

HOUSING LICENSE

This agreement is a license for the traditional, suite-style or apartment residence hall accommodations at Kutztown University of Pennsylvania with the following terms and conditions:

I. ELIGIBILITY FOR RESIDENCE

Full-time Degree undergraduate (12 credit hours minimum) students of Kutztown University are offered residence during an academic semester. Full-time graduate students and second degree students may be offered residence during an academic semester. If at any time during a semester a student drops below a 9 credit hour minimum, he/she must contact the Housing and Residence Life Office concerning his/her housing status. However, dropping below the University full-time course load of 12 credits per semester during any contract period does not automatically release you from the financial responsibility for your Housing License agreement during that period.

II. TERM – LENGTH OF LICENSE

The term of occupancy shall be for the **ENTIRE SPRING SEMESTER of January 2012-May 2012**. The accommodations will be made available for occupancy in keeping with the academic calendar adopted by the University. Students may not occupy rooms during University vacations of four days or longer in duration. In the event a student withdraws during the academic semester, the accommodations must be vacated within 48 hours after withdrawal. **Any and all personal belongings remaining after the semester ends or after withdrawal from residence may become the property of the University. Students will be assessed a storage fee or disposal fee for personal belongings left after check-out.** A student may not sublet his/her room/bed space to another person.

The length of the license is for a **full Spring semester** - Students signing this license for a Spring semester, do so on a ONE-semester basis. Prior to January 4, new students may cancel this Housing License Agreement. After January 4, resident students may cancel the Housing License agreement, but are subject to a **minimum penalty in an amount equal to the reduced rate triple housing fee**. The only exceptions to this cancellation policy are listed in Article IV.A. of this Housing License Agreement.

III. RATES AND PAYMENTS

- A. A \$50.00 non-refundable application fee is required for on-campus housing each academic year. **This fee is not eligible for deferral or waiver.** The \$50.00 application fee is non-refundable. If you have cancelled your housing, as per the terms of the Housing License agreement, you cannot use the “same” housing application fee to re-enter housing later, regardless of the reason you cancelled. A new application fee will be required.
- B. Students living in the residence halls are required to pay residence hall fees. Please refer to our website: <http://www.kutztown.edu/divisions/student-services/departments/hars/> for the most recent information on residence hall fees.
- C. Students living in the residence halls (except Golden Bear Village Apartments, Honors Building and efficiency apartments at Dixon Hall) are required to have a Meal Plan, see Meal Plan web site for details: <http://dining.office.kutztown.edu/>. Students must sign a Meal Plan contract for Spring semester; however, changes to your Meal Plan may be made prior to the start of the semester or during the first two weeks of the semester. Students living in the residence halls without a signed Meal Plan contract will automatically be assigned a 14 Premium Meal Plan, see Meal Plan web site for details. Requests to be exempt from a Meal Plan for medical reasons must be submitted each academic year. Contact the Dining Services Office, 106 Old Main or call 610-683-1314 for a Meal Plan Exemption Form.

IV. CANCELLATION/TERMINATION AND REFUNDS

- A. **CANCELLATION/TERMINATION:** Residents signing this license starting for the Spring semester are obligated to housing for only one semester. Spring start students should check with the Housing and Residence Life Office for availability of the Fall application process. Students may be eligible for termination of the Housing License agreement and a refund of the room fees under the following conditions:
 - 1. For the Spring term, a student withdraws by completing a Withdrawal Form in the Registrar’s Office, thereby withdrawing from classes (and officially checks out of his/her room) before the first day of the semester.
 - 2. A resident student is dropped from the academic rolls of the University, as determined by University policies (*housing may be reinstated if student is readmitted to the University during the licensed year*).
 - 3. A resident student is called to active military duty.
 - 4. A resident student graduates.
 - 5. A resident student obtains or is assigned to internship or student teaching outside of the Kutztown area, or exchange program abroad.
 - 6. Death, illness or serious injury of parent, guardian or self.
 - 7. A resident student marries.

A written housing cancellation and proof of reason is required to be considered for cancellation.

- B. **REFUNDS OF ROOM FEES:** Students eligible for a refund of room fees during the semester will have the refundable balance calculated on a percentage basis, as implemented by the Bursar’s Office, according to the schedule below, and applied as a credit to the student’s university account. **Any refunds of housing fees are based on the date of official check-out from the residence hall.**

Prior to and through the first Saturday of the semester.....	100%
Through second Friday of the semester.....	80%
Through third Friday of the semester.....	60%
Through fourth Friday of the semester.....	50%
Through fifth Friday of the semester.....	40%
After fifth Friday.....	No Refund

The \$50.00 application fee is non-refundable. If you have canceled your housing, as per the terms of our Housing License agreement, you cannot use the “same” housing application fee to re-enter housing later, regardless of the reason you cancelled. A new application fee will be required.

Students who receive federal and/or state aid and who withdraw from the University will have their aid recalculated based on federal and state regulations and may owe a balance to the University as a result.

- C. **MEAL PLAN REFUNDS** - Students who choose to move out of the residence halls who wish to cancel their Meal Plan, must immediately notify the Dining Services Office, 106 Old Main, in writing. Meal Plan refunds are based on the University refund policy. Students withdrawing from the University will not be entitled to refunds after the fifth week of classes. The Dining Services Office will not issue refunds for balances less than one dollar.

V. UTILITIES, HEAT, FURNISHINGS

Included with the rooming accommodations to be supplied by the University is a reasonable amount of heat, light, and hot water. The University will abide by all housing regulations that are in effect in local and state housing codes. Student rooms will be furnished by the University with a bed, mattress, dresser, desk, desk chair, and closet space. The student may not permit the removal of any furniture, equipment or any other property belonging to the University from his/her room. Property or furnishings of the residence hall may not be moved into student rooms from common areas of the building. Loft units, which are not the property of the University, are not permitted in residence hall rooms. Residents will be charged a fee for removal of any furniture that does not belong in a student's room.

VI. TECHNOLOGY SERVICES

Each residence hall student room is wired for internet access, as well as for basic cable TV and telephone services. The equipment necessary to access these services is the responsibility of the occupant(s) (i.e. computer, TV, telephone).

Telephones that are used must be touchtone (not pulse dial). Cordless telephones are not recommended. Intra-campus and local calling privileges are provided as a service to resident students. The University does not provide for long distance phone calling; students may use pre-paid telephone cards, credit cards from any telephone service provider, or make collect calls. Students who make long distance calls are individually responsible for all resultant charges from their long distance provider.

VII. USE OF PREMISES

The student will occupy the assigned space solely as a residence for himself/herself and not as a salesroom or a storage room for merchandise. Exceptions are made for the sale of personally owned items (e.g. textbooks) or a personal service (e.g. typing) by contacting the Housing and Residence Life Office. Additional occupants may not live within the premises other than those assigned by the Housing and Residence Life Office. Visitors are permitted in accordance with policies established by the University. The actions of all guests are the responsibility of their student host.

VIII. LIABILITY

The University will not be liable or assume responsibility for accident, personal injury, or illness sustained by you, guests, or visitors, or for the damage, theft or loss of personal property. You release Kutztown University, its officers, agencies and employees from any liability on account of any accident, injury, illness, property damage, theft or loss.

IX. NOTICES

Any notices or announcements of regulations to be served on a student may be served in writing and will be deemed properly given if posted prominently in the residence halls for a period of no less than one week (when possible), or delivered personally or through campus mail or through the student's KU e-mail account, or if delivered by registered mail in a post-paid envelope addressed to the student at the hall in which the student resides.

X. REPAIRS AND ROOM CONDITION

All rooms will be inspected by the resident and staff when the resident begins and ends occupancy of any room. The resident will be billed for any damages or alterations that occur during the occupancy period, as indicated on the Room Condition Report, excluding normal usage. The student must keep the room, furniture, and fixtures in good condition. The student may not use nails, tracks, screws, etc., in the walls, ceilings, woodwork, or doors and may not make any alterations of the accommodations nor deface the same, nor let anyone else deface the same, nor harbor or keep any animals or pets, except fish (piranhas are not permitted). Students may not harbor firearms, fireworks, or other dangerous materials in the accommodations, nor permit the accumulation of waste and refuse, and must keep the accommodations in a neat and sanitary condition at all times.

XI. RULES AND REGULATIONS

Students must comply with all sanitary laws, with rules and regulations of municipal, state, or federal authorities, and must at all times comply with the rules and regulations in force or adopted by the University, as well as those set forth in the *Key*, relating to residence hall occupancy and use. The University reserves the right to enter a room during regularly and announced inspections to ensure standards of cleanliness and safety. University personnel may enter student rooms for the purpose of safeguarding the health and safety of the residents of a residence hall. University personnel may enter student rooms for the purpose of repairs. Authorized University personnel have the right of entry, under prescribed conditions, to determine the violation of a law or University rules and regulations.

XII. RIGHT OF ASSIGNMENT

Assignment to housing space is made without regard to race, creed, color, sexual orientation, religion, or national origin. **This license is for an assignment in the residence halls and not for a particular room or housing fee.** The University reserves the right to make room assignments, temporary assignments, consolidation and reassignments when necessary. Roommate requests are not guaranteed. Your assignment may be in a single, double, triple, or quad room. When possible, current resident students are permitted to select halls, rooms, roommates, and lifestyle options. **The right of final assignment, however, lies with the University.** Room changes may not be made without prior approval of the Housing and Residence Life Office. A resident assigned to temporary housing will vacate to a permanent room assignment when one becomes available.

XIII. RIGHT TO TERMINATE OCCUPANCY

The University reserves the right to cancel this Housing License agreement and terminate a student's housing when the conduct of the student disrupts other students, when the student disregards the rights of other residents, when the student's conduct jeopardizes the safety and well-being of others, or when the student violates the terms of this license, municipal, state or federal law, or regulations of the University. The resident will be given due notice of termination for just cause and must vacate the premises by the date set by the notice.

XIV. JOINT AND SEVERAL LIABILITY

The student and the guarantors will be individually and/or jointly liable with other students for items missing or damages done to room accommodations, the furniture therein, and areas of the residence hall that are used in common with other persons. If responsibility for damages in common areas cannot be determined, all residents of a particular wing, suite, apartment or building may be required to share equal responsibility and financial liability. A building improvement fund exists which is created from a portion of the housing fees assessed on a semester basis. Damages that occur above and beyond normal wear and tear may be charged against that fund, as determined by the Housing and Residence Life Office. At the end of each semester, any remaining monies in the fund may be used for building improvements, as determined by the Housing and Residence Life Office.

XV. GUARANTEE

The guarantors of the student and/or the student hereby agree to be bound by the terms of this license and agree to reimburse the University for any and all sums, which may be due hereunder by the student. The guarantors of the student and/or the student are required to accept the Housing License agreement which stipulates that they have read and understand this license, and that they will abide by the terms thereof.

XVI. MENINGOCOCCAL REQUIREMENT

The College and University Student Vaccination Act, 35 P.S. § 633.1 *et seq.*, states that “an institution of higher education shall prohibit a student from residing in a dormitory or housing unit unless the student has received a one-time vaccination against meningococcal disease.” 35 P.S. § 633.3. A student is exempt if they sign a written waiver stating that the University has provided detailed information on the risks associated with meningococcal disease and the availability and effectiveness of any vaccine and, at this time, the student has chosen not to be vaccinated. Please refer to the following websites for this detailed information: healthcenter.kutztown.edu or housing.kutztown.edu. **By accepting the Housing License agreement to live on-campus, I am acknowledging that I have received and reviewed the information provided by Kutztown University of Pennsylvania regarding meningococcal disease.** I am fully aware of the risks associated with meningococcal disease and of the availability and effectiveness of the vaccinations against the disease. I understand that I **will not** be able to check in to my on-campus assignment until I submit the meningococcal vaccination information directly to Health and Wellness Center (PLEASE DO NOT SEND TO HOUSING) OR complete the meningococcal waiver located on the Health and Wellness Center website at healthcenter.kutztown.edu. Any current or future vaccine record of meningitis can be submitted to the Health and Wellness Center for documentation in your health record. Please visit the Centers for Disease Control