

# Residential Student Housing Agreement, Short Term Housing

**All students must submit a completed enrollment reservation form, enrollment reservation deposit of \$500, and housing security deposit of \$200.**

## INSTRUCTIONS:

You **ONLY** need to complete this form **ONCE**—either online when enrolling, or via the 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 housing security deposit of \$200 payable to USciences. Send it along with this form.

## CONDITION OF AGREEMENT:

This serves as a binding agreement for the entire agreed-upon duration of housing. Each resident shall be liable for payment in full for this period. All students will be billed for the number of weeks they occupy University housing. Receipt of residence hall keys constitutes a student's occupancy in University housing.

**BY SUBMITTING PAYMENT OF THE HOUSING SECURITY 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, I AGREE TO BE A RESIDENT OF STUDENT HOUSING FOR THE ENTIRE AGREED-UPON DURATION.**

## A. Personal Information (PAPER FORM ONLY)

Name: \_\_\_\_\_ Gender:  Male  Female  Trans  
First Middle Last

Permanent Address: \_\_\_\_\_  
Street City State Zip Code

Cell Phone #: \_\_\_\_\_ Home Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

## Special Considerations:

1. If you believe you have a disability that necessitates housing accommodations, please contact the ADA coordinator at 215.596.8758.
2. If you are a transfer/non-traditional student and wish to be placed with other transfer/non-traditional students (if space is available), please email [reslife@usciences.edu](mailto:reslife@usciences.edu).

## Housing Information:

1. The majority of students will be placed in single-occupancy rooms regardless of preference. Some double and triple rooms may be available.
2. No housing security deposit can be processed until your enrollment reservation deposit of \$500 has been received by the Admission Office.
3. There is no guarantee that Short Term Housing will be available. If the halls are full, students will be placed on a waiting list. You will be notified should space become available.
4. This housing 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 charges, upon exiting University housing.**
5. If either the University or you choose to terminate housing on campus prior to the end of this agreement, your housing security deposit **WILL BE FORFEITED** and you will be responsible for payment in full for this period.
6. If released from campus housing, your housing deposit will be applied to your tuition account.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

## 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 Short Term Housing

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 a conducive environment 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 based on the premise that on-campus living is a privilege.

## 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 purpose and not as places to sleep.
5. Quiet/consideration hours shall be observed according to Residence Life Regulations.
6. Residents shall cooperate with all University personnel, including Residence Life, Facilities Services, and Public Safety staffs.

### Terms of Billing

1. Students residing in short-term housing will be billed for each week they stay.

### Financial

1. Each resident will be liable for payment in full for their weeks in housing.
2. **The residence halls are closed during the Thanksgiving holiday, semester break, and spring break with the exception of 12-month lease buildings. Break housing may be provided based upon demand. 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 housing security deposit of \$200. The residents will incur the cost of damage to a hall or floor not attributed to a specific individual(s). Students will be billed for any charges that exceed the \$200 deposit. Students must maintain a deposit of \$100 at all times, net of charges. Failure to do so may result in a registration hold. Housing security deposits are non-refundable 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 potentially 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 any 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 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 students residing in short-term housing may choose between being on a meal plan or cooking for themselves.

### Safety And Security

1. All students residing in university housing are required to obtain the Meningococcal Vaccine and submit documentation of vaccination to the Student Health Center prior to moving in. Students residing in university housing are not permitted to waive the Meningococcal Vaccine requirement. Failure to obtain a Meningococcal Vaccine will not constitute a valid housing exemption; students who fail to comply with this university housing policy will still be billed for their required campus residence costs.
2. Health and Safety Inspections of all rooms, suites, and apartments will be conducted by residence life staff during all residence hall closings and two additional times each semester.
3. Fire and safety equipment is to be used for emergencies only.
4. The possession of firearms, fireworks, knives, any object intended for personal bodily injury, or the storage of volatile or flammable materials is prohibited.
5. Cooking appliances (e.g. toasters, coffeemakers with open/exposed heating elements, microwaves, and popcorn makers) are prohibited in Goodman and Wilson, and are only to be used in kitchen areas of Osol and Alexandria. Microfridges should be no larger than 3.2 cubic feet, and may be rented or purchased through the university. Keurig and other single-cup coffeemakers are permitted if they are UL-listed with an enclosed heating element and plugged directly into an outlet.
6. The possession of items that can be used to produce an open flame is prohibited including potpourri, incense, and candles (including candle warmers).
7. Residents and visitors must vacate the building immediately when a fire alarm sounds.
8. Individual keys and IDs are for resident's use only and are not to be copied or given to anyone.
9. Lost keys must be reported promptly to the Residence Life staff. A charge of at least \$50 per key may be deducted from a student's security deposit.
10. **Students shall carry University ID cards and keys at all times, and IDs must be presented each time when entering a residence hall.**
11. **Doors may not be propped/left open or unattended. Any damage or loss of property is the responsibility of the residents.**
12. Residents are responsible for all conduct occurring in their room/suite, whether or not they are present.
13. Entering or exiting through windows is prohibited.
14. Tampering with a window's safety gate or screen is a safety risk and chargeable conduct violation.
15. Throwing objects out of windows is prohibited.
16. Animals, of any kind, are not permitted in the residence halls, with the exception of service dogs for an individual with a disability. Students who have a service animal for a documented disability should contact the Administrator of Student Accommodations to seek reasonable accommodations. Dogs whose sole purpose are to provide emotional support, well-being, comfort or companionship for an individual are not considered service dogs under the Americans with Disabilities Act and are, therefore, not permitted in the residence halls.

17. The University's tobacco-free policy prohibits smoking and the possession of smoking paraphernalia (e.g. pipes, hookas) on all campus property, including in and out of the residence halls.
18. All halogen lamps are prohibited in the residence halls.
19. 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).
20. Residents are not permitted to sleep in common areas.
21. Covering or obstructing smoke detectors or any other fire safety equipment is prohibited. Improper use of, or damage to, these items may result in charges and/or conduct action.
22. Any materials found to be offensive or outside the boundaries of reasonable community expectations will be referred to the Residence Life staff.

### Vandalism

1. Students involved in vandalism may be fined, sent through the Student Conduct process, and/or 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.
4. If University cannot find student(s) responsible for vandalism or excessive cleaning caused by inappropriate behavior, the bill is assessed to the impacted community.

### Alcohol/Other Drugs

1. The Commonwealth of Pennsylvania prohibits the consumption of alcohol by anyone under 21 years of age.
2. The University prohibits student consumption, possession, or presence around 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, including marijuana, along with associated drug paraphernalia for non-medical purposes is prohibited.

### Visitation

1. All guests must be registered by their host with the Service Attendant, and signed out at the termination of their visit. Guests must be with their host at all times.
2. Overnight guests must be registered before 12:30 am on Sunday through Thursday, or before 1:30 am on Friday and 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 for themselves and their host.
7. Any person who does not live in a particular residence hall is considered a guest of that hall. A University or government-issued picture ID of guest is needed to be signed in.
8. All residents must have the approval of their roommate(s) before any visitors/guests enter their room.

### Maintenance

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

### Housekeeping

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

### Parking

1. Parking is permitted and available for a limited number of second-year and above students for a fee. Arrangements may be made through Auxiliary Services.

### I understand that USciences:

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 Life Handbook and/or the Student Handbook.
3. Reserves the right to refuse the re-application of residents for University 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 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 with permanent addresses at the time of their enrollment deposit beyond a 30-mile range to reside in University housing.**