

Terms and Conditions

- 1. Roommate Assignment:** While every effort will be made to comply with the student preferences of residence hall assignment and roommate choice, final determination is made by the university.
- 2. Vacating Residence Hall:** In the event a resident vacates a room, the remaining resident will be assigned a new roommate or be reassigned to another room as determined necessary by the housing coordinator in the Student Life Office. If a resident chooses to have a single room, the additional private room charge will be charged, pending availability.
- 3. Room or roommate changes** must follow the guidelines outlined in the Student Handbook. There will be a \$100 minimum* processing fee for all student-initiated modification of signed Housing Contract resulting in change of resident hall room/roommate.
- 4. Factors of race, color or national origin** will not be considered in making room assignments; requests for specifically named roommates must be reciprocal in nature and received prior to the time a room assignment is made by the housing coordinator.
- 5. Resident Hall Contracts** are for the first and second semester terms of the academic year, unless otherwise indicated on the contract. This contract does not provide room and board during officially designated vacation periods. See Student Handbook calendar for those dates. There will be a \$50/night minimum* occupancy fee for approved occupancy of the residence hall room outside the Housing Contract dates and outside of school-sponsored events.
- 6. Tobacco and Pet Free:** Concordia University has tobacco-free residence halls and does not allow pets.
- 7. Cleanliness/Damage:** Every resident is responsible for the cleanliness and maintenance of his or her room and is liable for any damage to residence hall property or furnishings in his or her room resulting from abuse or lack of care.
- 8. Privacy & Inspections:** During the course of the year Student Life Office personnel will conduct periodic health and safety inspections for fire, health, safety and security purposes. These will be conducted as scheduled monthly, during vacations (Thanksgiving, Christmas and Spring Break) and when circumstances necessitate for the health and safety of students. Additionally, the Dean of Students, the Director and Assistant Director of Student Life, Residence Hall Coordinators and Resident Assistants have the privilege of entering any residence hall room if there is "reasonable cause" to believe a university code or policy is being violated. Failure by a resident/student to give access to a residence hall room when requested to do so by a university official is a violation of policy. (See Student Handbook for further clarification on access, fire safety, maintenance, inspections, privacy and visitation.)
- 9. Guests:** Residents are responsible for their guests and are accountable for complying with guidelines as stated in the section "Guests" in the Student Handbook.
- 10. Unclaimed belongings:** Personal effects, valuables or other property of the resident in the residence hall at the close of the current academic year and not reclaimed within 30 days thereafter may be detained or disposed of by the university.
- 11. Termination of Contract:** Conduct deemed to be such as to require removal of the student from the residence halls shall be grounds for termination of the Residence Hall Contract. The university may terminate this agreement and take possession of the room or re-assign the resident(s) to another room or residence hall for consistent violation of any university regulations as found in the Student Handbook and this contract, for health or social reasons, or for any reason deemed sufficient by the Dean of Students or Student Life Director or Assistant Director.
- 12. Breach of Housing Contract:** There is a \$200-\$500 minimum* (loss of housing deposit) charge for a breach of signed Housing Contract by no show/abandonment of resident hall room. Failure to notify SLO by June 1 of plans to live off campus (after turning in a signed Housing Contract) is considered a breach of housing contract.
- 13. Withdrawal from University (Attrition):** Students who sever connections with Concordia for reasons other than graduation MUST BE ATTRITIONED. They MUST complete the attrition form prior to leaving campus. This form can be obtained from the Freshman Advising Office. The residential student must also complete the room check-out process with the Resident Assistant. Upon completion of the Attrition Form and room check-out process, the refund of the unexpired portion of the room and board will be made. Attritions must be completed before June 1 (for the following fall semester) and December 18 (for the spring semester) for the housing deposit to be refunded. An attrition after those dates will forfeit the housing deposit for Breach of Contract.
- 14. Check out process:** When a student living in the residence halls graduates, attritions or moves to an off-campus residence, the student must complete the residence hall check-out process with the assistance of the residence hall staff (generally the Resident Assistant). Damages noted on the check-out form, if any, will be documented and processed by the Buildings and Grounds staff to determine costs for repair or replacement charged to the student. Failure to officially check out with residence hall staff results in a minimum \$50.00 fine.*
- 15. Meal Plans:** Students living in the residence halls are automatically charged for the meal plan that allows them unlimited meals at the dining hall. Any changes to this meal plan must be made by signing a Food Service Agreement at the Student Life Office by the second Monday of each semester.

*Additional charges may be added when student fails to provide timely notification to SLO, obtain SLO approval or follow SLO guidelines, policy, protocol or process.