



University Housing Contract

Before you sign this, remember this is a legally binding contract. If you are uncertain of or have any doubt about the meaning of any specific provision in this contract, ask *before* you sign. By signing you certify that you have read, understand, and agree to the terms and conditions contained in this contract.

This copy is for review only.
Please see the Student Life Office on the 3rd floor of the Stevens Center
for an official contract.

For Office Use Only: Date Received: _____ Insight Initials: _____

Terms and Conditions

1. Contract Agreement: This contract is between George Fox University (“University”) and the Student (or Parent/Legal Guardian if the Student is under 18 years of age) whose signature appears on this contract.

1.1. Contract Term: This contract is effective beginning on the date of issue (indicated above) through the end of the occupancy period.

1.2. Contact Information: For information or questions regarding the contract, contact Director of Housing, George Fox University, 414 N. Meridian St. #6165, Newberg, OR 97132, housing@georgefox.edu. Housing forms are available on the Student Life website, http://www.georgefox.edu/offices/student_life/forms.html.

1.3. Written Communication: All communication regarding this contract must be in writing, either paper or electronic (e-mail).

2. Period of Occupancy: Occupancy of campus housing for returning students begins at 8:00 a.m. on the Saturday prior to the beginning classes and ends at 12:00 p.m. on the Saturday following the last final exams. Occupancy outside of this period is not permitted without prior approval of the Director of Housing. If the Student is found to be occupying or has moved any of the Student’s belongings into any University residence outside of this period without prior approval, the Student will incur housing charges of \$50 per night.

2.1. Early Arrival: Requests for early arrival must come through University faculty, staff, or administrator who is responsible for the Student prior to the occupancy period. Such request will only be approved by the Director of Housing if the Student needs to be on campus early for University activities or employment. The University will not allow the Student to occupy housing without prior approval.

2.2. Vacation Periods: Residence Halls (Edwards, Pennington, Hobson, Macy, Sutton, Coffin) and Suites (Beebe, Carey, Willcuts) close during Christmas and Spring Break vacations. Residents in these living areas must vacate their residences and will not be allowed to enter during these times.

2.3. Failure to Occupy: Failure to occupy assigned housing prior to 10:00 a.m. on the first day of classes without notifying the Director of Housing in writing may result in the forfeiture of the Student’s housing assignment. Such forfeiture does not constitute a cancellation, revocation, or release from this housing contract.

3. Room Assignment: The University agrees to provide housing for the Student for the stated period of occupancy. The Student agrees to accept the residence assigned to the Student for the stated period of occupancy.

3.1. Re-Assignment: The University reserves the right to make changes to the Student’s room assignment at its sole discretion and at any point in time. The Student agrees to relocate as requested by the University.

3.2. Vacancies: The University reserves the right to fill campus vacancies as needed and without the prior approval of the Student. The Student agrees to accept other roommate(s) as assigned. The Student agrees to have the room ready for occupancy by another roommate at any time. Should the Student refuse to accept a roommate, attempt to force the removal of a roommate, or create an environment that is hostile or unwelcoming to additional roommates, the Student will be subject to disciplinary action by the Residence Life Department. If the occupancy of a room or housing area falls to 50% or less, the University may relocate the remaining students to a different on-campus housing location.

3.3. Room Changes Prior to the Occupancy Period: Room change requests prior to occupancy must be made in writing or via e-mail to the Director of Housing. Requests must be submitted by the Student and all of the potential roommates in a living area to which the Student wishes to move. The Director of Housing has the sole authority to determine the availability of space in a given living area.

3.4. Room Change Freeze Period: No room change requests will be considered between August 15th and the third Monday of the semester.

3.5. Room Changes during the Occupancy Period: Room changes are permitted beginning on the third Monday of the semester. All room changes must be conducted according to the room change guidelines stated on the *Room Change Request Form* and approved by the Director of Housing or Associate Dean of Students. One room change is permitted during the academic year. Failure to follow the stated room change procedures will result in a fine of \$50, which will be posted the student’s account.

3.6. Emergency Housing: The University reserves the right to control the use of all University housing in the event of an epidemic or other medical emergency.

4. Loss and Theft Liability: The University accepts no responsibility for any loss or damage to personal possessions whether caused by theft, fire, flood, or other disasters. The Student is responsible for obtaining his/her own insurance for personal belongings.

5. Overnight Visitors: The Student must notify his/her Area Coordinator prior to hosting an overnight visitor. Visitors may stay for up to three (3) consecutive nights once per semester if approved by the Area Coordinator. Overnight visitors of the opposite gender are not permitted in any University housing.

6. Right of Entrance: University personnel may enter the Student's room or unit only in emergencies where imminent danger to life, safety, health, or property is reasonably feared, or when there is suspicion or probable cause to believe that University regulations have been or are being violated, or when the University is closing down for breaks. When the University seeks access to the Student's room or unit to make repairs, improvements, or for other necessary reasons, the occupants involved shall be notified at least 24 hours in advance unless consent has been given. A work request to Plant Services is considered consent to enter.

7. Food Service: All students living in University housing are required to be on a University meal plan. Seniors not living in Le Shana Hall are exempt from the meal plan requirement. Food service is not available during Christmas and Spring Break vacations.

8. Student Responsibilities: The Student is responsible for the proper care of his or her room/unit. Any damage other than that existing at occupancy is the responsibility of the resident. Students are not permitted to alter the condition of their room or living area, including painting and wallpapering of walls. In the case of damage, the Student will be assessed an appropriate sum which must be paid before the student may confirm for the following semester or before a transcript will be released to any other institution.

8.1. Furniture Inventory: All pieces of furniture, including mattresses, are considered permanent fixtures in all University housing. Students who damage, remove, or move furniture items from one unit to another will be assessed a fine by the University. All room furniture must be returned to its original state in order for the student to checkout of student housing.

8.2. Excess Furniture: In the event a room or living area is not filled to capacity, the residents of that living area are responsible for all of the furniture located in that living area. Furniture in excess of the number of occupants must remain in the living area and be readily available for use in the event that additional students are placed in that living area. Damage to or loss of any excess furniture will be the responsibility of all residents of the living area.

8.3. Misuse of Furniture: University furniture is to be used solely for its intended purpose. The University assumes no liability for any injury or damage to person or property that results from the use of furniture, University owned or otherwise, outside its intended purpose.

8.4. Common Areas: The Student, together with the other residents of the living area, is jointly responsible for the care of all common areas and furniture in the living area.

8.5. University Policies: The Student agrees to abide by the policies stated in the Student Handbook, the University Lifestyle Agreement, this contract, and any periodic policy statements made by Student Life. Failure to abide by University Policies may result in disciplinary actions by the University.

8.6. Good Standing: Failure to uphold the terms and conditions of this contract may adversely affect the Student's Good Standing with the University.

9. Rates: The Student agrees to pay for room and board charges as established and published by the University. These rates can be found on the Student Financial Services section of the University website.

10. Campus Facilities: Some student housing may contain lead based paint or asbestos, which poses no risk if left undisturbed. For a detailed inventory of lead based paint or asbestos contact Plant Services.

11. Contract Termination by Student: Termination of this contract by the Student must be done in writing using the *Request for Release from University Housing Contract* available on the Student Life website or from the Student Life Office. Request for release will generally be approved for the following reasons:

A) Approval to commute from parent's home. The Student must attach a completed *Application to Commute From Parent's Home* with the *Request for Release*

B) Senior status. Senior status is defined as 93 total earned credit hours or more

C) The Student is 22 years old or older prior to the first day of classes for the semester release is requested

D) Marriage or birth of a child

E) Withdrawal of the Student from the University after the Student has checked into housing. A completed Room Inventory and Condition Record indicating that the Student has checked out of housing must accompany the request.

Reasons outside those stated above may be considered but are generally not approved. Submitting a *Request for Release* does not guarantee that release will be granted.

11.1. Outside Housing Arrangements: The Student agrees to refrain from making any alternate housing arrangements until the Student has received an official approval from the Director of Housing regarding the Student's request. In no circumstances will the University consider outside lease, purchase, or rental agreements held by the Student or the Student's family in granting approval for release.

12. Contract Termination by the University: The University may terminate this contract for any of the following reasons:

A) Withdrawal of the Student from the University prior to the Student checking into housing

B) Dismissal of the Student for academic or disciplinary reasons

C) The Student is participating in an Off-Campus Studies program through the University

D) When such termination is in the best interest of the University and the Student

13. Vacating University Housing: In the event the Student or the University terminates this contract, the Student agrees to check out of and vacate University housing within 24 hours unless other arrangements have been made with the Director of Housing.

14. Refunds: Refunds for housing charges may only be issued during the first two weeks of the semester. In such case, refunds will be prorated to the date the Student has officially checked out of housing. No refunds will be issued after 5 p.m. on the second Friday of the semester.