

COLLEGE HOUSING APPLICATION & CONTRACT
NINE-MONTH ACADEMIC YEAR (SEPTEMBER - MAY)

LEGAL OBLIGATION

When you sign this application/contract you accept the indicated housing and dining services for a full academic year (September-May) under the conditions and terms set forth, and signify that you will abide by the rules and policies as outlined below, in the *College Life Handbook*.

HOUSING & DINING CONTRACT

Please read carefully the contents of this contract, keeping in mind that this contract is for dining services and space in the residence halls, not a specific room. The School reserves the right to make changes in room & board rates and policies and to exclude immediately, without prior notice, any student whose continued residence presents a substantial risk to the safety or health of self or other residents, or presents a reasonable likelihood of imminent substantial disruption of normal residence activities.

1. **Period of Agreement:** This contract is for the full academic year consisting of fall term, intensive arts, winter term, and spring term and becomes binding as of June 30. Students entering into this contract in the fall term are liable for the room and board charges for the fall, intensive arts, winter and spring terms. Refunds of room & board charges will be made consistent with the school policy on refunds for all students withdrawing from the school. No refund will be made after the 4th week of a term. Additionally, there will be a charge of \$150 as a contract liquidation fee. A student separated from the School as a result of disciplinary action shall not receive a refund, regardless of date of separation.

2. **Advance Housing Payment:** An advance housing payment of \$300, to be applied to the room fees account for fall term must be remitted by each applicant. **NEW STUDENTS** paid this as part of the \$500 Advance Tuition/Housing Payment submitted to Admissions with their Intention to Enroll Form;

DO NOT SUBMIT AN ADDITIONAL \$300 WITH YOUR HOUSING CONTRACT

RETURNING STUDENTS should make this payment to the Cashier's Office prior to May 20 or at the time of completing a housing contract thereafter.

A. If the agreement is canceled prior to June 30 for the fall term the advance payment will be refunded.

B. Students choosing not to return to UNCSA after June 30 but prior to 30 business days before the opening of school, will result in a 50% refund of the advance housing payment. The School reserves the right to reassign returning students failing to pay their advance housing payment by July 1; **failure to pay does not release a student from the housing contract.**

C. If the agreement is not legitimately canceled, as outlined above, the student is responsible for paying the entire room and board for the full academic year.

NOTE: All housing cancellations must be in writing.

3. **Room Assignment:** Room assignments are made without regard to race, creed, color, religion, military veteran status, political affiliation, sexual orientation, or national origin and are considered final until the room change period after the opening of school. Students of opposite gender will not be randomly assigned to the same room. The School will comply with the Americans with Disabilities Act to accommodate eligible students with disabilities who may require housing in appropriately accessible residence halls. Although we try to honor roommate or building preference requests received by June 30, we may not be able to fill all requests. The School reserves the right to make room assignments, to authorize or deny room and roommate changes, to consolidate vacancies, and to require a student to move from one room or residence hall to another. Priority in assignment is based on the date we receive the completed application/contract. **In the event of an emergency (medical, utility, weather, terrorism, etc.), NCSA reserves the right to convert the residence halls to a special purpose facility. If that occurs, all residents must vacate the residence halls on a 24 hour notice. Once the emergency is resolved, residents will be allowed to return upon notice from UNCSA.**

4. **Temporary Assignments:** Some students may be placed in temporary assignments at the beginning of the year. Students may be temporarily tripled to accommodate additional students. All students involved will be notified and moved to permanent assignments as soon as possible.

5. **Consolidation:** At the beginning of each term, students finding themselves without a roommate due to cancellation or withdrawal will be assigned another roommate or may be asked to consolidate by moving to another room. Consolidation is used at the discretion of College Life professional staff.

6. **Room Changes:** All Students must stay in assigned room for the first two weeks of fall term. **Rooms are to be occupied only by the students assigned to them.** During the third week of school, room changes will be considered by the College Life staff. Any students making unapproved room changes (any change not approved by the College Life staff) will be charged \$100 and \$25 per day for each day after the initial charge, if student is not approved to relocate and may be required to move back to their original room. Changes will be approved after the room change period only when there are extenuating circumstances.

7. **Room Entry:** The School reserves the right to enter into student rooms for the purpose of inspection, improvement, repair and maintenance, or to control the rooms in the event of epidemic or emergency, or for any other purpose in accordance with the *College Life Handbook*.

8. **Student Liability:** The student is responsible for the condition of the assigned room and all furnishings and shall reimburse the school for damages to or loss of these furnishings beyond ordinary wear and tear. Damages to common areas will be charged to all residents in that area (hall, floor or apartment), and payment will be required. The School reserves the right to charge and collect damage fees for unauthorized use of equipment, building or room alterations, health and safety violations and for special cleaning necessitated by improper use of rooms, public areas and equipment. A student with a contract who moves out of campus housing while remaining a student will be obligated to pay in full for the entire contract period.

9. **Check-in and check-out:** Check-in and check-out of a student's assigned rooms must be completed through a Residence Life Programs & Housing staff member. Failure to properly check-out may result in a \$25 charge. Access to an assigned room is given to the student only during regular academic sessions, which require his/her presence on campus. All students are required to vacate their room by the designated end of the year closing time. Students living in the residence halls will have to vacate their room without access during vacation periods when the residence halls are officially closed. The Center Stage and Bailey Street apartments will stay open from opening day in September until Commencement in May. Failure to leave his/her assigned room at the time of closing or during vacation break periods may result in charges of \$25.00 for every hour past the designated time.

10. **Services:**

A. The school shall provide meal service, local telephone service, Ethernet and basic cable service as specified in the *College Life Handbook*.

B. Keys:

a. The school will provide each student with required room key and OneCard building security access.

b. The student shall not duplicate any keys assigned for his/her use or to transfer use of any assigned keys or One Card to another person.

c. If the key(s) are lost or not returned at check-out, the student agrees to pay for all lock changes and key replacement.

d. In the event the student withdraws from housing, the date of withdrawal is based on the date all keys are returned to the designated person and the student has been checked out of his/her room by a member of the Residence Life Programs & Housing Staff.

11. **Personal Property:** The School assumes no responsibility for injury to person, theft, destruction or loss of moneys, valuables nor other personal properties belonging to or being in the custody of the students from any cause whatsoever, whether such losses occur in the student's room, storage room, public areas or in the baggage handling related to shipment during the academic year or summer. **EACH STUDENT IS ENCOURAGED TO CARRY PERSONAL PROPERTY INSURANCE.** Any personal property left by a student or guest, unless claimed within 5 days, shall be deemed the property of NCSA and may be used, disposed of or sold. The student agrees to absolve and hold UNCSA harmless for any damage to or claim for the abandoned property due to the damage, destruction, disposal or sale of such personal property.

12. **When Signing This Application/Contract:**

1. Read the information on the application/contract and *College Life Handbook*.

2. Fill in the required information on the application/contract; **THE FORM MUST BE SIGNED AND DATED.** Students under the age of 18 must include parent/guardian signature on the form. Parents of students under 18 years of age will need to sign a memorandum of understanding regarding the supervision of their student within a college residential setting.

3. **Submit your housing application/agreement to the Residence Life Programs & Housing Office, UNCSA, 1533 South Main Street, Winston-Salem, NC 27127.**

4. Any student declared ineligible to return to the School will lose their room reservation.

5. All assignments are made in the order in which they are received. Preference is considered when possible.

6. Roommate requests must be mutual. Roommate requests or other changes may not be honored after August 15th.

If you have any questions or if we can be of help, please contact the Office of Residence Life Programs & Housing by mail or call (336) 770-3280 (e-mail RESLIFE@UNCSA.EDU).