Benedictine University Housing Agreement  
2016-17

This agreement is made by and between Benedictine University and the student. By completing the housing application, the student and the University agree with each other as follows:

I. Terms of the Agreement
   A. Any person who is a full-time, enrolled student at Benedictine University may enter into this agreement. Part-time students seeking an exception to this policy will be required to complete a housing accommodation form. Residence Life officials will review the form and may approve or deny the request based upon the individual circumstances presented, as well as availability of housing.
   B. This agreement is binding for the entire academic year, unless otherwise requested and approved by Residence Life.
   C. This agreement is between the University and the student only. No other individuals will be allowed to occupy the residence hall room.
   D. All students must be in good standing with the University with no holds prior to being able to occupy a room. Students who do not resolve a hold with the University within two weeks of the scheduled move-in date will lose their reservation.
   E. The University shall not be liable, directly or indirectly, for any loss by theft, vandalism or mischief of personal property of students or of their guests, or for damage and destruction of such property by fire, water or any other cause.
   F. The University reserves the right to cancel this agreement, re-enter the premise and remove a student for any violation of the terms of this agreement or in the interest of health, discipline or the general welfare of the residence hall, student or other students.

II. Premises, Room Assignments, Services
   A. The University agrees to provide housing under the terms stated in this agreement and described on the Residence Life website and in the Student Handbook which are, by reference, made a part of this agreement.
   B. Room assignments will be made on the basis of a process to be decided upon by Residence Life. When possible, student’s stated preferences will be accommodated, but no specific assignment based upon a student’s request is guaranteed. Failure to honor such requests will not void this agreement.
   C. The University reserves the right to change room assignments or temporarily relocate residents for health, safety or repair services, economic or disciplinary reasons involving the student, or for irresolvable incompatibility of roommates.
   D. The University reserves the right to consolidate vacancies by requiring any student to move to a different but comparable space. In the event this occurs, it will be done in consultation with the parties involved.
   E. The University will not discriminate in room assignment on the basis of race, color, creed, gender, religion, national origin status or with regard to public assistance or disability.
   F. The University may require additional information from the student, including an addendum to this agreement, prior to granting assignment to Benedictine University housing.
III. Payments
   A. A $125.00 housing deposit is required when submitting this application. Submitting the application commits the student to an academic year agreement and respective fees. The amount of the deposit will be credited to the student's bill.
   B. The housing deposit is not refundable to the student within 15 days of the start of the housing agreement.
   C. The student agrees that charges for damages done in the corridors, stairs, washrooms and other areas not specifically assigned to any individual student will be levied equally against all students on the floor or in the halls/apartment buildings unless the responsibility can be assessed against particular individuals.
   D. The student understands that Benedictine University does not provide telephone services.
   E. Early arrivals and/or late departures must be approved and a fee, which does not include board, may be charged. Move-in and move out dates will be published by the Residence Life office.
   F. If a student is in default on any payments set forth herein, the student is liable for legal costs, charges and attorney's fees, which accrue in obtaining payment.

IV. Upkeep
   A. The student agrees to be financially responsible for keeping the room, its furnishings, windows and doors clean and free from damage.
   B. The student agrees not to modify or allow any modifications of the room or other parts of the building. Students are not permitted to conduct their own repairs, paint the space, remove or replace furnishings. Penalties will be assessed in the event that a student takes such actions.
   C. The University, its officers, employees and agents shall have the right to enter upon said assigned premises at reasonable times for the purpose of inspection and repair, preservation of health, safety and quietude and recovery of University-owned property.
   D. When two or more students occupy the same room, and responsibility for damages to the room or contents cannot be ascertained, the damage charge will be assessed equally among students.
   E. The student agrees not to duplicate the room key and if the key is lost to pay the charge for the key, and when necessary, the charge for the lock core replacement.
   F. The student agrees to use all public areas in a careful manner and to help in assuring the cleanliness of those areas.
   G. The student agrees to make a timely report of damages or environment conditions that affect the space the student occupies.
   H. The student acknowledges that he/she is fiscally responsible for any damage to University property caused by his/her invited guest.
   I. The student will be financially responsible for damage, or lack of cleanliness, caused by said student to the public areas.
   J. ANY items left in the room after the student checks out will be disposed of after two days and will not be retrievable.
   K. Under no circumstances can Benedictine University reimburse students for any losses or damages of personal property. Therefore, residents are strongly encouraged to obtain appropriate property insurance.
V. Termination

A. After the application has been received, a student may request release from the agreement by providing sufficient documentation evidencing the basis upon which he/she seeks release to the chief Student Life officer. A $200.00 cancellation fee will be charged absent an approval which will be considered only under the following circumstances:
   i. Unanticipated financial hardship arising after the beginning of the academic semester.
   ii. Serious medical or health problem that is directly related to residence hall living.
   iii. Marriage during the term of agreement.
   iv. Affiliation with Benedictine University programs that are away from campus.
   v. Reasons as determined appropriate by Student Life.

B. This agreement remains in effect during the full-time enrollment of the student. In the event that the student’s enrollment drops below full-time or withdraws from his/her entire class schedule, the student is required to contact Student Life to make appropriate arrangements:
   i. If enrollment drops below full-time, the resident is required to provide a written request to remain in housing for the balance of the current term.
   ii. If the student withdraws from all courses, he/she will be required to remove all personal belongings and return keys within 48 hours of withdrawing from the last class.
   iii. If the student takes a leave of absence or withdraws from the institution at any point in the semester, he/she will be required to remove all personal belongings and return keys within 48 hours of completing that action.

All policies and procedures concerning the residence halls are discussed in the current Benedictine University Student Handbook and Residence Life Handbook. Residence hall students are required to read these handbooks and make themselves aware of these policies and procedures. Failure to comply with University policies will result in judicial action.