

# Community Living

2009-2010 HOUSING SIGN-UP

CARROLL COLLEGE

## **Educational Goal**

The terms of the Reservation and Housing Agreement are based on the educational goals and mission of Carroll College; are in consideration of the residents' health, safety, and privileges; and are in compliance with the college's policies as set forth in the current Carroll College Catalog and Student Handbook as well as established local, state, and federal laws.

All provisions, rules, regulations, and policies in the Carroll Catalog and Student Handbook are incorporated into the housing agreement and are binding on all parties. Residents agree to comply with all rules and regulations of the residence hall living system and the college as published in the Carroll College Catalog and Student Handbook.

## **Residency Policy of the College**

Housing Requirement: Carroll College considers living on campus part of the unique educational experience. All unmarried students under the age of 21 who have not resided in campus housing for two years are required to reside in the college residence halls. Only the Director of Community Living may grant exceptions to this policy based on the following circumstances:

- Extreme financial need; verified by the college Financial Aid Office (demonstration of cheaper accommodations off campus does not meet the criteria for extreme need.)
- A medical condition demonstrated by a case history and verified by a physician's letter, which cannot be accommodated in the residence halls.
- Enrollment delayed by three or more years beyond high school graduation.

If you believe you may qualify for an exception from the housing policy because of one of the above criteria, you must apply for consideration of the exception in writing to the Director of Community Living. Exception application deadline for the Fall Semester for returning students is March 31. Exception requests for the Fall Semester for new students is August 1.

First year resident students who fail to sign up for a room for their second year by March 31 will be assigned a room and a board plan which will be charged to their student account.

## **Meal Plans**

All students residing on campus are required to purchase a meal plan. Special dietary needs should be directed to the food service manager. The Director of Community Living may grant exceptions to this policy based on one of the following criteria:

- Extreme financial need; verified by the college Financial Aid Office.
- A medical condition demonstrated by a case history and verified by a physician's letter, which cannot be accommodated by Carroll College Dining Services.

Students requesting an exception must do so in writing by March 31 as well as provide supporting documentation when requested to do so.

It is the individual responsibility of the student to use their meal plan wisely. Skipping meals and failing to use your plan will not result in a refund or allow a student to drop to a lesser plan. Meal plans are selected on the basis of where you live on campus, and or how many semesters you have lived on campus. (Not based on credit hours earned.)

Right of Entry: The college reserves the right to enter any student room by Community Living Staff or other agents of the college (including Security) in the event of an emergency, for reasons of health and safety, to uphold community standards, and for normal maintenance. This includes entry to promote safety and conduct, to ensure compliance with Carroll College alcohol and drug policies, and any other action that does not comply with federal, state, or local laws. Entry can also be made for inspection or inventory of necessary repairs to rooms, furnishings, or equipment. Safety and security checks are made of all rooms during the scheduled breaks of the academic year.

## **Agreement Termination**

The Reservation and Housing Agreement will be terminated if the resident withdraws from the college during or at the end of the semester, or is suspended or dismissed from the college or the residence halls for disciplinary reasons. Persons not enrolled in classes may not reside in the residence halls. The student is still responsible for any financial obligations incurred in accordance with this agreement.

Rooms are contracted and assigned on the expectation that the student will occupy the room for the fall and spring semesters. Refund and penalties for cancellation or termination of this agreement are as follows:

- Between the reservation date and June 1, a cancellation fee of \$300 will be posted to the student's account (except in the case of full withdrawal from the college).
- After June 1, if the contract is not fulfilled the following applies:
  1. From June 1 until the first day of occupancy housing charges for the entire academic year will be assessed.
  2. After the first day of occupancy when a student withdraws from the college, room charges are refunded in accordance with the tuition refund policy (see Carroll College Catalog). Students who leave the residence halls for other reasons will not receive a refund.
  3. Exemptions granted from Community Living after June 1 will result in a cancellation fee of \$600.

### **Room Occupancy**

Rooms assigned to a student may be occupied by that resident beginning 10 a.m. on the day designated for check in for the Fall Semester, and must be vacated 24 hours following the last final test, or 12 noon on the day following the last final test of the semester, whichever comes first. Residents withdrawing from classes or removed from the college for disciplinary reasons have 24 hours from the time of notification to vacate the assigned room (unless otherwise instructed).

### **College Breaks**

This housing agreement includes the Fall and Spring breaks, and residents are allowed to reside in the halls at those times. Community Living staff will conduct health and safety inspections of all rooms during each break. The Christmas semester break is not covered by this contract, and all residents must leave the residence halls during that semester break, but occupancy of the room will not be cancelled. Exceptions for residency for the break are made through the Assistant Director for Community Living. Applications and deadlines for exception to the break policy will be advertised in advance of the break. Exceptions include the following:

- International/Exchange students unable to return home.
- Athletes who must attend practices/games during the break,
- Speech/Debate Team who must attend practices/games during the break.
- Students who must work for the college during the break will be charged housing if they are granted permission to stay.

Residents who are unable to return home between semesters for reasons other than stated here must apply for break housing. If granted, the resident will be allowed to stay at a cost of \$25 per day. Residents allowed to stay during the breaks must sign an interim contract, and all college policies and rules will remain in place for that resident, including the provisions provided in this housing agreement.

### **Check-in/Check-out of Residence Hall**

Upon occupancy of the designated room, the resident agrees to complete and sign a room condition report with his or her Community Advisor, which effectively becomes part of this agreement. This condition report describes the condition of the room, and is used to reflect any damages to the room and to determine charges to be made upon checkout. The resident is responsible for reviewing and comparing the condition of the room to that noted in the inventory. Discrepancies must be brought to the attention of the staff person checking the resident in and noted on the inventory. The resident vacating a residence hall room must arrange to be officially checked out of the space. An appointment must be made at least 24 hours in advance with the appropriate personnel (failure to do so will result in a fine).

### **Room Changes**

Students who have reserved specific rooms or have been assigned rooms will be expected to reside in that room. The college reserves the right to make room changes prior to and during occupancy for the good of the resident or residence community. This includes consolidation of occupied rooms to better utilize the college's spaces or to fill empty beds in partially occupied rooms. Transfer and International students will be placed in empty beds at the discretion of the college at any time. Failure to properly change rooms will result in a fine.

### **Room Designations**

The college has spaces designated as single occupancy, double occupancy, and triple occupancy rooms. The suites in Trinity Hall have rooms that are designated as double, single, or super-single.

### **Community and Room Damages**

Residents are financially responsible for damages or required repair to their rooms. In addition, resident communities are responsible for damage to hallways, community spaces, and furniture or equipment provided for use by the resident community. Community spaces include lobbies, lounges, recreation areas and kitchens. A share of the cost of damages to community spaces will be charged to each resident's student account. Common wear and tear occurrences will not be considered damage. Residents are responsible for any damage caused by his or her guest(s).

The college will not be liable for any damages or losses to person or property caused by other persons, theft, burglary, assault, vandalism or other crimes, fire, flood, water leaks, frozen pipes, rain, hail or snow, smoke, explosions, interruption of utilities, or acts of God. The college strongly recommends that the resident secure his or her own renter insurance to protect against loss from any of the above occurrences.