

# TERMS AND CONDITIONS OF RESIDENCY 2022-2023

## **GENERAL CONDITIONS**

All first-year University students (lessees) who do not live with parents or a legal guardian are required to live in the university residence halls when accommodations are available unless they are 21 years of age or older, have a legal dependent, military veterans or married. All students, (lessees) and parents/guardians should read the entire Housing Contract and the Terms and Conditions of Residency before signing. Upon receipt of the signed Housing Acceptance Contract by the Housing Office, the Housing Acceptance Contract becomes a legally binding document. The Housing Acceptance Contract is for the entire or remaining part of the academic school year. No animals of any kind are allowed in the Vincennes University Residence Halls at any point during the duration of the resident's contract. By submitting the signed Housing Acceptance Contract the student (lessee) agrees to accept and abide by the terms and conditions of residency, as well as all policies, procedures, and regulations established by the University. University Residence Hall accommodations are reserved for the exclusive use of enrolled or enrollment eligible students at Vincennes University, visitors and guests specifically approved by the University. The residence hall student agrees to conduct himself/herself/themselves, as well as their guests, in a manner that does not interfere with the use and quiet enjoyment of the premises by others. **Failure to satisfy the financial obligations as listed in the Housing Contract in accordance with the University Room and Board Rates and Payment Schedule may result, at the sole option of the University, in the denial of further meals. There is no credit given for services (e.g. meals) withheld due to late or non-payment of fees. Meal plans may only be changed prior to the 2<sup>nd</sup> week of each semester.**

## **DEPOSIT**

The University requires a \$150.00 deposit of all residents. This deposit must be paid in full to be assigned a residence hall space. The whole, or any portion, of the deposit may at the option of the University, be forfeited for Residence Hall damage resulting for lack of care. If damages exceed the deposit amount, the student (lessee/guarantor) assumes the additional cost. The deposit also applies to any necessary cancellation fees or indebtedness to the University. Charges for damages to the Residence Hall, as a result of anonymous vandalism, will be pro-rated among residents of the hall, and pro-rated share deducted from each deposit before the student (lessee) leaves the Residence Hall. The University is not obligated to refund the deposit if at any time of termination, the student (lessee) is indebted to the University. Students who incur large amounts of damages may be required to repay their damage deposit.

## **ROOM ASSIGNMENT**

Priority assignment will be granted to returning students (lessees) who have completed all housing requirements by April 1st. After advance registration and throughout the summer, returning students (lessees) and first year students (lessees) will be assigned housing based on the date of receipt of the following items: deposits, prepayments, and Housing Acceptance Contract. Requests for roommate preferences filed after July 1st may not be guaranteed.

**Students who are not registered for classes 10 days prior to the first day of classes may be subject to termination of their Housing Contract. The Housing/Residential Life Office reserves the right to change hall configuration based upon student occupancy and facility availability.**

## **OCCUPANCY**

Rooms will be available for occupancy by 8:00am EST on the day before the student (lessee) is required to report to campus. Rooms shall be vacated by 6:00pm on the day following the last final exam of the student (lessee). Residence Halls will be closed during scheduled University breaks. Refer to the Residence Hall Handbook for more details. The University reserves the right to reassign/assign accommodations as necessary. A student (lessee) whose roommate leaves will be asked to consolidate. This may be achieved by the student (lessee) moving to an under occupied room or by being assigned a new roommate in his/her room or designating the room as private. Students (lessees) who do not wish to consolidate will be charged the current single room rate.

## **ROOM ENTRY BY STAFF**

In order to protect the health, safety and welfare of the residents, the University reserves the right to have its authorized personnel enter student (lessee) rooms to make necessary inspection for service, maintenance/repair, and emergency purposes and for insuring compliance with University policies.

## **COMPUTER NETWORK CONNECTION**

The student (lessee) is subject to the terms & conditions listed in the Dorm Network Connection Contract. This is available in the Housing Office or in the Residence Hall Handbook.

## **LIABILITY**

The University assumes no responsibility for personal injury. The University does not accept responsibility for loss or damage to

clothing, valuables or personal property (including money) suffered by the student (lessee) during the period of this Housing Contract.

## **CONDUCT**

The student (lessee) is subject to Federal, State and Local laws, as well as, all University regulations. This includes, but is not limited to, issues related to the possession, sale, or use of alcoholic beverages, narcotics, explosives, fireworks, and firearms. For violation of any University or Housing regulations as defined in the Residence Hall Handbook, Standards of Student Behavior, Local, State and Federal law the University may terminate the Housing Acceptance Contract and take possession of the living accommodations at any time. The University reserves the right to make reassignments or adjustments as may be deemed necessary to resolve problems or situations that may adversely affect the academic or living environment of the residential community.

## **COST**

Please refer to the VU Catalog Supplement "Schedule of Fees" for current Room and Board rates. Specific Room and Board rates and payment information for the upcoming school year will be available following approval by the University Board of Trustees. **Private rooms are an additional fee per semester. A Prepayment of \$400.00 is required to be eligible for a private room. A Damage Deposit of \$150.00 is required for all contracts. Any prepayments are in addition to the Damage Deposit. (Note-All Room and Board rates are subject to change based on Board of Trustee set rates.)**

## **CANCELLATION, TERMINATION, AND WITHDRAWAL**

If a student (lessee) decides not to attend the University, he or she must contact the Housing office **in writing (housing@vinu.edu)** and the Housing Acceptance Contract will be cancelled. Charges will be assessed according to the following schedule:

### **One Year Housing Acceptance Contract to begin in August (two semester commitment)**

- Prior to or on August 1<sup>st</sup>-No Cancellation fee
- August 2<sup>nd</sup>-August 14<sup>th</sup>- \$150.00 Cancellation Fee.
- August 15<sup>th</sup>-March 15<sup>th</sup>-\$750.00 Cancellation fee. If the Student (lessee) cancels his/her Housing Acceptance Contract after the deadline, during the semester, between semesters, or if the University terminates a student (lessee's) status, a cancellation fee of \$750.00 will be assessed. The student (lessee) must vacate the Residence Hall upon suspension or termination of student (lessee) status.

- After March 15<sup>th</sup>-\$500.00 cancellation fee

### **One semester Housing Acceptance Contract to begin January (one semester commitment)**

- Prior to or on December 20<sup>th</sup>-No Cancellation fee
- December 21<sup>st</sup>-January 2<sup>nd</sup>- \$150.00 Cancellation fee.
- January 3<sup>rd</sup>-March 15<sup>th</sup>-\$750.00 Cancellation fee.
- After March 15<sup>th</sup>-\$500.00 Cancellation fee

Any private room prepayment will be credited to the student's account. The University is not obligated to refund the deposit if at the time of termination, the student (lessee) is indebted to the University.

If the Student (lessee) cancels his/her/their Housing Acceptance Contract after the deadline, during the semester, between semesters, or if the University terminates a student (lessee's) status, a cancellation fee of \$750.00 will be assessed. The student (lessee) must vacate the Residence Hall/Apartment upon suspension or termination of student (lessee) status. Room rates will be prorated dependent on the date the student checks out of the residence hall. Meal plans are charged on a weekly basis. No refund for Room and Board will be given the last 2 wks. of each semester.

## **CONTRACT RELEASE PROCESS**

In the event of a drastic change in circumstances beyond the student (lessee)'s control, an application for Contract Release may be filed. **Once completed, the student must meet with his/her/their Residence Hall Coordinator and then submit application to the Contract Release committee. A \$750.00 cancellation fee will be charged if the release is granted. This fee can not be appealed. Students not released will continue to be obligated to the terms of the contract.**

## **APPEAL PROCESS**

Students may appeal charges to their account. This appeal must be submitted in writing to housing@vinu.edu and must be received no later than ninety (90) days from last date the student was enrolled at the University or proposed enrollment date. Written response will be mailed/emailed to the student within 7-10 business days. All decisions are final.