



# HEIDELBERG UNIVERSITY

## Housing Contract

### 2011-2012

*Heidelberg University agrees to:*

1. Assign residential living accommodations for the undersigned student in accordance with this housing contract. This agreement provides an assigned space, not assignment to a specific residence hall, house and/or room. This agreement is effective for the time period in which the undersigned student is enrolled in a minimum of 12 credit hours per semester at Heidelberg University.
2. Provide a furnished room, which will include a bed, desk with chair, closet/wardrobe and a dresser.
3. Provide custodial and maintenance services within all public and common areas of residential facilities.
4. Notify students of room and board rates for the succeeding academic year by April 1<sup>st</sup> or when approved by the Heidelberg University Board of Trustees.
5. Provide the resident with a room key and ID Card.
6. Conduct routine health and safety inspections of all resident rooms. The University will provide advance notice of routine inspections when possible. Routine health and safety inspections differ from searches. Consult the Heidelberg University Handbook and/or website for further rights and regulations regarding searches.

*The Undersigned Resident agrees to:*

1. Initial occupancy on the first day of class. The resident may lose his/her assignment and be reassigned to another available room if he/she is late without notification.
2. Maintain occupancy in campus housing for the full academic year (fall and spring semesters) during time periods when the residence halls are officially open.
3. Obtain authorization to be released from University housing for the succeeding year following accepted policies and procedures regarding off campus status. Authorization to move off campus is granted by the Director of Residence Life or his/her designee. Policies, guidelines, and timelines for requesting permission to move off-campus are available in the Residence Life Office.
4. Enrollment for a minimum of 12 credit hours per semester.
5. Purchase the full board plan provided by the University.

6. Refrain from any changes to his/her room assignment without prior authorization from the Director of Residence Life or his/her designee.
7. Consolidation and/or reassignment when the Director of Residence Life or his/her designee deems necessary.
8. Cooperation with any other resident(s) assigned to the room, house or apartment. Room changes resulting from resident/roommate disagreement will ultimately be approved and/or decided by the Director of Residence Life or his/her designee.
9. Refrain from utilizing unassigned spaces within the room, house or apartment. Any empty space must remain available and may not be utilized by the occupying resident(s).
10. Liability for damage to University property. Damage charges will be assessed to the resident's student account. Damages in areas other than resident rooms will be charged on a prorated basis to all students of the floor, house, or hall as determined by the University.
11. Vacate University housing during breaks and holidays. At the close of the fall and spring semesters, the resident must officially check out of residential facilities within 24 hours of his/her last final.
12. Accept full responsibility for the Student ID and room key provided by Heidelberg University. The University will not accept responsibility for theft, damaged or lost property of the resident.
13. Pay replacement costs and associated fines for the replacement of lost keys and student ID. Charges associated with keys vary depending on the key lost. The minimum charge for any lost key is \$100.00. The cost of replacing a student ID is \$25.
14. Cooperate with inspections of the residence hall room and any university-owned houses and apartments. Routine health and safety inspections will occur over all breaks, and may be held at any other time.
15. Comply with all policies, procedures, and guidelines of Heidelberg University and the Office of Residence Life as outlined in the Heidelberg University Guidelines and Community Standards and all official publications of Heidelberg University and the Office of Residence Life including University website information.
16. Make timely payments to the University for all room and board fees.
17. Vacate his/her room within 24 hours if he/she fails to register for classes, withdraws from the college and/or fails to pay the room fee.
18. Have all medical forms completed and returned to Stoner Health Center in order to receive a key for his/her room and building.

**Residency Rates for 2011-2012 (Full Year Costs - subject to approval by the Board of Trustees):**

- Senior Apartment/College Hill/2 Clinton/Regular House Rate at \$4778
- Williard Room and Greek House Rate at \$4448
- Quad Occupancy Rate at \$3666
- Triple Occupancy Rate at \$3982
- Double Occupancy/CLC House Rate at \$4,248
- Regular Single/Super Double (Paid Triple) Occupancy Rate at \$4,850
- Super Single (Paid Double) Occupancy at \$5508
- New Residence Hall Double at \$4650
- New Residence Hall Single at \$5300
- Board Rate at \$4726 (All Residential Student Meal Plan)

**Residence Hall Living**

More than just a place to live and study, your residence hall environment provides you with opportunities to learn more about yourself and the world around you. In addition to the living-learning that takes place outside the classroom, it is important to remember that much of your growth and development will come from your interactions with others around you. Interacting on a day-to-day basis with others on your floor enhances communication skills, teaches the importance of compromise and, best of all, weaves special memories with lifelong friends. At Heidelberg University you are more than just a resident. You are responsible for making your residence hall community a better place to live. Your residence hall is also a haven for involvement. Programming is centered on the University Mission Statement and includes these areas: Social, Health, Academic, Diversity, Emotional, Spiritual and Community Service programs ranging from speakers to intramurals to off-campus excursions. If you enjoy planning programs and establishing policies, you can join the Inter-Hall Residence Council (IRHC).

All students will be charged for living and dining on campus for the academic year unless written approval from the Office of Residence Life is sent to them. Please refer to the Off-Campus/Commuter Application for further information regarding living off campus.

In recognition of our leadership as an institution of higher education and in consideration of the present drinking age law, liability concerns, difficulties in supervision and the need for appropriate standards, Heidelberg University does not permit consumption or possession of alcohol by students in primarily first year residence halls (Krieg and King). Please refer to the Student Handbook for specific campus policies and procedures. Students are expected to be responsible and will be held accountable for violations of this policy. Heidelberg University residence halls, apartments and houses are tobacco free. This means no one is allowed to use smoke/smokeless tobacco in the buildings. It is also the resident's responsibility to keep the room door locked at all times.

**The Residence Life Staff**

Your residence hall staff will consist of Residence Coordinators (RC's), Assistant Residence Coordinators (ARC's) and Resident Assistants (RA's). These staff members strive to make your residential experience at Heidelberg a positive one by serving as peer advisers, facilitators, activity planners and policy

enforcers in their buildings. Each RC is a professional staff member of the University with responsibilities of advising the ARC's and/or RA's.

### **Closing of Residence Halls at the End of Each Semester**

Students are required to leave the residence halls 24 hours after their last final and at designated times before holiday breaks (Thanksgiving, Winter/Christmas, Spring Break, and Summer). Your hall staff will post information in the hall pertaining to specific closing dates and times.

### **Roommate Assignment**

Sharing a room requires on-going commitment, compromise and cooperation. While roommates do not have to be close friends or share every aspect of each other's lives, they do have to live together and share many aspects of college life. While the University makes every reasonable effort to match student preferences for room assignments, it does not guarantee preferences. Assignments are made without regard to race, creed or national origin. The University does not discriminate on the basis of handicap, sex, race, sexual orientation, age, creed or national origin. New students will occasionally be placed with upper class students depending on housing preference and room availability. Additional housing options will be available to incoming students when they become upper-class students. All housing assignments are made for the entire academic year or the remaining portion thereof. The same or similar rights, privileges and activities are extended to all. Priorities for specific housing preferences are based on criteria included in the housing contract and upon date of receipt of the contract by the Office of Residence Life. This pertains specifically to new Heidelberg University students. Students now enrolled will receive room assignments in accordance with the established room selection procedures (Spring Housing Selection Process). This must include, however, receipt of a completed contract by the Residence Life Office. If the student fails to occupy assigned accommodations on or before the first day of classes of the semester without having contacted the Residence Life Office in writing, the space may be assigned to another student. Due to our educational philosophy, requests for room changes for extenuating circumstances may be considered only after the students involved have made a serious effort to communicate and explore alternatives to a change. Residence Life Staff will make every effort to assist in resolving roommate conflicts. Those requesting room changes must receive the PRIOR written consent of the Office of Residence Life and officially check out of the old room and into the new room with a Residence Life Staff member. Typically, students having roommate conflicts must wait fourteen days after the student contacts his/her Residence Assistant/Residence Coordinator before a room change can be considered. During this period, the University may provide opportunities for the students involved to communicate concerns and needs to first try to resolve the conflict. The University reserves the right to: make assignments of space; authorize or deny room and roommate changes; consolidate vacancies; and to require a student to move from one room or hall to another or reside off campus if this is determined by the University to be in the best interest of the student and/or the University. Room changes which occur without authorization may result in improper check-out fees and judicial action.