

# 2017 – 2018 Residential Room and Board Contract

Trine University  
1 University Avenue  
Angola, IN 46703

I have read this contract and accept and agree to abide by its terms and conditions. I understand that breach of contract will result in the re-evaluation of my on-campus living and University status. All residential students are expected to adhere to the standards and guidelines as outlined in the Trine University Student Handbook.

**Length of Contract:** This contract is effective for the entire academic year and may not be broken at the end of Fall semester, unless graduating from Trine University.

## Residence Hall Openings/Closures:

**Fall Semester Opening:** Residential facilities will open for **new students** on the Saturday prior to the first day of class in the fall. Move-in will be from 9 AM – 1 PM, unless otherwise indicated by the University. Residential facilities will open for **currently enrolled students** on the Sunday prior to the first day of class in the fall. Move-in will be from 9 AM – 1 PM, unless otherwise indicated by the University.

**Spring Semester Opening:** Residential facilities will open for **new students** on the Sunday prior to the first day of class in the spring. Residential facilities will open for **currently enrolled students** at 8 AM on the Sunday prior to the first day of class in the Spring, unless otherwise indicated by the University.

**Fall and Spring Semester Closing:** Residential facilities will close at 10 AM on the Friday of finals week. In May, for graduating seniors going through the commencement ceremony, residential facilities will close on the day of commencement at 5 PM. All students must be checked out by an RA at this time. Failure to check out with an Resident Assistant (RA) will result in a \$50 fine being assessed.

## RESIDENTIAL BUILDINGS ARE CLOSED OVER BREAKS.

All residential facilities will close and open at the following times:

**Thanksgiving Break:** Close at 7 PM on the Tuesday before Thanksgiving – Open at 12 PM on the Sunday after Thanksgiving.

**Winter Break:** Close at 10 AM on the Friday of finals week – Open at 8 AM the day before classes begin in January.

**Spring Break:** Close at 7 PM on the Friday of Spring Break – Open at 12 PM on the second Sunday of Spring Break.

Students are NOT allowed to be in residential buildings during these times without permission from the Director of Housing. A student's personal property may be left in their assigned room during this time, but the University accepts no responsibility for loss or damage to such property during your absence.

**Breaks and vacations.** University housing will remain open during fall break and meals will be available. Students may not enter university housing during Thanksgiving, winter, or spring breaks without approval by the Director of Housing. Personal property may be left in the assigned room; however, the university accepts no responsibility for loss or damage. Garbage must be taken to the dumpster prior to leaving for any extended break.

In extenuating circumstances, students may request permission from the Director of Housing to remain in university housing during Thanksgiving, winter, and spring breaks. A charge of \$25/night will be assessed and temporary rooms may be assigned. Students who must remain on campus for

university-sponsored reasons will not be charged the \$25 fee, but may have temporary room assignments. All students requesting housing during a scheduled vacation/break must complete a Vacation Housing Request Form and return it to the Office of Student Services the Friday before the scheduled break. Any student failing to submit this form according to the deadlines will incur a late charge of \$25 and may be denied permission to stay.

Prior to leaving for winter break, students are responsible for cleaning and securing his or her room by following the instructions listed below:

- a. Clean room and shared areas (in apartments and villas)
- b. Defrost refrigerator and empty out food – leave door open
- c. Personal refrigerators must be emptied, cleaned and unplugged (except honors apartments and villas)
- d. Unplug everything (clock, refrigerator, microwave, computer, stereo, etc.)
- e. Take valuables home
- f. Close and lock windows
- g. Draw the blinds
- h. Shut off lights
- i. Take trash out to the dumpster
- j. Lock door when leaving

## **TRINE UNIVERSITY HOUSING REQUIREMENTS:**

**Campus Housing Requirements:** Trine University students are required to live on campus. Students who are married, responsible for a dependent child, living at home with a parent or legal guardian (within 40 miles of Angola), or are 21 years of age on or before the first day of fall classes may be waived from this requirement. Students with a cumulative GPA of a 2.0 or higher and have completed 48 credit hours and lived on campus for four semesters, may be approved to move into a University recognized Sorority / Fraternity House or Christian Campus House. Students who are married and under 21 years of age on or before the first day of fall classes must show a marriage license and live with the spouse in a permanent location within 40 miles from Angola, IN. In addition, International students must show dependent I-20 or dependent DS-2019. Students who are responsible for a dependent child and under 21 years of age on or before the first day of fall classes must show a State issued birth certificate.

All students must have the written approval from the Dean of Students prior to moving off campus. If a student fails to receive a proper contract release or provides false information, then the student may be subject to room and board charges for the entire contract term and additional actions up to and including dismissal from Trine University.

Students will need to check with Financial Aid as eligibility may be affected by moving off campus.

**Assignment Requirements:** A submitted Residential Room and Board Contract, Housing Survey, and Housing Deposit are required prior to being assigned a room. It is required to be enrolled full-time (12 credit hours) to reside in campus housing.

**Meal Plan:** All residential students, with the exception of students assigned to the Villas, are required to purchase a 10- or 19-meal plan provided by Bon Appetit. For students living in a Villa, a 50-meal plan, 10- or 19-meal plan may be purchased or the Villa meal plan can be declined. You will be notified of room and board charges and due dates by the Business Office each semester. Changes in meal plans must be made within the first week of classes for any given semester.

**Deposit and Deposit Refund and Cancellation:** The Housing Deposit of \$150 (submitted when you first enrolled and paid your Enrollment Deposit) must be paid at the time a room reservation is made. To cancel a room assignment, written request must be submitted to the Director of Housing by May 1 for the following fall semester. Failure to give written notification by May 1 or breaking the housing contract anytime during the academic year will result in forfeiture of the \$150 Housing Deposit.

Additionally, returning students who cancel room and board contracts on or after August 1 will receive a late cancellation charge of \$500.

The housing deposit will be refunded within 60 days as long as there are no room/shared area or furniture damages, room/shared areas are clean, and there is not a balance on the student's account. Leaving campus housing at any point in the academic year will result in the forfeiture of the housing deposit.

**Registration Deadline:** Currently enrolled students are required to be registered for Spring classes by December 1 or for Fall classes by June 1. If a student is not enrolled by the deadlines, the student's housing assignment will be cancelled. If not registered for Spring classes by the deadline of December 1, all possessions must be removed from university housing prior to leaving for Winter Break.

#### **Room and Board Changes, Damages, and Prorated Costs:**

**Students Leaving Trine University and Campus Housing** – Students withdrawing from the university and moving out of campus housing within the first week of classes will be charged a prorated *daily* room and board fee. Students leaving the university and moving out of campus housing within the 2<sup>nd</sup> and 3<sup>rd</sup> week of classes will be issued a 50% room and board refund. If a student leaves campus housing after the third week of classes, room and board charges are non-refundable.

**Withdrawal from the university.** When withdrawing from the university, whether at the middle or at the completion of the semester, students must contact the Director of Housing to discuss checkout procedures. Once the Director of Housing has signed the withdrawal form a student has 24 hours to remove all belongings from university housing. The Housing Deposit will be forfeited.

**Checkout.** All students must check out of their rooms with a member of the Residence Life Staff. If withdrawing from Trine University, students must check out 24 hours after the Director of Housing has signed his/her withdrawal form. If checking out during finals week, students must check out no later than 24 hours after his/her last final or by 10 a.m. on the Friday of finals week, whichever comes first. Failure to follow proper checkout procedures may result in a \$50 fine and responsibility for any and all damages.

**Students Remaining in Campus Housing** – Students who change housing types within the first 3 weeks of classes will receive a full adjustment on housing cost only. Changes in types of housing made between the third week of classes and the mid-term deadline will be prorated based on the day of the housing change. Housing type changes made after mid-term deadline will not receive adjustments for the current semester.

**Outstanding Balances:** Students agree that if they have outstanding balances with the University, the University at its sole option may apply the Housing Deposit to such outstanding balances owed, or may encumber the student's academic records. For purposes of this contract, the term "encumber" will mean that the University may lawfully refuse to surrender transcripts of a student's grades and courses, hold a student's diploma, and may refuse to permit a student to enroll or register at the University for any academic term. This section shall not be construed as a waiver by the University of its right to pursue any legal action against the student in a court of competent jurisdiction. In the event the University needs to take action concerning outstanding balances, the student will be liable to the University for late fees and any collection costs incurred and/or reasonable attorney fees.

**Damages:** Students will be held liable for any and all damages occurring to their room or apartment from the date of move-in to the date of move-out. Damages to the room, apartment, villa or other University property will be billed directly to the student. In cases where students are leaving on-campus housing, the Housing Deposit may be applied to the student's account balance. Damage charges may be assessed above and beyond the Housing Deposit to cover repair expenses for the room the student has occupied. DAMAGE OR THEFT IN THE PUBLIC AREAS OF ON-CAMPUS HOUSING WILL BE ASSESSED EQUALLY TO ALL STUDENTS IN THE BUILDING OR APPROPRIATE SECTION IF THE RESPONSIBLE INDIVIDUAL IS UNKNOWN.

**Room Cleanliness:** Rooms must be maintained in a safe and sanitary condition. Prior to checking out, students are required to clean all areas of assigned location, including common areas of apartments and villas. Failure to comply will result in a minimum of \$25 clean fee per person per hour.

**Other:**

**Contract Assignment:** A student may not assign this contract to any other person.

**Academic Leave/Co-op/Student Teaching:** This Residential Room and Board Contract may temporarily be suspended for any semester in which a student participates in a Cooperative Education Program, Study Abroad, Student Teaching or Planned Academic Leave. At the end of such period, this contract is automatically reinstated. Failure to give written notification may result in forfeiture of the \$150 Housing Deposit. If a student is participating in a co-op or student teaching within 40 miles of Angola, he/she is also required to live on campus.

**Cooperative education program or planned academic leave.** Residential Room and Board Contract may be temporarily suspended for any semester in which a student participates in a Cooperative Education Program, Student Teaching or a Planned Academic Leave. At the end of such a period, the Residential Room and Board Contract is automatically reinstated. Failure to give written notification may result in forfeiture of the \$150 Housing Deposit. Students participating in a Cooperative Education Program, Student Teaching are required to live on campus unless their co-op/teaching location is further than 40 miles of Angola.

**Right of Assignment and Reassignment:** To ensure full capacity, the Director of Housing has the right of assignment for any unoccupied room or bed or reassignment for the benefit of an individual or group. In cases involving disciplinary actions, the reassignment may or may not be in same building style.

**Relocation:** Students agree that in the event the building to which a student is assigned, is closed for repairs and/or construction, students will move into a replacement facility or other residential building designated by the University. In the event space is not adequate, the Director of Housing will determine relocation based on policy and room availability. The University reserves the right to relocate students as deemed necessary by the Director of Housing.

**Room Changes:** A student may not change rooms without prior approval from the Director of Housing. If a student changes rooms without prior approval, a \$50 reassignment fee will be assessed. To change rooms, a student must complete a Housing Change Request Form available in Student Services or on MyPortal.

**Single Room:** Campus housing rooms are 2, 3, 4 or 5-person occupancy depending on the location. Single room availability depends on the total occupancy for any given semester. If a student's roommate moves out of their room, depending on availability, a student can: 1) pay a single-room fee and keep the double room; or 2) the open bed will be made available if another student needs to be assigned to a room. All students with an open bed will be considered when assigning or reassigning another student in order to make the best possible match based on living preference indicated on the Housing Survey. In the event of a challenging situation, another student may be moved into an open bed immediately. Therefore the open bed, desk, dresser and closet space must be kept in its original position and must be ready for another student to move in as needed. The Director of Housing reserves the right of room assignment and of reassignment to any available bed. A multiple bed occupancy room with an open bed will be used before a double-occupancy single-room fee paying room. Students may request a single room on August 1 by contacting the Director of Housing in writing. Single room availability will be determined after August 15.

**Personal Property:** The University assumes no responsibility for the theft, destruction, or loss of property belonging to or in the custody of a student for any cause whatsoever, whether or not such loss occur anywhere in on-campus housing. Students are encouraged to carry their own personal property insurance.

**Trine University Standards:** Students agree to comply with the standards and regulations of Trine University and on-campus housing as a condition of this contract. Failure to comply may, at the University's option, lead to penalties including dismissal from on-campus housing and forfeiture of Housing Deposit and the unused portion of room charges.

**Student Rooms:** Student rooms will be used only as a student study/sleep room and that no commercial operations will be carried on therein.

**Guest policy.** Guests are defined as individuals who are not contracted residents in university housing. Guests must be escorted at all times by the Trine student he/she is visiting. Guests who are also current students found to be living in residential facilities without approval will be responsible for paying room and board charges. These charges will not be prorated. Guests are expected to comply with all Trine University standards or they will forfeit their right to guest privileges and may be trespassed from campus. Students may be held liable for damages caused by visiting guests. Roommates are strongly encouraged to talk about guidelines regarding guests. It is important to note that a room is a private space that should be shared equally by both roommates. *As a responsible roommate, it is not appropriate to engage in any activity that would deny your roommate access to the room or make them feel uncomfortable while in the room.* Children under the age of 13 may not spend the night in university housing. Approval from the Director of Residence Life is required for overnight stays for anyone between the ages of 13 – 18 years of age.

**Room Entry:** The University reserves the right to enter a resident's room or apartment without notice when the University deems it necessary to protect the safety of the resident or other occupants, for investigation and resolution of standards violations, addressing disruptive behavior, or to provide emergency service. Additionally, representatives of the University may enter a resident's room or apartment (during reasonable hours) when necessary to provide inspection, service, repairs, improvements, or maintenance.

**General Provisions:** All housing assignments are made without regard to gender, race, ethnicity, religion, or sexual orientation.

**Key policy and loss.** All keys to university properties, including university housing, belong to the university and may not be duplicated. Students may not possess keys to university property other than their residence, except with permission from the administration. Keys should not be loaned out to other persons at any time. Unauthorized use, distribution, duplication, or possession of any key(s) issued for any university building, laboratory, facility, or room is prohibited and will be subject to disciplinary sanctions. Students who lock themselves out of their room, apartment, or villa need to notify Campus Safety and show their identification card. If a student loses a key they should report it to the Director of Housing immediately. Student accounts will be charged for the key replacement.

**Inspections. Room inspections will be conducted by the Residence Life Staff to ensure a safe and sanitary environment.**

The Residence Life Staff will be inspecting each room to identify and address any health, safety, sanitation, and maintenance issues around midterms each semester. There are several reasons for the health and safety room inspection program:

To encourage students to become engaged in maintaining the condition of their living environments, to assist students in learning how to maintain a clean and safe environment in their room, and promote a better understanding of the expectations the university has for students living on campus;

To assist in the prevention of rodent and pest infestations, damage problems and other issues that impact the health and safety, as well as the quality of life for all students living in the residential facilities; and

To assist us in properly maintaining the condition of our residential facilities.

Each Resident Assistant (RA) will be providing additional information about the inspection process and provide residents with a check list of things they should do to prepare for the room inspection. In addition, each RA will be holding floor/community meetings in advance of the inspection to answer questions and communicate information about the health and safety inspection program.

The Department of Residence Life understands your concerns about privacy, but believes the inspection program is a necessary measure that will prove to be beneficial to all students living in the residence halls now and in the future.

The following is a sample checklist of preparations that you would need to take prior to the inspection program. **IMPORTANT:** This is only a sample checklist; the actual one will be made available shortly before inspections are conducted.

- Remove all trash and properly dispose of it in dumpster.
- Vacuum or sweep and mop all floors in your living area.
- Check your smoke detector to see if it is properly attached and in operational condition.
- Check electrical outlets, cords, and connections to make sure they are not overloaded and that cords are not run under carpets, taped to the floor, or around bedding.
- Check to ensure that beds, other furnishings, and other items are not blocking emergency egress and heating and ventilation units.
- Note any maintenance problems in your room and report them to the staff during the inspection.
- Do your laundry and properly store your clean clothes when finished.
- Pick up and organize your personal belongings.
- Make sure your screen is installed on windows (they are not supposed to be removed).
- Walls, windows, ceilings, doors and university furnishings should be free of stickers, graffiti, stains, and unauthorized paint.
- Clean up any spills and messes and get rid of any leftover food.
- Do light dusting around the room, suite, or villa.
- In the kitchen, dispose of spoiled food, wipe down surfaces, clean appliances, do the dishes and store them away, and properly store food.
- In the bathroom, clean the toilet, including in and around the bowl, clean the shower/tub, clean the floor, wipe down countertops and clean the sink, and put away and/or organize personal items.

It is okay for your room to look a little bit "lived in," but it is expected that some effort will have been made to clean the room and to ensure that no health or safety concerns exist. Staff will be doing a quick visual check of your room that should only last a few minutes.

Prohibited items found during inspections will be confiscated. Students whose rooms fail to meet these standards will be referred to the Judicial Review Committee and will be subject to additional inspections to ensure compliance with this policy.

**Maintenance and housekeeping services.** The university makes every effort to keep all of its facilities clean and in good condition. Housekeeping staff maintains all university housing common areas to ensure cleanliness. Residents of apartments and villas will be responsible for maintaining cleanliness in their bedrooms, bathrooms and shared living areas. If damage is done to walls, please do not attempt to repair or paint the walls. Maintenance staff repairs broken items and performs preventive maintenance for all university housing issues. Students are asked to report any repair to Campus Operations through the following procedure:

#### **To enter the work order**

1. Use the Quick Links on myPortal titled Schooldude – Maintenance Requests.
2. Depending on the browser you choose, you may see the Trine University login page. If you do, enter your normal username and password (same ones you use to access your email, Moodle, etc.).
3. Fill in all of the red checked required fields
4. Click Submit

**Emergency requests and repairs (building problems such as water leaks, sewer, power outage, etc.) should be reported to Campus Operations by phone immediately.**

Daytime: 7:30 a.m. – 3:30 p.m. at 260.665.4155

After hours: Call Campus Safety at 260.316.1877

**Residency limitations.** Only Trine University students may live in university housing. Trine University students that are not attending classes will be dismissed from university housing. A petition to remain in university housing has to be approved by the Vice President for Student Services.

**Service Animal or Emotional Support Animal Policy.** Trine University is committed to providing reasonable accommodations to qualified students with disabilities. Students with disabilities who require the use of a Service Animal (SA) or Emotional Support Animal (ESA) as a reasonable accommodation may be permitted to bring such animals on campus provided that they comply with the university's policies.

Students who seek to bring a Service Animal or Emotional Support Animal to campus must first contact and obtain the approval of the Director of Housing. Each request will be determined on a case-by-case basis.