



STUDENT HOUSING LICENSE AGREEMENT

I. RESIDENCY POLICY

- a. All full time undergraduate students who enroll at Carroll 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. Exceptions to this policy include those students who are married or in a partnership legally recognized by a state, 23 years of age or older, are the primary caregiver to a child and those students who are living within fifty (50) miles from campus with parents or legal guardians 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 Application to Live Off Campus. If the application is denied, students may submit a Request for Exemption to Residency Policy to the Housing Office. If the request is denied, the student will be subject to the residency policy and will need to complete the appropriate housing application.
- c. Students who have not been approved for release from the requirement and/or fail to submit an application and license agreement for campus housing will be charged for a standard double room and 140 Block meal plan until the terms of the residency requirement have been satisfied.

II. TERMS OF LICENSE AGREEMENT

- a. Any person who is a full-time enrolled undergraduate student at Carroll University may enter into this license agreement. Students changing from full time to part time status for Spring semester may petition to be released from this Agreement and may be subject to applicable fees.
- b. Part time and graduate students seeking an exception to this policy will be required to complete a Housing Petition available in the Office of Residence Life and Housing.
- c. 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. **Submitting this Agreement commits the student to an academic year agreement and respective fees.**
- d. University housing will be available for students who remain on campus during Fall and Easter break. Your license does not include housing during Thanksgiving break, Winter break, Winter term, Spring break and May (Summer Session 1) term. Students requesting to stay during these times will be subject to an additional fee.

III. PREMISES, ROOM ASSIGNMENTS, SERVICES

- 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, made a part of this agreement.
- b. Housing assignments will be made by the Housing Office with preference given to full-time students and, when possible, in accordance with preferences that the student requests. No specific assignment based upon a student's request is guaranteed. Failure to honor such requests will not void this agreement.
- c. 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.
- d. **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.**
- e. 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) for vacancy consolidation, health, safety, repair or maintenance, economic or disciplinary reasons involving the student or for incompatibility of residents.

- f. 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.
- g. The University may require additional information from the student including an addendum to this Agreement prior to granting assignment to Carroll University campus housing.

IV. PAYMENTS

- a. A \$250 non-refundable, non-transferable housing deposit is required when submitting this Agreement. The \$250 deposit will be applied to the student's first semester bill. When this deposit is paid, residence hall reservations are confirmed.
- b. **A \$500 cancellation fee will be assessed if a student cancels a housing license agreement, withdraws or is dismissed from the university.** A prorated fee will be implemented for cancellations occurring during the summer based upon the following schedule:
 - Deposit postdate – April 15, 2017.....loss of \$250 housing deposit
 - April 16 – June 30, 2017.....loss of \$250 housing deposit and \$250 cancellation fee
 - July 1, 2017 and after.....loss of \$250 housing deposit and \$500 cancellation fee
- c. Withdrawal from the University will require removal from campus housing effective within 48 hours of the withdrawal date. The University requires a withdrawn student to vacate institutional housing and cease using institutional dining on his/ her last date of attendance. Withdrawn students will be accountable for all fees incurred until the date the student vacates institutional housing, including the \$500 cancellation fee.
- d. Refer to the [Carroll University Catalog](#) for information regarding fees, payments and refund policies and deadlines.
- e. A \$100 room change fee will be assessed if a student changes his/her room assignment after the academic year begins.
- f. The student agrees that charges for damages done in the corridors, stairs, washrooms, and other areas not specifically assigned to any individual student will be levied equally against all students on the floor or in the complex unless the responsibility can be assessed against particular individuals.
- g. Early arrivals or late departures must be approved and a fee may be charged.
- h. 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.

V. ROOM UPKEEP

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

VI. MEAL PLAN POLICIES

- a. **All Carroll students who are subject to the residency requirement are also required to select a Resident Meal Plan (Plans C, E, G or H).** Students that have achieved junior standing (60 credits) by the **beginning of the academic year** and live in Frontier, Pioneer or Prairie Halls may also select a Grand Avenue Block Plan (Plans T, U, V or W). Only students living in the Carroll Street, College Avenue and Hartwell Avenue Apartments are exempt from this policy.

- b. Students may increase their meal plan at any time. The deadline to decrease or cancel a meal plan is one business day prior to the first day of classes each semester as published in the University catalog and academic calendar.
- c. Students who select a meal plan for fall semester will automatically be billed for the same plan for spring semester unless they make a change prior to the deadline.
- d. Block meal plans offer a guaranteed number of meals per semester and may be used for guest meals. All meal plans include Dining Dollars and allow meal transfers during posted hours.
- e. Each semester is 15 weeks in length and 18 meals will be served each week in the Pulse on Dining Main Dining Room.
- f. Unused meals are not transferable from fall to spring semester. Fall semester meals may be used during Winter Session; spring semester meals may be used during Summer Session 1. Unused dining dollars will be transferred from fall to spring semester. Dining Dollars must be used by the end of Summer Session 1. Unused meal plans and dining dollars are not refundable.
- g. Only currently enrolled Carroll students may participate in a meal plan. Students who withdraw or leave the University are no longer eligible to use their selected meal plan and will be held responsible for outstanding charges as published in the University catalog.

VII. 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 time of admission to Carroll University. If you have not already done so, please turn in your [Health History Form](#) that includes dates of your vaccines.
- b. The law requires students to affirm that they have received this information **prior** to moving into campus housing. By entering in to this agreement, you acknowledge the receipt of the State of Wisconsin Act 61 information.

First name: : _____ Last name: _____ ID #: _____

Signature: _____ Date: _____