

Ashland University On-Campus Housing Agreement



Housing Agreement

It is agreed and understood that the terms, conditions, and information contained in this contract are integral and binding. This agreement is made and entered into between Ashland University and the undersigned student (parent or guardian if applicable) for the duration of the **full academic year**. The student shall be assigned to a residential unit as determined by the University.

Housing Policy

All full-time undergraduate students (registered for 12 or more hours per semester) at Ashland University are required to live on campus unless the student meets one of the [housing exemptions](#). Students who wish to live off campus will need to apply for off campus status through the Office of Residence Life. Non-traditional students who are under age 17 or older than 24 who wish to live in campus residence halls must request an exemption from the Director of Residence Life. Exemptions are not guaranteed, and requests will be reviewed on a case-by-case basis.

Limited graduate student housing, typically located in Jacobs Hall, may be available on campus. The location and availability of graduate student housing is determined by the Director of Residence Life. Students living in University Residential Housing who complete their undergraduate coursework in December and then enroll in an AU graduate program beginning the following spring term may continue to reside in residence for the remainder of their housing contract (not to exceed one semester).

All approvals are granted on an annual basis. Students must complete the Off Campus Housing application each year while attending Ashland University. Falsification of any information in an attempt to receive an off-campus exemption will result in room and board charges applied to your student account, as well as being considered a violation of the Student Handbook. Violations of the student handbook will be adjudicated through our student conduct process.

Room Assignments

Assignments are made without regard to race, creed or national origin. The University does not discriminate on the basis of disability, sex, race, sexual orientation, age, creed, or national origin. The same or similar rights, privileges and activities are extended to all. The completion of a housing application through housing.ashland.edu shall establish room assignment for the student if the application is accepted.

Students are advised to utilize care when requesting/selecting roommates. Ashland University, because of our educational philosophy, expects that students will exercise mature communicative actions when dealing with conflicts. Students are encouraged to contact Residence Life staff if assistance is needed with conflict resolution.

The University reserves the right to refuse and/or terminate housing to any student who is delinquent in the payments of fees, who has demonstrated an unwillingness to abide by housing rules and regulations, or who exhibits behavior which is incompatible with the maintenance of order, sanitation, and the welfare of other students in the residence halls, or as deemed necessary.

Room Changes

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/house 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 will result in improper check out fees and conduct action. Undergraduate students majoring in Nursing have priority for the Dwight Schar College of Nursing Apartments.

All room changes must be approved through the Office of Residence Life. Students who request a room change must complete the Room Change Request Form at housing.ashland.edu. A Resident Assistant will schedule a mediation meeting with the residents involved and may be required for room change requests. A recommendation will be forwarded to the Office of Residence Life. Students are not permitted to request a room change into a vacant room without a roommate or buyout. The Office of Residence Life is able to provide a list of students who are roommate ready for available room changes.

Room Vacancies

Students who do not have a full complement of roommates will be given the following options:

- Contracting for a paid single (buying out the room). a. Paid singles/doubles are subject to availability and not always available. The Office of Residence Life will determine if this is an option for rooms with a vacancy.
- Securing a roommate who is also in the same situation (within 10 business days).
- Remain roommate ready. An empty closet, dresser, desk and bed should be available at all times so the room is ready whenever a roommate is assigned. Personal possessions need to be moved to prepare for a new roommate.
 - a. If a student chooses to be roommate ready, the student is not permitted to later purchase a paid single if a roommate is later assigned.

A student will be asked to relocate if he/she resides in a triple or quad without any roommates. The Residence Life staff is available to assist in the location of roommates and the coordination of changes.

Environment and Expectations

The Ashland University community subscribes to and strongly supports the right of each student to study and work in a quiet, peaceful, and respectful atmosphere which is conducive to the pursuit and acquisition of knowledge.

It is agreed and understood that the student shall not make or permit any use of the assigned room or hall/house or make any use of any part of the room privileges which would be for commercial purposes. The student also shall not use the assigned room or hall/house for purposes of violating civil law or University regulations, interfering with the study, sleep or comfort of any resident of the building or community, or being involved in actions that would be potentially dangerous to life, limb or property. The University assumes no responsibility or liability for the personal property of students.

The University encourages each residential student to carry insurance for personal belongings. The student also agrees to promptly and fully comply with verbal or written instructions by University officials and Residence Life staff with reference to the conditions of this agreement. This agreement is not intended to provide all housing information which is more appropriately located in the Student Handbook. The student shall comply with all rules, regulations, policies and procedures set forth in the Student Handbook and the University Catalog or any information distributed from the Office of Residence Life or Student Affairs.

University officials reserve the right to enter and inspect residence hall rooms at any time. Inspections will occur when necessary to protect and maintain the property of the University, the health and safety of its students, or whenever necessary to aid in the basic responsibility of the University regarding discipline and maintenance of an educational atmosphere. The student shall further comply with all housing policies concerning assignments, consolidation, damages and condition of rooms and public areas, room inspection, entry and search, vacation periods, subletting and unauthorized use of rooms, keys and checkout as stated in the Student Handbook.

Breaks & Hall Closures

This contract does not provide room or board during official University breaks or when the Residence Halls are closed at the beginning or end of the academic year. An additional application and fee may be necessary to reside in university housing over university breaks including but not limited to Thanksgiving break, Winter break, Easter break and Spring break.

- Students arriving early in the fall are expected to fill out an Early Arrival request through housing.ashland.edu. Failure to complete an application by the deadline will result in a \$50 late fee.
- At summer break students are expected to go through all the proper checkout procedures as designated by the Office of Residence Life. Failure to do so may lead to a fee.
- At checkout personal property must be removed from university premises at that time and the room reset to its original state. Personal property not removed shall be considered abandoned and may be disposed of by the University at their discretion and at the student's expense.

Board/Meal Plan

It is agreed and understood that resident students are required to accept a university board plan (note that residential students assigned to University Apartments are not required to purchase a university meal plan if they have acquired a senior status of 90+ credit hours at the start of that academic year's fall semester).

- Students who fail to select a board option will be assigned the unlimited meal plan option.
- Meal plans do not provide meals during official University breaks.
- Students are financially responsible in the event that their I.D. card is used by someone other than themselves or the card is invalidated by Student Dining Services. This card is not transferable.
- The student further agrees to immediately notify Student Dining Services and Safety Services should the I.D. card be lost or stolen.

Check in/Check out

All students must officially check in and out of their rooms with a Residence Life staff member. Increased staff availability will be provided at peak periods, such as the beginning and end of each semester. Be sure to thoroughly examine the Room Condition Report (RCR) and notify your RA of any discrepancies. Room Condition Reports must be signed and submitted during check-in. All students must follow the check-out process outlined by the Office of Residence Life at the end of the semester.

At checkout, rooms must be cleaned, and furniture reset to the condition at check-in. Keys must be returned to the Residence Life staff member at the point of checkout by the student who was assigned to the key. Any items left in student rooms or public areas in the residential units following checkout are not the responsibility of the University and will be considered abandoned. Abandoned items left in a room will be disposed of and the residents of the room fined.

The exact residence hall opening and closing schedule will be announced by the Office of Residence Life. However, portions of the contract may be amended by the University Board of Trustees. All students must vacate their rooms within 24 hours of their last final examination for each semester (unless specifically involved in commencement). Students must check out of their rooms within 48 hours of withdrawal, suspension or expulsion, or whenever the resident is no longer a student unless otherwise stated by a university official.

Damages to Rooms and Residential Areas

Students are held financially responsible for damages (other than normal wear and tear) to their room and in other areas of the residence facility. Damage charges will be based upon the official check out process and a more thorough assessment of the room after all residents have moved out. If a student fails to review the Room Condition Report, they will be held accountable for the room's condition submitted by a Residence Life staff member. An additional \$25.00 will be assessed for not officially checking out of the assigned space as outlined by closing information or by your chosen check out time. If a resident fails to return the room key at check out, that resident

will be charged \$75.00 to replace the door lock. Compensation for loss/damages will be charged to your student account. All residents of a room/suite are billed equally for room/suite damage unless those responsible are identified.

The condition of a student's room is verified by a Room Condition Report which is completed by a member of the Residence Life staff prior to the student's check in and again following the student's check out. Students will be responsible for damages in their assigned room at the check-out assessment. The cost of damage in the room is determined by Facilities, Building Services, and The Office of Residence Life. Damage done to central/common areas not assigned to specific individuals may be prorated to all students residing on the floor or in the facility where the damage occurred. The Office of Residence Life will send communication to the residents of a floor/facility where damage has occurred, which will outline the cost, the damage details, and request any information from residents. If no resident(s) is found responsible for the damage, the cost will be evenly distributed between all 21 residents of the area at the time the damage occurred. All damage determined to be vandalism will be subject to a minimum fee of \$150. If the damage is determined to cost more than \$150 to repair, the Office of Residence Life, along with Facilities & Building Services, will communicate the total cost.

Storage

Storage space is not available in residential units for property not owned by the University. Bed frames, desks, chairs, dressers, closets, mattresses, and other items that belong in your room/suite are your responsibility and must remain in their designated room. The University does not provide storage for personal belongings over the summer and accepts no responsibility for property left by students who vacate their residential units for any reason.

Payment

It is agreed and understood that the student should pay or arrange to pay in full for a room and board fee to the Ashland University Business Office in a manner acceptable to that office. Such payment or arrangement to pay must occur prior to checking into the residence hall. It is further understood and agreed that this fee is subject to modification by the University in the event the student's assignment changes or in the event the number of students assigned to his/her room changes during the assignment period. In the event the student requests and is authorized a room change, the student agrees to pay a room change fee to the Office of Residence Life of Ashland University, if applicable. Furthermore, the Board of Trustees of Ashland University has the right to change all fees and charges at any time. All charges and fees are subject to the policies found in the Ashland University Fees and Charges Brochure.

Cancellation

It is agreed and understood that the student may not cancel the agreement or be released from the agreement once the student has signed the contract. If a cancellation is granted, at the discretion of the Office of Residence Life, there would be a \$500 Housing Cancellation fee. Housing charges will be prorated based on the number of days in housing.

- If the student has less than 12 credit hours, the agreement may be canceled by the University (subject to refunds, if any, as determined by the Ashland University Fees and Charges Brochure).
- All full-time undergraduate students who have not applied for and received approval to live off campus must live on-campus. Room and board charges will be billed to the student's account.
- Masters level international students in their first semester will be given a one-week grace period beginning the first day of their academic classes to cancel their housing contract and move off campus. After the one-week grace period has lapsed students will be required to live in housing for the full academic year.
- Students enrolled in the ACCESS program that choose to live in university housing will be subject to the same breach of contract fee, though these students will be able to check out of university housing at the end of Spring II term without the fee taking effect, not the end of the university semester.

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It is agreed and understood that residential students are required to have a meal plan. Students assigned to an apartment are required to select a minimal 80 block meal plan is recommended for students. Only students with senior status (90 +credits) can qualify for the No Meal Plan option. Meal plan arrangements can be initiated or revised by contacting AU Student Dining Services at 419-289-5758.

The Board of Trustees of Ashland University has the right to change all fees and charges at any time. It is agreed and understood that the student may not cancel the agreement or be released from a housing assignment once the student has signed a contract. If the student wishes to cancel their housing contract the following below is applied.

By submitting this application, I acknowledge that I have read, understand, and agree to the policies and procedures related to apartment housing and those contained in the student handbook. Additionally, the information I provided on this application is accurate and complete. I also understand that this is a binding housing contract, and I may be released from this only under the guidelines outlined by the Office of Residence Life; a housing cancellation fee may apply.