed during all residence hall closings. For University apartment buildings, inspections occur two times during the fall semester (Thanksgiving and Winter breaks) and twice during the Spring/Summer Semester (Spring Break and July 4th).
2. Fire and safety equipment is to be used for emergencies only.
3. The possession of firearms, fireworks, knives, any object intended for personal bodily injury, or the storage of volatile or flammable materials is prohibited.
4. Cooking appliances (e.g. toasters, coffeemakers, microwaves, and popcorn makers) are prohibited in Goodman/Wilson and are only to be used in kitchen areas of Osol Hall and appropriate University apartment buildings.
5. The possession of items that can be used to produce an open flame is prohibited including incense, candles, or candle warmers.
6. Residents and visitors must vacate the building immediately when a fire alarm sounds.
7. Individual keys and IDs are for resident's use only and are not to be copied or given to anyone.
8. Lost keys must be reported promptly to the Residence Life staff. A charge of at least \$50 may be deducted from your security deposit.
9. Students shall carry **University ID cards and keys at all times, and IDs must be presented each time when entering the building.**
10. **Doors may not be propped/left open or unattended. Any damage or loss of property is the responsibility of the residents.**
11. Residents are responsible for all conduct occurring in their room/suite whether or not they are present.
12. Entering or exiting through windows is prohibited.
13. Throwing objects out of windows is prohibited.
14. Pets, including fish, are not allowed in the residence halls.
15. The Smoking Policy prohibits smoking and the possession of smoking paraphernalia (e.g. pipes, hookas) in all buildings including the residence halls.
16. All halogen lamps are prohibited in the residence halls.
17. Students are not permitted to bring their own loft units. Residents who wish to bunk/debunk their beds must contact Facilities Services. Students are required to utilize University-provided furniture (including bed frame and mattress).

Vandalism

1. Students involved in vandalism may be fined, sent through the University Conduct Process, and banned from the residence hall(s).
2. The Director of Student Life shall determine what constitutes vandalism.
3. A surcharge of \$75 may be added to repair bills.

Alcohol/Other Drugs

1. The Commonwealth of Pennsylvania prohibits the consumption of alcohol by anyone under 21 years of age.
2. The University prohibits the consumption, possession, or presence of alcoholic beverages or paraphernalia (including decoration), regardless of age, in or near the residence halls.
3. Intentional use, possession, sale, transfer, or offer of transfer of any controlled drug along with associated drug paraphernalia for non-medical purposes is prohibited.

Visitation

1. All guests, including residents of other halls, must be signed in by a resident of the hall in which they're entering. The host must sign them out at the termination of their visit.
2. Overnight guests must be registered before 1am on Sunday through Thursday, or before 2am on Friday through Saturday.
3. Overnight guests must be 18 years of age or older.
4. No resident may have, at any one time, more than two guests.
5. Residents are responsible for any damages or violations caused by their guest(s) including all potential sanctions and financial responsibility.
6. Guests violating any conditions of occupancy may lose all visitation and overnight privileges.
7. Visitation hours, as determined by the Director of Student Life, shall be followed.
8. All residents must have their roommate(s) approval before any visitors/guests enter their room.

Maintenance

1. All maintenance problems shall be reported to Facilities Services.
2. In case of emergency, all maintenance problems may be reported to the Residence Life and/or Public Safety staff.

Housekeeping

1. The cleaning of bedrooms and apartments is occupants' responsibility.
2. Residents are financially responsible for unusual cleaning caused by inappropriate behavior as determined by the Director of Student Life.

Phones

1. The University will provide phones, phone line access, voice mail, and on-campus and local calling by request only. To request a phone, please contact the Technology Helpdesk (215.596.7575, option 6 or helpdesk@uscience.edu).
2. Service will be activated within two business days and residents will be responsible for the cost of replacing a phone if it is not returned in working order at the end of the academic year.

Parking

1. First-year students are not permitted to have cars on campus.
2. Parking spaces are available for a limited number of upper-class students for a fee. Arrangements are through Auxiliary Services in Kline Hall.

I understand that the University of the Sciences:

1. May revoke a room agreement by giving not less than a one-day notice for any of the following reasons:
 - a. abuse, theft, removal, or destruction of University and/or residence hall property.
 - b. possession of firearms, fireworks, ammunition, explosives of any kind, flammable materials or weapons of any nature, in or near the residence halls.
 - c. illegal use of fire equipment in the residence halls.
 - d. illegal use, possession and/or distribution or sale of alcohol, narcotics, dangerous drugs, or hallucinogenic substances in or near the residence halls.
 - e. assault of a resident, guest or University personnel in or near the residence halls.
 - f. repetitive disruptive behavior, as determined by the Director of Student Life, including demonstrated lack of respect for others, especially University staff.
 - g. posing a threat, as determined by the Director of Student Life, to the safety and well being of him/herself or other members of the community.

IN SUCH CASES, THERE WILL BE NO RETURN OF ROOM AND BOARD FEES.

2. Shall take disciplinary actions according to the guidelines in the Residence Hall Handbook and/or the Student Handbook.
3. Reserves the right to refuse the reapplication of residents for housing based on their behavior.
4. May require a psychiatric evaluation and follow-up treatment of a resident if there is specific behavior that would warrant concern regarding the safety of the student as well as other residents. This evaluation and follow-up treatment may be a stipulation for the student to remain a resident.
5. Reserves the right to enter student rooms to make repairs in cases of emergency, and to conduct investigations, inspections, or seizures in order to secure and protect the University policies. The University recognizes its responsibility to respect the rights of its residents not to have their privacy unreasonably disturbed.
6. Reserves the right to make room assignments and residence hall changes. The Director of Student Life may make necessary changes at any time during the year, including consolidation.
7. **Requires all unmarried first- and second-year students under the age of 21 and whose permanent address is beyond the 30-mile commuting range to reside in University housing.**