



Housing and Dining Contract

TERMS OF CONTRACT

When you are assigned a room in a residence hall, this contract takes effect. At that time, you are obligated to remain in College housing for the academic year. You may not move out during the contract period unless you have permission from the Housing Office. You are also required to enroll as a full-time student (15 semester hours or more) to live in College housing. The Housing Office MUST approve all exceptions.

PAYMENT: Payment of room and meals is due at registration. A payment plan can be arranged with the Business Office. These arrangements should be made at the time of registration. Failure to make arranged payments would result in eviction from student housing. Current room and meal rates are available from the Business Office and the College Housing office. Room and meal rates are subject to change without notice.

CANCELLATIONS: Housing reservations may be cancelled upon written notification to the College Housing Office prior to the cancellation deadline date of August 1 for the fall semester and December 1 for the spring semester. Students not returning for the spring semester must notify College housing by December 1 in order to qualify for a housing deposit refund. Failure to cancel room reservations by the deadline date will result in forfeiture of the room deposit.

REFUNDS: When a student moves out of student housing at the end of the contract period or at the end of a semester, he or she may request a room deposit refund. The resident must officially check out of the residence hall, which includes notification of the residence hall director, a room inspection, and turning in keys. Failure to do any of these items may result in forfeiture of all or part of the deposit. The deposit is subject to charges for damages and/or cleaning. If a resident moves out of student housing for voluntary reasons before the end of the semester, the deposit is forfeited.

PROPERTY DAMAGES: If substantial damages occur to the room or communal area, you may be required to pay for the damage at that time. If damage is noted at the time of check out, the amount will be deducted from the room deposit.

RULES AND REGULATIONS: Students enrolled at Clarendon College and living in College housing are subject to the rules and policies of the College as stated in the current General Catalog and the Student Handbook. Substantial violation of these rules and regulations can be justification for termination of this contract and removal from College housing.

EMERGENCY CONTACT: In the event that you should display behavior that is detrimental to yourself and/or others, or you are involved in an emergency situation, the person(s) that you have listed as emergency contact on your Application for Admission may be notified.

ROOM AND ROOMMATE ASSIGNMENTS: The College Housing Office will make room assignments. Effort will be made to assign students as roommates who have designated mutual requests for each other on their Application for Housing. Students who do not designate a roommate request will be assigned roommates on the basis of all information listed without regard to race, color, creed, or religion. All assignments are made by priority according to the date each student's completed application and dorm deposit are received by the College Housing Office. If all residence halls are full, the applicant will be informed. The College reserves the right to determine room and residence hall assignments and to consolidate vacancies.

TEMPORARY ASSIGNMENT ACCOMMODATIONS: At the beginning of each semester, occupancy may be expanded through the assignment of students to study rooms, recreational rooms, and "tripling" of what are normally double-occupancy rooms. New students assigned to permanent spaces as well as returning residence hall students should be prepared to be assigned a third roommate and may not know until their arrival that a temporary assignment has been placed in their room. Temporary assignment spaces are used until regular double occupancy room accommodations become available, which may be the entire semester. Students who accept over assignment accommodations are bound by all provisions of this contract. Students remaining in temporary assignment conditions after the third week of classes will receive a prorated reduction.

VACATIONS AND HOLIDAYS: College residence halls are closed during official College holidays and between semester breaks. During these periods, students may not occupy rooms and must return keys. Meals are not served while halls are closed. Room and meal charges do not cover these periods.

ROOM CHECKS: Privacy of rooms will be observed. However, residence hall personnel may enter rooms for the following reasons:

- A. Routine Inspection: Rooms will be checked periodically for cleanliness and damages.
- B. Repairs and Cleaning: Maintenance and Custodial staff may enter for repairs and cleaning.
- C. Violation of College Rules and Laws: A representative of the College may enter and search a room if there is reasonable cause to suspect that a violation is occurring or has occurred.

SECURITY: The College provides reasonable protection from fire, theft and other hazards. The College is NOT responsible for the loss of personal property. If you wish to protect personal property, you should contract with an insurance agency.

CHECK OUT: All residents are required to check out of student housing on the last day of their final exams. The College Housing Office must approve all other exceptions.

REPLACEMENT OF KEYS: Residence hall keys are issued at the time a student moves in. There is a \$50.00 charge for key replacements.

YOU MUST RETURN THIS CONTRACT, WITH YOUR SIGNATURE, TO CLARENDON COLLEGE.

PRINT _____

SIGNATURE _____ DATE _____