



ANDERSON UNIVERSITY

Department of Student Life

HOUSING POLICY & CONDITIONS OF RESIDENCY 2019-2020

The purpose of this document is to establish the terms and conditions of the residence hall housing contract at Anderson University. This document constitutes an offer by Anderson University, hereinafter referred to as "the University," to contract with the student for **housing for a complete academic year**. The Anderson University Student Life Handbook is also incorporated by reference into this contract. Alterations of this agreement with intent to change its terms or conditions voids the document.

HOUSING POLICY Every full-time Anderson University student is required to live in a campus residence hall facility unless he or she fulfills at least one of the following:

- Has completed 80 or more credit hours by December 31, 2018
- Is 22 years of age by May 11, 2019
- Lives with a parent or guardian within commutable distance (see commuter policy)
- Is married

Students living off campus who are not eligible will be subject to disciplinary action for non-compliance with the housing policy and charged for the current value of two semesters of on-campus housing. The University reserves the right to require any student, regardless of class standing, age, or number of hours enrolled, to live in university housing or to move on campus at any time during their academic year for various reasons including but not limited to Code of Conduct violations. Any student below full-time status at the start of the semester or falling below full-time status due to withdrawing from classes must submit an appeal for permission to stay in campus housing. Contact housing@anderson.edu to request an appeal form.

APARTMENTS Full-time students who have earned at least 34 credit hours by December 31, 2018 are eligible to live in on-campus apartments during the 2019-2020 academic year. These students may attend apartment draw in the spring. Apartments are subject to availability. Eligible students who are not placed in an apartment may request to have their names put on a waiting list in case an apartment becomes available. These students should attend room draw to choose a traditional room. Students who achieve 34 credit hours at the end of Semester II or over the summer will not be eligible to live in an apartment during the following academic year.

HOUSING APPLICATION/FORMS All students must complete online housing information forms every year. This includes commuters and students living off campus.

APARTMENT AND ROOM DRAW Students who are required to live on campus must attend room draw and/or

apartment draw in the spring (based on eligibility). Failure to do so will result in a random room assignment in a traditional hall.

CHARGES The residence hall room charge is for the complete academic semester. Adjustments in room charges should a student cease enrollment or move off campus (based on a granted appeal), will be made on the same basis as the tuition adjustment policy stated in the academic catalog. Failure to satisfy the financial obligations accrued under this contract may result in denial of transcripts, denial of re-enrollment or other action.

ROOM ASSIGNMENT The university will not discriminate in room/hall assignments on the basis of race, religion, color, or national origin. The university reserves the right to assign roommates and/or to change room or hall assignments, including consolidation of occupants as spaces are vacated. Students living alone in a double room and not paying the private room rate may be asked to consolidate or be charged the private room rate. Changes in room assignments may not be made without approval of the Resident Director, nor may students reassign or sublet their room to another person.

TERMINATION If, for any reason, student enrollment at the university is terminated during the course of an academic term, the student must vacate his/her room within 48 hours. If the university decides to terminate enrollment (and therefore this contract) for disciplinary reasons, the student must move out of his/her room within 24 hours of the appeal deadline. If a student fails to vacate the room within the prescribed time, the university may make additional charges and/or remove the student's belongings and store them, at the student's risk and expense, for no more than 30 days, after which time the university will have no responsibility for those belongings. Termination of the contract by the student for any other reason is subject to a breach of contract penalty of up to half of one semester housing costs and fees.

OCCUPANCY Residence Hall opening and closing times for a specific academic term are announced in advance by the Department of Student Life. Students will not be permitted to

assume occupancy of assigned rooms prior to the date and time of the official opening without the advance approval of the Department of Student Life. Similarly, students may not stay in assigned rooms beyond the date and time of official closing without special permission from the Department of Student Life. Requests must be made at least three business days prior to closing.

VACATIONS All residence halls (not including apartments) will close for Thanksgiving, Christmas, and Spring Breaks. Dates and times of closing are communicated in advance by the Department of Student Life. Students may not enter closed buildings or occupy their room during vacation periods without advanced approval for a university-sponsored activity. Students are responsible for finding vacation period accommodations.

PRIVATE ROOM Assignment to a private room is contingent upon available space. Assignment to a private room assures no roommate and that no consolidation will occur. No revisions of private room charges will be made after classes begin each semester.

FURNISHINGS & EQUIPMENT Students are not permitted to remove equipment or furnishings from any room or common areas in the residence halls. No outside lofts allowed. Students are responsible for maintaining their room and must leave the room clean and in good condition when moving out. A Room Inventory must be completed by each student occupying a room describing the move-in condition. A completed inventory must be returned to the residence hall staff by the second Friday of the semester to remain on file until occupants vacate the room. A new Room Inventory must be completed with each room assignment change. It is the student's responsibility to complete and return the inventory upon move-in and check-out to the hall staff. Failure to submit a room inventory is considered acknowledgment that there are no pre-existing damages in the room. Students will be billed for damages to, or loss of, university property or for unnecessary service costs resulting from neglect or intent. When responsibility cannot be ascribed to an individual student, each resident of the room will share

equal responsibility for payment of assessed costs. In the event damages to corridors and common/public areas cannot be assessed to an individual student, the university may assess residents an appropriate share of the repair/replacement costs.

LIABILITY The university will use reasonable efforts to protect students' property, but the university is not liable for the loss of, theft of, or damage to any property belonging to students. The university does not insure students or students' property. Should disruption or nonperformance of services occur because of circumstances beyond the university's control, the university will not be held responsible. It is recommended that students check with parents and/or their own insurance coverage regarding illness, injury, property, etc. Students are encouraged to pursue renters insurance.

ROOM ENTRY The university reserves the right to inspect students' rooms for damage or to enter to make repairs. The university also reserves the right to enter students' rooms given reasonable cause to ensure adherence to university policies or to protect the health and safety of the residents (see university Judicial Code). Random room searches may be conducted by Department of Student Life staff if there are habitual or frequent patterns of Code of Conduct violations.

PETS Fish are the only pets allowed in the residence halls. See Emotional Support Animal policy (available online) for more information regarding emotional support animals.

MEAL PLAN Though not necessarily a room and board "package" plan, all students living in a university residence hall (except students classified as Seniors and those living in apartments) are required to purchase a meal plan (see food service publications and contract for the required plans). Students not contracting for the required meal plan at the beginning of the semester will be charged at the appropriate level after semester classes begin. Questions regarding meal plan options, service, hours, etc., should be directed to the dining services staff.