

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. TERM – LENGTH OF LICENSE

The term of occupancy shall be for the **ENTIRE ACADEMIC YEAR of August 2011-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 academic year (fall and spring)**. Students signing this license for the Fall semester are obligated to housing for both the Fall and Spring semesters and will be billed accordingly. **If a fall semester resident decides to cancel after June 1, he/she will owe the full room fee for the entire academic year (fall and spring semesters)**. The only exceptions to this policy are listed in Article III. B. Students signing this license for a spring semester, do so on a ONE-semester basis. If a student starts housing in the spring semester and decides to cancel housing **after** January 4, he/she will owe the **full room fee for the entire spring semester**.

ELIGIBILITY FOR RESIDENCE

Full-time First 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 Residential Services Office concerning his/her housing status.

II. PAYMENTS

- A. \$50.00 non-refundable application fee is required for on-campus housing each academic year.* Please pay this fee and electronically sign the 2011/2012 Housing License at the “My Housing” link on the university’s website. For returning students you must complete this process between November 1, 2011 – December 16, 2011; for new freshmen and transfers students this process must be completed by May 1, 2012. **This fee is not eligible for deferral or waiver.** * The \$50.00 application fee is non-refundable. Once you have cancelled your housing, as per the terms of our Housing License, 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 (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. Students must sign a meal plan contract for the Fall and Spring semesters; 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 Food Contract Office, 219 Stratton Administration Center, or call 610-683-1314 for a Meal Plan Exemption Form.
- C. Please refer to our website: <http://www.kutztown.edu/divisions/student-services/departments/hars/> for the most recent information on residence hall fees.

III. WITHDRAWAL FROM RESIDENCE

- A. A student who withdraws from residence must officially check out of the residence hall with a residence hall staff member, who will inspect the room condition and complete the appropriate forms. A student must return the room key to the desk. If the key is not returned **at the time of check-out**, the student will be **billed \$40.00** for a lock change. A student who terminates residence without officially checking out is **liable for all housing charges against his/her account**, and is not eligible for a refund (if applicable) of any housing fees, until such time as the checkout process has been completed. If a student is terminating residence in the halls, and is eligible for a meal plan refund, he/she must contact the Food Contract Office for cancellation of the meal plan.

B. ROOM FEES – Residents signing this license for the Fall semester are obligated to housing for both the Fall and Spring semesters and will be billed accordingly. Residents signing this license starting for the spring semester do so for a one-semester basis. Spring start students may reapply for the next academic year simultaneously. Students may be eligible for a refund of the room fees under the following conditions:

1. For the fall term, a student withdraws by completing a Withdrawal form in the Registrar’s Office, thereby withdrawing from classes before the first day of the semester.
2. 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.
3. 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*).
4. Call to active military duty.
5. Graduation.
6. Internship or student teaching outside of the Kutztown area, or exchange program abroad.
7. Death, illness or serious injury of parent, guardian or self.
8. Marriage.

A written housing cancellation, as well as, proof of reason is required to be considered for cancellation.

Students withdrawing from the University **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. Once you have cancelled your housing, as per the terms of our Housing License, 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 Food Contract Office, 219 Stratton Administration Center, 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 Food Contract Office will not issue refunds for balances less than one dollar.

IV. 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.

VII. 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.

VIII. 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 Residential Services Office. Additional occupants may not live within the premises other than those assigned by the Housing and Residential Services Office. Visitors are permitted in accordance with policies established by the University. The actions of all guests are the responsibility of their student host.

IX. LIABILITY CLAUSE

The University will not be liable for the damage to, or loss of, property of the resident, or injury to the resident occurring in the residence hall or assigned room.

X. 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.

XI. 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.

XII. 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. Authorized University personnel have the right of entry, under prescribed conditions, to determine the violation of a law or University rules and regulations.

XIII. 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 a space in the 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 Residential Services Office. A resident assigned to temporary housing will vacate to a permanent room assignment when one becomes available.

XIV. RIGHT TO TERMINATE OCCUPANCY

The university reserves the right to cancel this housing license 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.

XV. 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 Residential Services Office. At the end of each semester, any remaining monies in the fund may be used for building improvements, as determined by the Housing Office.

XVI. 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 sign a Housing License form which stipulates that they have read and understand this license, and that they will abide by the terms thereof. **SUBMITTING THE HARD COPY SIGNATURE FORM OR ELECTRONIC FORM THROUGH ON LINE STUDENT SERVICES SIGNIFIES THE INTENT OF THE STUDENT TO OCCUPY HOUSING ON THESE TERMS.**