

SAINT FRANCIS UNIVERSITY

Loretto, Pennsylvania

HOUSING AND FOOD SERVICE CONTRACT—2011-2012

READ CAREFULLY- You are bound by these policies and procedures. This contract is between the individual name on the reverse side and Saint Francis University. A 10% fee assessed for cancelled contracts. (See Student Handbook for detailed policies and procedures.)

RESIDENT STUDENTS EXPECTATIONS

Resident students are offered the unique opportunity of living in an environment which supports their academic achievement and personal growth. The facilities and qualified staff provide the means to accomplish this growth. This program is part of University Housing Operations and therefore all policies and procedures are in effect. Expectations of resident students lie in accordance to the general expectations of all students. Controlled, mature and considerate behavior is critical to the success of a resident student and is expected at all times. This includes maintaining a clean, undamaged environment that does not block any means of egress, developing relationships with other residents that result in positive contributions to personal growth as well as community development, and respecting the policies and procedures outlined in the housing and food service contract and the student handbook. At all times, residents need to recognize that living in campus housing is a privilege.

POLICIES

1. It is the policy of Saint Francis University to offer full, equal and nondiscriminatory assistance to all students without regard to their race, religion, color, sex, or national origin, in both the placement in University housing and in the furnishings of facilities and services in connection with that housing.
2. In order to receive Saint Francis University Institutional Aid (Institutional merit aid, Athletic scholarship, University grants, Endowed University scholarships, etc.) full-time dependent (as determined by Federal guidelines) undergraduate students are required to do one of the following:
 - a. Live in University owned or operated housing which includes residence halls, University owned apartments/houses/townhouses, and University operated rentals.
 - b. Commute from home of parent or legal guardian as long as the home is within a 40 mile radius of the campus.
 - c. Be registered with the University as a dependent of a current Saint Francis University employee and receiving tuition remission benefits.If a student chooses to live off-campus (private residence, apartment, etc.) they do so with the understanding that **they will forfeit Saint Francis University institutional aid**. If a student fraudulently reports that they are commuting from home to the Office of Residence Life and are found to be living off-campus, the University reserves the right to revoke institutional aid and disciplinary action may be taken.
3. The University reserves the right to make emergency changes in its calendar.
4. The housing and food services provided by this contract are applicable only for students to which they are assigned and may not be sold, lent or sublet.
5. All students living in University residence halls are required to purchase a dining plan. Exceptions are given for those in University House & Apartment Transition Program (HATP).
6. Any student dropping below 12 credits must petition to the Director of Residence Life who in consultation with the Vice President of Student Development will determine the ability for continued residency in University housing. Reducing credits below 12 credits does not automatically release a student from their housing contract obligation.

WITHDRAWAL FROM SAINT FRANCIS UNIVERSITY

1. Students intending to withdraw from the University, either during the semester or at the end of a semester must complete the appropriate forms with the Director of Advising and Retention. Failure to complete the appropriate forms constitutes an unofficial withdrawal in which no room deposit refund will be made.
2. Unless specified, and approved in writing, this housing and dining contract is for TWO SEMESTERS, fall 2011 and spring 2012. If a student withdraws from the University by the drop/add date, as established by the Registrar's Office, the housing and meal plan refund will be prorated for that semester. After that period no part of the room and board plan will be refunded. Upon the recommendation of the Vice President of Student Development and Vice President for Finance, in the event of serious illness, an exception may be made, and proportionate share of room and board payments will be refunded. In the event of dismissal, suspension or unofficial withdrawal, no refund payments will be made.

ROOM AND BOARD CHARGES AND DEPOSITS

A one-time \$100.00 room and key deposit must be paid by new residents by August 1st or by January 1st for the students who initially enter at mid-year. The \$100.00 deposit will be refunded at the conclusion of the last academic year residing on campus. Resident students are required to make payment of room and board prior to each semester and according to the dates established by the Business Office.

DATES OF OCCUPANCY

The room/unit assigned by this contract will not be available for occupancy prior to 9:00a.m., August 25th for freshmen and 9:00 a.m., August 28th for upperclassmen. All rooms/ units must be vacated and left in good order by May 2nd at 12:00 noon by all students not graduating and May 6th at 6:00 p.m. by graduating seniors.

Residents who withdraw from the University must vacate the residence hall within 24 hours of the date of withdrawal and must complete all check-out procedures with the Office of Residence Life and the University.

University Operated Housing and food facilities will be closed during vacation periods, including Thanksgiving (6:00 p.m., November 22nd to 12:00 noon, November 27th); Christmas (12:00 noon, December 17th to 12:00 noon, January 8th); Winter Break (6:00 p.m. March 2nd to 12:00 noon, March 11th); Easter (6:00 p.m., April 4th to 12:00 noon, April 9th). Students experiencing difficulty obtaining travel accommodations may apply for late departure which will not extend past 10:00 a.m. the following day.

ROOM ASSIGNMENTS

The Office of Residence Life is responsible for making assignments in University Housing and determining the occupancy and capacity of any room/unit. Attempts will be made to honor roommate requests, providing both students have notified the Office of Residence Life of the same prior to assignment periods. Such requests will be honored on a space available basis. Students who have not expressed a roommate preference will be randomly assigned. The University will not discriminate on the basis of race, color, religion or nationality in the assignment of roommates.

Students are expected to reside in the room to which they are assigned and are not permitted to remove furniture assigned to that room.

Students may apply for room changes until the drop/add period as established by the Registrar's Office. Students should not change rooms prior to receiving written authorization from the Office of Residence Life. If a student changes assignments without written approval, he/she will be in violation of his/her contract and will be subject to a \$25 fine.

The University reserves the right to consolidate a student in a partial vacancy to another partial vacancy. Consolidation will occur after the opening of each semester through the open room change period. The University also reserves the right to administratively re-assign students to another room, wing or building as necessary.

In order to accommodate all students applying for space, it may be necessary to assign students to temporary accommodations. Withdrawals and cancellations will permit these students to be transferred to permanent rooms. When vacancies in permanent rooms occur, temporary spaces must be vacated upon request of the housing staff.

DAMAGED OR MISSING PROPERTY

Residents will be held responsible for the condition and cleanliness of their unit and its furnishings and for any loss or damage other than normal wear that may occur during their occupancy. All furnishings are to remain in the unit to which the student is assigned. At no time is unit furniture to be stored elsewhere. Structural changes of furniture or nailing, screwing or pasting into the walls, woodwork and/or ceilings of the room is not allowed. Occupants of a unit will be held jointly responsible for losses or damages to unit respectively. Charges will be assessed and billed after the end of each semester.

The University is not responsible for loss or damage to personal property of the occupant which includes loss of property due to power outage and/or power surge. Each individual is urged to take home valuable possessions during vacations and to carry personal property insurance.

FACILITIES

1. Each student is provided with a single bed, desk, desk chair, and dresser. Window treatment is provided for each room. Students in the HATP are also provided with furniture for the kitchen/ living room areas.
2. Students may not remove University furniture from their assigned room.
3. Students are responsible for the cleaning of their own rooms/ units and are expected to keep them in clean, reasonable order.
4. The University will provide regular housekeeping services to common areas and maintain services for all areas of the residence halls. Students have the responsibility to help in maintaining the cleanliness of the halls including lounges, bathrooms and hallways. Students in the HATP are responsible for maintaining the cleanliness of their units. All damages and malfunctions are to be reported to Office of Residence Life.
5. Beds may only be lofted by using University approved loft kits and must follow the manufacturer’s recommendation.
6. Failure to return a student room key will result in a charge for lock change and keys.

ACCESS INTO UNIT

The University reserves the right for authorized representatives to enter the premises for repair or maintenance, health or safety reasons and to determine occupancy and vacancies. Designated officials may enter a room to restore order or to confront policy violations. The Vice President of Student Development or designee may authorize room searches upon suspicion of policy violations.

RESIDENCE PROGRAM REGULATIONS

The use of University Owned/ Operated Housing is conditioned on compliance with University regulations as stated in the Student Handbook, this contract, the University catalog and other university publications or any modifications of these and is limited to residents and their guests.

1. Visitors of resident students must be at least 18 years of age, have a valid photo ID and be escorted by the resident student at all times. Visitors are welcome during visitation hours as long as they do not infringe upon roommates’ and other residents’ rights. Residents are responsible for informing guests of all policies and for the conduct of their guests at all times. The privilege of being a guest or having guests may be terminated should violations occur.
2. Residents will follow all policies outlined for campus computer usage as defined by IT Services in the Student Handbook “Guidelines for the Acceptable use of Network and Internet Resources.”
3. The following shall not be permitted in University Owned/ Operated Housing: Alcohol or drug paraphernalia decorative or otherwise, empty alcohol containers, neon bar lights, alcoholic beverages, illegal drugs, incense, hookah pipes, halogen lamps, toaster ovens, space heaters, non-approved air conditioners, open coiled appliances, charcoal or gas grills, pets, weapons, explosives, internal combustion engines, harmful chemicals, and candles. Eligible students in the HATP can request approval of small quantities of alcohol in accordance with the Alcohol Policy Addendum.
4. It is the responsibility of residents to keep reasonable conditions for studying. Excessive noise is a violation of the right to study and will be referred to the Director of Residence Life for appropriate disciplinary action.
5. Saint Francis University is NOT responsible for the physical safety of the residents, and the student releases the University from any liability therefore, unless the injury arises solely from the gross negligence of the University.
6. Residents are responsible for not blocking any means of egress, including exterior doors, lounge doors and common suite doors.
7. Residents and their guests must participate in fire drills. All residents are required to exit all buildings in a prompt and orderly fashion upon the sounding of a fire alarm. Any student found in violation of campus fire code that includes but is not limited to, tampering or disabling of fire safety devices (emergency exit sign, evacuation notice, etc.), covering smoke detectors or falsely activating a fire alarm will face disciplinary actions.

POLICY ENFORCEMENT

Saint Francis University reserves the right to initiate disciplinary action on any student who is found in violation of this contract. Students found in noncompliance with terms of this contract and/or University regulations (found in the Student Handbook, University Catalog, and subsequent updates) or other policies released by Student Development are subject to disciplinary action, which may include but not limited to, dismissal from University housing and/or the institution at large.

TERMS OF CONTRACT

Unless specified, and approved in writing, this housing and dining contract is for TWO SEMESTERS, fall 2011 and spring 2012. In addition the University reserves the right to revoke residency privilege if, in the judgment of the Vice President for Student Development or designee, a resident’s conduct is found to be detrimental to the welfare of the University community. The University reserves the right to amend the conditions of this contract.

I HAVE READ THIS CONTRACT AND AGREE TO ABIDE BY ITS TERMS BY PROVING MY SIGNATURE BELOW.

_____ Printed Name Signature Date

ROOM RATES			DINING PLANS		
	Semester	Year		Semester	Year
___ Triple Room	2147	4294	___ Platinum (Unlimited meals + \$100 Bonus Money)	2368	4736
___ Double Room	2392	4784	___ Gold (14 meals + \$130 Bonus Money)	2305	4610
___ Suite	2996	5992	___ Silver (10 meals + \$160 Bonus Money)	2212	4424
___ Single/Private	3053	6106	___ Bronze (5 meals + \$525 Bonus Money)	1838	3676
___ Christian Triple	2373	4746	(Juniors and Seniors Only)		
___ Christian Double	2691	5382			
___ Christian Suite	3294	6588			
___ Christian Private	4001	8002			
___ HATP	3300	6600	___ No Meal Plan Selected	(HATP Residents ONLY)	

Assignment: _____
Building

_____ Room Number