STUDENT HOUSING LICENSE AGREEMENT ACADEMIC YEAR 2025-2026

I. RESIDENCY REQUIREMENT

a) All full-time undergraduate students who enroll at Carroll University are subject to a junior residency requirement. This requirement remains in effect until a student has achieved senior standing (92 credits) by the beginning of the academic year or is 23 years of age or older. Exceptions to this policy may include those students who are married or in a partnership legally recognized by a state, are the primary caregiver to a child, students who have a documented medical condition, and those students who are living with parents or legal guardians within fifty (50) miles from campus during the academic year for which they are enrolled.

b) Each year, full-time undergraduate students who wish to live off-campus must submit an Off-Campus Application to request an approved exemption from the residency requirement. If the exemption request is denied, students will be subject to the residency requirement and will need to complete the On-Campus Housing Application. The following documentation is required when submitting the Off-Campus Application for exemption:

   i. Students who are married or with a domestic partner must present a legal marriage certificate
   ii. Students who are the primary caregiver to a child/dependent must show proof of tax return, insurance card, or dependent's birth certificate
   iii. Students with a documented medical condition must be approved through Carroll University Student Accessibility Services
   iv. Students who plan on living with their parent/legal guardian within 50 miles of campus must provide verification of residency at the parent/legal guardian address
   v. Students who are studying abroad, have an internship, or participate in clinical programs outside of the 50-mile commuting radius must provide a copy of enrollment details
   vi. Students who may have other unique situations must submit a personal statement and any supporting documentation

c) Students who have not been approved for release from the residency requirement and/or fail to submit an application and license agreement for campus housing will be charged for a traditional double room and the minimum resident meal plan until the terms of the residency requirement have been satisfied. Charges will be applied at the beginning of the term in which students are enrolled.

II. TERMS OF LICENSE AGREEMENT

a) Any undergraduate students who are enrolled at Carroll University may enter into this license agreement.

b) This agreement is not a lease, but a license. The University reserves the sole and exclusive right to terminate this agreement in accordance with the terms and conditions of this agreement and the policies of the University.

c) Submitting this agreement commits the student to either a full academic year (fall and spring) or the spring semester (if only enrolled for spring) and respective fees.

III. BREAK HOUSING

a) Residential students may remain in campus housing during Fall Break, Thanksgiving Break, Spring Break, and Easter Break.
b) This license does not include housing during Winter Break, January Term, and May Term (Summer Undergraduate 1 Term).
c) Students who wish to remain in housing during Winter Break, January Term, and/or May Term must receive approval for break housing from the Office of Residence Life and Housing and may be subject to additional fees.

IV. OCCUPANCY AND PREMISES

a) The University agrees to provide housing under the terms stated in this agreement and described in the Carroll University Catalog and the Student Handbook which are, by reference, a part of this agreement.
b) The University, its officers, employees, and agents shall have the right to enter upon said assigned premises at reasonable times for the purpose of inspection and repair, preservation of health, safety and quietude, and protection of property and persons.
c) The University reserves the right to cancel this agreement, re-enter the premise, and remove a student for any violation of the terms of this agreement, University policies, or in the interest of health, discipline, or the general welfare of campus housing, student, or other students.
d) The University may require additional information from the student including an addendum to this agreement prior to granting assignment to Carroll University campus housing.
e) The University is not responsible for damage or theft of student's personal property, including money. The University encourages students to carry appropriate property and/or renters' insurance.

V. ROOM ASSIGNMENTS

a) The University will not discriminate in housing assignments based on race, color, religion, gender, sexual orientation, national origin, or ancestry.
b) No specific assignment to a living unit or residential hall based upon a student's request is guaranteed and is based on availability. Failure to honor such requests will not void this agreement.
c) Students who submit a housing deposit and complete the application by the priority deadline will be eligible to self-select their room in accordance with selection and reassignment procedures as communicated by the Office of Residence Life and Housing. After the priority deadline, rooms will be assigned in accordance with building and room preferences to the extent possible. Relevant dates and priority deadlines are listed at https://www.carrollu.edu/campus-student-life/housing.
d) Students with a disability or other medical needs related to housing must submit a housing accommodation request with Student Accessibility Services.

VI. ROOM CHANGES

a) Room changes will not be granted during the period of August 15 – October 1 and January 15 – February 1 unless deemed necessary by professional staff in the Office of Residence Life and Housing.
b) All room changes must receive prior approval from the Office of Residence Life and Housing. Unauthorized room changes may result in a student moving back to an authorized assignment and additional fees.
c) The University reserves the right to assign or remove roommates, change room capacity, or change room assignments (by requiring a student to move to a different but comparable space if available) for vacancy consolidation, health, safety, repair or maintenance, economic or disciplinary reasons involving the student or for incompatibility of residents.
    i. Current resident(s) of a room who create a hostile environment (as defined by the university in the Student Code of Conduct) for a new or potentially new roommate may face disciplinary action.
    ii. Students with a vacant bed at the end of the Fall semester must prepare for a new roommate. Preparation may include moving personal belongings to one side of the shared bedroom, cleaning the

living unit, and emptying belongings from university furniture that will be used by the new roommate.

d) One person does not have priority to a living unit over another, regardless of the circumstances relating to room assignments, if a student believes they are not at fault for a roommate issue(s), or if the student is the group leader for the roommate group.
e) In cases where roommate mediation is refused by a student(s) or deemed unsuccessful by Residence Life and Housing Professional Staff, an administrative move and/or referral to the conduct process may be authorized by the Office of Residence Life and Housing.

VII. ROOM UPKEEP

a) Students agree to be financially responsible for keeping the room, its furnishings, windows and doors clean and free from damage.
b) Students agree not to modify or allow any modifications to the room or other parts of the building.
c) When two or more resident students occupy the same room and responsibility for damage to the room or contents cannot be ascertained, the damage charge will be assessed equally among the residents of the room.
d) Students agree not to duplicate any assigned key(s), and if the keys are lost to pay the charge for the replacement of the key(s) and lock core.
e) Students agree to use all public areas in a careful manner and to help ensure their cleanliness.
f) Students will be financially responsible for damage or lack of cleanliness caused by said students to the public areas.
g) Applicable charges will be posted by the University within 30 days of check-out date. Charges may be appealed within 90 days of the posting date.

VIII. ROOM RATES

Housing room rates are provided on the website at https://www.carrollu.edu/campus-student-life/housing/cost. Academic year rates are finalized by the preceding fall term.

IX. PAYMENTS

a) A $250 non-refundable housing deposit is required when submitting this agreement. The $250 deposit will be applied as a credit to the student's first semester bill. Only when this deposit is paid is the application considered complete and eligible for room assignment.
b) A $100 room change fee will be assessed if a student changes their room assignment without prior authorization from the Office of Residence Life and Housing after the academic year begins.
c) Students may be charged for lock changes, lost keys, and repeated lock-out requests.
d) Charges for damages done in the corridors, stairs, restrooms, bedrooms and other areas not specifically assigned to any one individual student can be levied equally against all students on the floor, complex or bedroom/suite unless the responsibility can be assessed against particular individuals.
e) Early arrivals or late departures requests are subject to approval by the Office of Residence Life and Housing and applicable fees may be charged.
f) If a student is in default on any payments set forth herein, the student is liable for legal costs, charges and attorney's fees which accrue in obtaining payment.
g) Students agree to pay all applicable resident housing and dining fees as posted per the academic term. Refer to the Carroll University Catalog for information regarding fees, payments and refund policies and deadlines.

X. CANCELLATIONS

a) Students may submit cancellation requests for approved reasons using the University Housing Cancellation Form or a written request to cancel. All cancellations are subject to approval by the Office of Residence Life and Housing.
b) Cancellation of this agreement will only be considered an approved cancellation by the University for the following reasons:
    i. **Withdrawals**: Students who are withdrawing from the University will automatically receive an

approved cancellation if not self-initiated, with the cancellation date based on the official withdrawal date.

ii. **Part-Time Petitions**: Students who move to a part-time credit standing with the University may remain in housing and will only receive an approved cancellation with less than 8 credit hours.

iii. **Graduation:** Students who are graduating at the end of the fall term and meet all requirements receive an approved cancellation for spring housing after verification with the Registrar's Office.

iv. **Authorized Academic Reasons**: Students with authorized academic reasons that require travel or relocation outside the 50-mile commuting radius may receive an approved cancellation, including but not limited to study abroad, student teaching, clinical programs, or internship experience.

v. **Active Military Duty**: Students who are called to active military duty will receive an approved cancellation upon submission of military orders and notification of withdrawal.

vi. **Medical:** Students who submit documentation of a confirmed diagnosis from a medical provider that necessitates rationale to be released from this agreement may receive an approved cancellation.

vii. **Academic Dismissal:** students who are academically suspended or dismissed will be approved to leave housing upon notification to the housing office from the Registrar's office.

c) This agreement cannot be terminated solely for the purpose of living off-campus or commuting from home (if eligible).

d) Students who receive an approved cancellation must vacate the assigned residential unit by the date as provided by the Office of Residence Life and Housing.

e) Students who receive an approved cancellation will be held accountable for the percentage of room and board fees due per the refund schedule, plus applicable cancellation fees, per section XI.

f) Students who have not been approved for release from the residency requirement will be held accountable for the associated room, board, and cancellation fees for the duration of this license agreement, including but not limited to:

i. Students who choose to vacate their assigned residential unit without an approved cancellation and remain enrolled at the University.

ii. Students who are dismissed or suspended from the University for disciplinary or academic reasons and are required to vacate housing within 48 hours (or earlier if specified).

g) Students who vacate resident housing must follow proper check-out procedures and return all issued keys directly to Residence Life Staff. Keys not returned at the time of check-out will result in additional fees.

XI. CANCELLATION FEES AND REFUNDS

a) The $250 non-refundable housing application deposit is forfeited if cancelled, at any date. A cancellation fee will be assessed based upon the following schedule:

Academic Year Deposit Postdate (Students enrolled for both fall and spring semesters)	
On or before June 1	Loss of $250 housing deposit
June 2 – Check-In Date	Loss of $250 housing deposit and $250 cancellation fee
Post Check-In Date	Loss of $250 housing deposit and $500 cancellation fee
Spring Only Deposit Postdate (Students enrolled for spring semester only)	
On or before January 1	Loss of $250 housing deposit
January 2 – Check-In Date	Loss of $250 housing deposit and $250 cancellation fee
Post Check-In Date	Loss of $250 housing deposit and $500 cancellation fee

b) Approved cancellations as listed in section X will be subject to the refund schedule as published in the Carroll University Academic Catalog with prorated fees based on the withdrawal or vacate date from the residence hall. Below is the standard refund schedule with dates published in the upcoming academic year catalog.

Fall Withdraw on or before:	Percentage	Spring Withdraw on or before:	Percentage
On or before the official start date of fall semester	100%	On or before the official start date of spring semester	100%
14 days from the start of the semester	80%	14 days from the start of the semester	80%
15-21 days from the start of the semester	60%	15-21 days from the start of the semester	60%
22-28 days from the start of the semester	40%	22-28 days from the start of the semester	40%
29-35 days from the start of the semester	20%	29-35 days from the start of the semester	20%
After 35 days	0%	After 35 days	0%

XII. HOUSING APPEALS

a) Students may submit a University Housing Appeal Form to request an exemption from the residency requirement or for an exception to any fee listed in this agreement.
b) This appeal is reviewed by a committee of Carroll University staff with representation by various departments.
c) If an appeal is granted for an approved cancellation, students may still be responsible for room and board fees according to the refund schedule, plus applicable cancellation fees.
d) If an appeal is denied for residency exemption, students may continue to live in housing or vacate, though they will be charged the full room and board fees for the duration of this agreement.
e) Students who wish to contest charges for room and board fees must submit the formal appeal within 90 days of the posted date of charge(s).

XIII. MEAL PLAN POLICIES

All Carroll students who are subject to the residency requirement are also required to select a Resident Meal Plan. Students who have achieved junior standing (60 credits) by the beginning of the academic year and live in a suite single residence hall, may also select a Grand Avenue Meal Plan. Only students living in the Carroll Street, College Avenue, or Hartwell Avenue Apartments are exempt from this policy. Please visit https://www.carrollu.edu/campus-student-life/dining/meal-plans for information about the Resident Meal Plans and Policies.

XIV. HEALTH INFORMATION

a) Wisconsin Act 61 requires universities to annually provide detailed information on the risks associated with meningococcal disease and hepatitis B and the availability and effectiveness of vaccines against the diseases to each enrolled student. All students should have received this information at the time of admission to Carroll University. If not already done so, please enter the dates of vaccination in the immunization section of the Medicat patient portal.
b) The law requires students to affirm that they have received this information prior to moving into campus housing. By entering into this agreement, students acknowledge receipt of the State of Wisconsin Act 61 information.