

COLLEGE OF CHARLESTON
CAMPUS HOUSING CONTRACT
ACADEMIC YEAR 2017-2018

I. GENERAL CONDITIONS

A. INTRODUCTION: This contract sets forth specific rights and obligations related to student housing at College of Charleston. The student agrees to abide by all College policies, regulations and administrative requirements as a condition of retaining the right to live on campus. The College reserves the right, through appropriate authorities, to change its policies as necessary to maximize achievement of College goals.

Housing is not mandatory for students attending College of Charleston.

This contract becomes effective after the completed housing application is received by the Office of Campus Housing. As referenced in this document, a “completed housing application” consists of: payment of the housing application fee and housing prepayment; a complete Campus Housing Application form that has been electronically submitted; and if under the age of 18, a campus housing contract co-signed by the student’s parent or legal guardian. For the purposes of this contract, a “signed contract” is created when students who are over the age of 18 digitally sign the Campus Housing Contract. The digital signature is applied when a student logs into the MyHousing/Dining portal and selects acceptance of the terms and conditions of the contract. If the student is under the age of 18, a parent and/or legal guardian must co-sign and return the Campus Housing Contract to the Office of Campus Housing in order for the housing application to be considered complete.

B. ELIGIBILITY: A resident of campus housing must be enrolled in at least one course at the College of Charleston, an approved Bridge program, or in a College of Charleston sponsored program. Exceptions due to extenuating circumstances may be considered. Priority for campus housing will be given to traditional undergraduate students who are enrolled in twelve (12) or more credit hours. The College reserves the right to refuse residence hall admission or readmission at any time if the student fails to meet College admission requirements. Students who are no longer enrolled in classes, no longer participating in the assigned college program, or are dropped for non-payment will be ineligible to remain in college housing.

C. PERIOD OF OCCUPANCY: This campus housing contract is for two academic semesters (Fall 2017 and Spring 2018) beginning opening weekend in August and ending on the day following the last day of final exams for the Spring semester. All residence halls will remain open for fall break, Thanksgiving break and spring break. Only Kelly House, Warren Place, George Street Apartments, and Historic Houses will remain open for winter break. A daily charge will be imposed for not vacating by the assigned date and time at the end of the fall and spring semesters. **In connection with approved College programs, students may be granted permission to move in before or move out after the occupancy period outlined above. A daily charge will apply for each day outside the regular occupancy period. All terms and conditions of this contract apply during the periods of early and late occupancy.**

D. MEAL PLANS: First time entering freshmen (regardless of credit hours) living in campus housing during their first academic year are required to purchase a qualifying College of Charleston meal plan. Cancellations are not permitted unless the student’s request has been approved according to the Meal Plan Modification Procedure. Meal plans are billed by semester, itemized on the student bill, and assigned by academic year; the meal plan selected for an initial term is the default plan for the subsequent term. This selection may be changed until 5:00 pm on the last day of academic drop/add. All meal plan rates are subject to change and final approval by the Board of Trustees. Meal plan terms and conditions and the Meal Plan Modification Procedure may be found at <http://cougarcard.cofc.edu/meal-plans/index.php>.

E. HOUSING FEES: Once approved by the Board of Trustees, the 2017-2018 Housing Rates will be posted on the Campus Housing website. For the most up-to-date housing rates, check our website at <http://housing.cofc.edu/residence-halls/index.php>. Rates include fully furnished rooms, all utilities, laundry, IPTV

access and high-speed wireless internet. Note: Should a student's housing assignment change, rates will be prorated based on check-in and check-out dates.

F. VIOLATION OF COLLEGE AND HOUSING POLICIES: The College may remove a student from campus housing for violation of college, housing, and/or residence life policies or rules, whether such policies and/or regulations be now in effect or later enacted after due notice; the student's health (mental or physical) renders the student unqualified for group living; failure to enroll in classes or failure to participate in a college sponsored program. The College reserves the right to remove a student if it is deemed to be in the student's best interest – for psychological/behavior problems or due to a change in the use of college residence hall space. The College reserves the right to revoke student privileges on an interim or permanent basis as a conduct violation measure. The College reserves the right to fine students individually or as a group for violations of residence hall policies. The College reserves the right to remove students for multiple policy violations. Students removed from the residence hall for conduct reasons can re-apply for housing the following academic year by submitting a written request to Campus Housing. Campus Housing reserves the right to accept or reject such a request. If the student is removed from the residence halls for conduct reasons and/or for a violation of housing policies, the student will be required to pay the full housing fee for fall and spring semesters. There will be no refunds. Removal from campus housing does not automatically cancel meal plan enrollment. If the student no longer wishes to participate in the meal plan, the student must make a request to Cougar Card Services.

G. EQUAL OPPORTUNITY: The College of Charleston is committed to a policy of affirmative action, which assures equal opportunity in education and employment to all persons regardless of gender, sexual orientation, gender identity or expression, age, race, color, religion, national origin, veterans' status, genetic information, or disability, as proscribed by law. Gender may be considered, in accordance with law, for individual room assignments.

H. HOUSING ACCOMMODATIONS: Students requiring accommodations based on disabilities may make inquiry with the Center for Disability Services (<http://disabilityservices.cofc.edu/accommodations/housing.php>). The deadline for requesting modified housing accommodations will be the same as the deadline to submit the housing application.

II. OBLIGATIONS OF THE STUDENT

A. CANCELLATION OF APPLICATION/CONTRACT: It is the responsibility of the student to notify Campus Housing should the student wish to cancel his/her housing application or contract. The application fee is not refundable for any reason. A student may cancel his/her housing application via the MyHousing/Dining portal prior to check-in at the assigned residence hall. After that date, a student may make a written request (*email, fax, US Postal Service, or completion of Housing Cancellation Form*) to Campus Housing for contract cancellation according to the cancellation policy listed below. Note: The College reserves the right to cancel a student's application if we receive notice that the student will not enroll during the term of the contract.

1. INCOMING STUDENTS NOT ATTENDING THE COLLEGE: Students who decide not to attend the College may cancel their academic year housing contract; however, a cancellation penalty of \$200 will be charged to the student's eBill account. The cancellation must be received via the MyHousing/Dining portal by August 22, 2017 or by sending written notification after August 22, 2017 via email, fax, or US Postal Service to Campus Housing.

2. INCOMING STUDENTS:

a) **March 1st – June 30th** – students may cancel their housing contract during this time; however, a cancellation penalty of \$200 will be charged to the student's eBill account. The cancellation must be received via the MyHousing/Dining portal by June 30, 2017.

b) **July 1st – July 31st** – students may cancel their housing contract during this time; however, a cancellation penalty of \$500 will be charged to the student's eBill account. The cancellation must be received via the MyHousing/Dining portal by July 31, 2017.

c) **August 1st – August 22nd** – students may cancel their housing contract during this time; however, a cancellation penalty of \$1000 will be charged to the student’s eBill account. The cancellation must be received via the MyHousing/Dining portal by August 22, 2017.

3. RETURNING STUDENTS: Students have until March 31, 2017 to cancel their housing application and contract with no penalty. The cancellation must be received via the MyHousing/Dining portal by March 31, 2017.

a) **April 1st – April 30th** – students may cancel their housing contract during this time; however, a cancellation penalty of \$200 will be charged to the student’s eBill account. The cancellation must be received via the MyHousing/Dining portal by April 30, 2017.

b) **May 1st – May 31st** – students may cancel their housing contract during this time; however, a cancellation penalty of \$500 will be charged to the student’s eBill account. The cancellation must be received via the MyHousing/Dining portal by May 31, 2017.

c) **June 1st – August 22nd** – students may cancel their academic year housing contract during this time; however, a cancellation penalty of \$1000 will be charged to the student’s eBill account. The cancellation must be received via the MyHousing/Dining portal by August 22, 2017.

4. ALL STUDENTS: If a student fails to occupy his/her room after August 22, 2017; the room may be reassigned if proper notice is not given to Campus Housing that the student will arrive late. A student who enrolls in classes and fails to occupy his/her assigned room will be responsible for paying the full housing fee for the space. All rights will be forfeited if the assigned student does not timely occupy the space, as required above.

a) The only reasons a student will be released from the housing contract after August 22, 2017 will be:

- (1) Withdrawal/Transfer from College of Charleston
- (2) Leave of Absence from College of Charleston
- (3) Graduation from the College of Charleston
- (4) Academically ineligible to return
- (5) Study Abroad/National Exchange
- (6) Full-time Internship outside of Charleston, Berkeley and Dorchester Counties
- (7) Marriage

b) Students must notify Campus Housing in writing if they are cancelling the housing contract for one of the seven reasons stated above. If the student has checked into the residence halls, the housing fees will be prorated based on the date that the student checks out of his/her residence hall and returns the residence hall room key. If the student does not check into the residence halls and it is after opening day, a cancellation penalty of \$200 will be charged to the student’s eBill account.

c) If a student is released from the contract for one of the above reasons (*ex. withdrawal*) and then re-enrolls at the College during the term of the contract, the College will require the student to be financially liable for housing fees during the agreement period. The College will hold the student liable for payment of the full housing fee, which is payment for both Fall and Spring semesters, if the student does not cancel the contract in writing by the dates stated above or is not granted release for one of the seven reasons stated above.

d) Students who wish to request a release from the housing contract after August 22, 2017 and who do not meet one of the seven criteria stated above may submit a letter and any legally viable supporting documents or evidence to support his/her claim to be released from the contract to the Campus Housing Contract Release Committee. Leasing an apartment off campus is not an argument or justification to be released from the housing contract. Students will not be released for this reason. Submissions to the Contract Release Committee can be hand delivered to the

Campus Housing office, emailed to Campus Housing at housing@cofc.edu or mailed to Campus Housing c/o Chair of the Contract Release Committee, 40 Coming Street, Charleston, SC 29424. The Contract Release Committee meets once per month to review cases. Requests for contract release will only be granted when circumstances are determined by the Contract Release Committee to be sufficiently extenuating as to warrant cancellation. Students will be notified via email of the committee's decision within 24 hours of the decision.

e) Notification of withdrawal, transfer, leave of absence, academic exclusion, study abroad, marriage, or full-time internship to another campus department or office does not constitute a valid withdrawal from Campus Housing. The student must notify Campus Housing in writing, check-out of the assigned residence hall and return his/her room key in addition to notifying other campus departments. Students who become ineligible to enroll in classes must vacate their room assignment/residence hall within 7 days. Students will be responsible for all room charges based on when the room keys are returned and the date of check-out.

B. KNOWLEDGE OF POLICIES AND RULES: The student is responsible for knowing and observing the principles, rules, and policies governing conduct and procedures as stated in the Student Handbook, residence life policies and the campus housing contract. Students may be removed from the residence halls for policy and/or rule violations. There will be no refunds. Full payment of residence hall fees is required from students who are removed from the residence halls for any reason.

C. ROOM CONDITIONS: The student is responsible for the condition of his/her assigned room and jointly responsible with other students for his/her residence hall or house and may be fined under the College's collective assessment policy for damage to the residence hall or house and its common areas, such as lobbies, lounges, halls, elevators, and stairwells in addition to their room or suite. The College reserves the right to levy and collect charges for damages due to unauthorized use of rooms, equipment, or buildings, and for special cleaning necessitated by improper care of rooms or equipment. Each student is required to inspect his or her assigned room upon arrival and submit an online room condition report form to document any problems or malfunctioning equipment that exists at the time so that charges will not be levied against the student unfairly.

D. ROOM CHANGES/SUBLETS: The assigned student must occupy his/her room in person and may not sublet it to another person. The student shall at no time collect payment or compensation from another individual for the use of his/her room. The student may not change his/her room assignment or move rooms without advance approval from Campus Housing. Unauthorized room changes will be subject to a fine to the student eBill account. Incoming freshmen will not be permitted to move into a Fraternity or Sorority house during their first fall semester in campus housing. Exceptions due to extenuating circumstances may be considered.

E. INDEMNIFICATION: The student, and if applicable, their parent or legal guardian (if the student is under 18) agrees to indemnify and hold harmless the College of Charleston, its agents, and employees from any and all suits, claims, demands, liabilities, costs, and expenses, including reasonable attorney's fees, resulting from or arising out of any injury to the student or their personal property, or the property of others while in the possession of the student during the term of this contract.

F. ROOM SPACE AND BED BUYOUT: The student understands that rooms are normally occupied by two or three students who share the bath, furniture, and closet space, and agrees to live in this space as provided. Students may not move College furniture outside of their room or suite. In the event that one of the occupants checks out or the other bed is not assigned, the student agrees to accept an assigned roommate or move to another available space upon request. Students may also have the option to buy out the other bed within the room for the semester.

G. STUDENT PROPERTY: The College does not accept responsibility for student property and does not provide insurance of student's property. The purchase of renter's insurance is highly recommended. During winter break, spring break and any other times the residence halls may be closed, personal property is to be secured and valuables removed.

Students are responsible for removing all personal belongings upon check-out, leaving the room in its initial condition, prior to move-in. Any property left behind may be disposed of after thirty (30) days.

H. MEAL PLANS CHANGES: Students who wish to change their meal plans (freshmen students residing in campus housing may only change to another qualifying mandatory meal plan) have until 5:00pm on the final day of drop/add to do so. All changes must be made through Cougar Card Services.

I. REQUIREMENT TO VACATE IN EMERGENCY: In the event the College orders the campus to close because of a hurricane, natural disaster or other emergency, Campus Housing will require students to vacate his/her room until further notice. There will be no abatement for housing or meal plan fees.

III. OBLIGATIONS OF THE COLLEGE

A. The College shall grant the use of the facilities from the published date that residence halls open, except during official recesses, until the published date that residence halls close.

B. In the event of severe weather, mechanical, electrical, or water difficulties, the College shall make all reasonable efforts to restore service but shall give no abatement in room rates because of inability to restore service, and shall not be liable for any inconveniences or damage to student property.

C. The College shall furnish to each student premises containing furnishings and equipment in good working usable condition, which are to be shared by occupants of the room. Students are housed in one-, two-, and three-person room situations and share baths, furniture and closet space.

D. The College shall assign a room based on available housing upon receipt of the student's completed housing application. Whenever possible, requests for a specific building, room, and roommate will be honored, but cannot be guaranteed. The College will not accommodate roommate requests based on certain sexual orientation, age, race, color, religion, national origin, veterans' status, genetic information, or disability. Priority will be given based on the date the housing application is completed. The College reserves the right to require assignment changes when it considers this necessary or advisable. The College also reserves the right to move students in order to accommodate a student with a physical limitation or disability. Due to an extremely high level of interest in on-campus housing, the College reserves the right to assign students to "overflow" accommodations including, but not limited to, converted study rooms, student staff rooms and standard double rooms converted to triple rooms.

E. The College will conduct announced and unannounced inspections of rooms for sanitary and safety conditions, unauthorized property, rule violations, and property damage. Residence hall directors and College staff will conduct inspections. Spot inspections will be conducted by authorized College employees for necessary repair and maintenance in order to maintain College property.

F. The College reserves the right for appropriate officials to search individual rooms in cases where there is reasonable cause to believe that the occupant has concealed within his or her room unauthorized property, contraband, or is engaging in conduct which is in violation of College policy, the Student Code of Conduct, and/or student rules and regulations. If such property is discovered, the College will seize the property. Students may be removed from the residence halls as a conduct action and will be held responsible for the full housing fee. If a student feels that he or she has been removed unfairly, he/she may submit a written letter of appeal to the Executive Vice President of Student Affairs.

G. The College reserves the right to request a search warrant from law enforcement authorities where there is probable cause to believe (a) that a violation of law has occurred or (b) that the occupant has concealed within the room illegal property or is engaging in conduct which is a violation of municipal, state or federal law.

H. The College of Charleston assumes no liability for bodily injury or damage to or loss of personal property for occupants and their guests.

I. Dining Services suspends service for the following College breaks: Thanksgiving, Winter Break, Spring Break and Graduation. Meal plans are not accepted during these times; however, College restaurants may be open for business during these breaks. These locations will accept cash, Dining Dollars, Cougar Cash, and credit card

transactions. Holiday schedules are posted on the Dining Services web site and at each dining location. Dining Services may suspend or limit service due to severe weather and other emergencies.

This Campus Housing Contract, for and in consideration of the mutual agreements hereafter set forth, is entered into between the undersigned student, and the College of Charleston, Charleston, South Carolina for accommodations for 2017-2018 academic year.

Student's Full Name (Print)

Student's College ID Number

Student's Permanent Address

Student's City, State, Zip Code

I have read and agree to abide by the terms and conditions of this contract. I acknowledge and fully understand that this contract is for the academic year (Fall 2017, Spring 2018). I understand that I am fully, legally bound to the terms of this contract, including full payment of housing fees for both the Fall and Spring Semester, even if I decide not to occupy my campus housing assignment. I have read and fully agree to abide by the Dining Services meal plan policies, even if I decide not to use my chosen meal plan. I understand that I have read and understand the cancellation policy in section II, paragraph A, parts 1 through 4 of this contract and I agree to the terms and conditions of the cancellation policy. The College reserves the right to assign any and all delinquent accounts to a collection agency and this can and will include outstanding housing fees. I will be responsible for all past due amounts and all additional collection costs (33.33%) as well as all legal fees. By my signature, I understand and agree to this stipulation.

Student's Signature

Date

If the student is under the age of 18, a parent and/or legal guardian must co-sign and return the Campus Housing Contract to the Office of Campus Housing in order for the housing application to be considered complete.

Parent/Legal Guardian Signature

Date

Parent/Legal Guardian Address

Student ID Number _____ Student Initials _____ Parent/Guardian Initials _____