



**Shawnee State University**  
Portsmouth, Ohio • www.shawnee.edu

# New Student Residence Hall Reservation and Contract

Academic Year 2009 -2010

*Please Print*

Name: Last First Middle

SSU ID #

Permanent Address: Street / PO Box

Student E-Mail Address

City State Zip Code

Student Cellular Telephone

Permanent Telephone Number

Parent / Guardian E-Mail Address

Sex: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Current Age \_\_\_\_\_

Check the semester you plan to start living in housing:

FALL  SPRING  SUMMER

**THIS CONTRACT IS BINDING FOR BOTH FALL AND  
SPRING SEMESTERS or ALL SUMMER SESSIONS.**

Office Use Only, Please

Receipt #: \_\_\_\_\_

Date: \_\_\_\_\_

Assignment: \_\_\_\_\_

Shawnee State University Staff: \_\_\_\_\_

**NOTE THAT YOU ARE SIGNING A LEGALLY-BINDING CONTRACT DOCUMENT AND ARE  
REQUIRED TO LIVE ON CAMPUS FOR THE ENTIRE NEXT ACADEMIC YEAR!**

Be sure to thoroughly read each of the following paragraphs. By signing at the end of these terms and conditions, you indicate your agreement to and acceptance of them in their entirety.

1. **Agreement:** THIS CONTRACT IS BINDING FOR THE ACADEMIC YEAR, BOTH FALL AND SPRING SEMESTERS (OR BOTH SUMMER SESSIONS), OR ANY REMAINING PORTION OF THE ACADEMIC YEAR IF THE CONTRACT IS SIGNED AFTER THE BEGINNING OF THE ACADEMIC SEMESTER. Shawnee State University (hereafter referred as "the University ") agrees to provide housing to the above-named student, and the student agrees to be enrolled during the contract period and to contract from the University, a space for residential purposes only in a university-owned or -operated facility located in Portsmouth, Ohio, for the contract period commencing when the residence halls open for student residence according to the housing schedule published in the Schedule of Classes, Student Handbook, and Residence Hall Handbook, which is incorporated herein by reference, and ending 24 hours after the student's last final examination. In the event the student is a graduating senior, this contract shall end at 6:00 p.m. on the day of graduation. All residence halls will be closed and may not be occupied during Thanksgiving, winter, and spring breaks, according to the break and reopening times published in Student Handbook and Residence Hall Handbook. Students who need to stay during break periods may contract for a space in a designated residence hall on a space available basis. An additional fee will be charged for the break period. Upon checking out of the residence hall, the student agrees to follow the checkout procedures provided in the Residence Hall Handbook. Failure to check out as instructed will result in an Improper Checkout fee of at least \$150. The student agrees to vacate the space if not enrolled at the University.
2. **ONCE A STUDENT HAS SIGNED THIS LEGALLY-BINDING CONTRACT, IT CANNOT BE CANCELLED.** The student may be released before the end of the term of the contract if (1) the student becomes legally married; (2) the student is involved in student teaching or internship program requiring absence from the campus; (3) the student graduates; or (4) the student fails to enroll in classes. Approved cancellations will be issued only by Shawnee State University and will be issued in writing. The date the cancellation request is received by Shawnee State University will determine compliance with cancellation dates. Cancellation notices submitted to offices other than Shawnee State University will not be honored. Failure to cancel within the prescribed deadlines will result in a forfeiture of the deposit and accrual of administrative, judicial, prorated, and other fees.
3. **Deposit:** The student must submit a \$150 deposit with this contract to be held in escrow and converted to a pre-payment upon payment of the minimum amount due. In the event the entire prepayment amount is not needed for housing fees, the balance will be applied to the student's general account.
4. **Cancellation Procedures:** Cancellation requests must be submitted in writing. Cancellation requests are not automatically approved, and must be submitted through official processes. If a cancellation request is approved, deadlines to cancel and receive a partial refund of the housing deposit/prepayment are:  

For the academic year (beginning in the fall):	For a spring semester (new assignments only):
From signature through April 30 - \$115 refund	From signature through Oct. 20 <sup>th</sup> - \$115 refund
May 1 or later – Entire amount forfeited	Oct. 21 or later- entire amount forfeited
5. **Payment:** The student agrees to pay to the University the rate established for room and board by the Board of Trustees, Shawnee State University. All room and board payments must be made to the Bursar's Office within the deadlines for full and/or installment payment schedules established by the Bursar's Office and published in official publications prior to the beginning of each semester. Failure to meet the payment deadlines will result in a financial hold being placed on the student's records. This hold will keep the student from registering, having grades mailed or posted, and obtaining an official academic transcript. Shawnee State University may employ the services of attorneys, the State Attorney General, or outside collection agencies to assist in the collection of delinquent accounts on all financial obligations incurred and any fees related to these activities will be added to the outstanding balance.
6. **Room Assignments:** The University reserves the right to make housing assignments, occupancy changes, and to require assignment changes when considered advisable or necessary by the University, at any time. Assignment to a specific hall, type of room, room capacity, or specific roommate is not guaranteed. In the event that your assigned roommate does not claim his/her space, you may be assigned a new roommate or be given the option to purchase your room as a private room for an additional charge, as determined by the University. Students in partially occupied rooms may be consolidated with another student into your or another room, in your assigned hall or a different hall. Hall and Roommate preference information will be collected via an on-line system after deposit/prepayment has been received.

7. **Alterations and Damages:** The student shall use reasonable diligence in the care of his or her room, in common areas of the residence hall, and with other residence hall areas and property. The student may not make any alterations to University property without the specific written consent of the Director of Student Auxiliary Services or his/her designee. The student agrees to pay for any damage caused to University property as a result of negligence, carelessness, accident or abuse. Payment is due upon demand. If the identity of the person responsible for damages to University property cannot be determined after investigation, the Director of Student Auxiliary Services or his/her designee may prorate the cost to repair the damages and administrative fees among all or any portion of the residents of the hall as he/she may deem fair. A student who fails to pay for damages as required above may have University privileges withheld and will not be permitted to register, graduate or be issued an official transcript until such damages are paid.
8. **Damage to Persons or Property:** Shawnee State University will not be liable for any damages or losses to person or property caused by other persons, theft, burglary, assault, vandalism or other crimes, fire, flood, water leaks, rain, hail, ice, snow, smoke, explosions, interruptions of utilities, or other natural phenomena, unless same is due to the negligence of Shawnee State University. *Each student is required to secure, at their own expense, insurance to protect against loss from any of the above-mentioned occurrences.* The student agrees to hold harmless and indemnify the University, Shawnee State University, and all staff, employees, and successors from any claims or damages payable as a result of negligence or acts of omissions or act(s) by the student or any other persons in violation of this contract or University policy.
9. **University Services:** The University agrees to provide warm and cool water in reasonable quantities, electricity and heating, and if applicable, cooling, according to the heating and cooling system of the individual hall. The University shall not be liable for disruptions in service that are restored in a reasonable amount of time, or for interruptions in services for which notifications are provided to students in a timely fashion. The University shall not be liable for damages, liquidated or otherwise, for interruptions in services that result from the actions of any person or entity other than Shawnee State University, by any malfunction of any service or facility provided by any other University department, by any act of God, fire, war, civil disturbance, or act of government, or by any other cause beyond Shawnee State University's direct control. The University shall not be liable for disruptions of service that are not made known in writing by the student to the Residence Coordinator.
10. **Room Entry:** The student must permit any authorized agent of the University to enter the residence hall space for the purpose of inspection and maintenance, and, if determined necessary, search for the purpose of enforcing reasonable rules and regulations insuring the safety, welfare, and comfort of all students and the University. University staff may enter and search student rooms without permission and/or consent of student resident(s) if reasonable suspicion exists of violation of University policy, concerns about safety of the student(s) and/or guest(s), and/or situations that may cause harm to others.
11. **Loss of Property:** Any and all property of the student left on University property after the termination of this contract may be handled, removed, or disposed of at the risk and expense of the student and the University shall in no event be responsible for any such property. The student shall be liable for reasonable storage fees and administrative fees incurred and charged by the University in storage of such property, but the University is under no obligation to provide storage. The University is not responsible for any loss of property.
12. **Termination:** The University may terminate this contract at its sole discretion, if the student: (1) fails to pay rent or other charges when due; (2) fails to be enrolled in the University; or (3) fails to obey the terms of this contract, University policies, or the Shawnee State University published policies. In the event this contract is terminated by the University, prepaid fees shall be refunded to the student pro rata, minus administrative, judicial, and other fees as determined by the University, unless a University judicial process removes the students from the residence hall. In that case, the student will receive no refund.
13. **Housing Policy:** The student agrees to abide by the University housing policy, which states that all students under the age of 21 must live on campus for at least one academic year. There is no minimum number of hours required to live on campus.
14. **Meal Plan:** Students living in on-campus residence halls are required to purchase a meal plan, based upon the established schedule and requirements for meal plans.
15. **Medical Condition:** If you have a physical limitation or medical condition that might warrant special consideration for housing, please have a current letter from the treating physician and/or health care provider sent to Shawnee State University, accompanied by the appropriate history and documentation specifying the nature of the medical condition or disability and the restrictions or needs of the student in his/her living environment. The University will review the documentation, and at its sole discretion, consult with appropriate University staff and other professionals external to the University who can assist in reviewing the request.
16. **Rules and Regulations:** The student shall comply with all rules and regulations for the University and the residence halls. Residence hall rules and regulations are published in print and electronically by the Department of Shawnee State University and the Vice President for Student Affairs. Shawnee State University rules and regulations are hereby incorporated into this legally-binding contract.
17. **Guests:** Residents are responsible for the behavior and actions of their guests including financial and judicial responsibility. Guests are allowed only in accordance with policies described in residence hall rules and regulations.
18. **Use of Spaces:** Spaces are to be occupied by students who are presently enrolled at Shawnee State University only and all rights to occupancy shall terminate if a student withdraws or is suspended from the University. Rooms may not be sublet. Rooms are for student residence purposes only, and use of the room for any commercial purpose whatsoever is strictly prohibited. Students may not operate any "for profit or personal gain" enterprise from any part of University housing, including but not limited to, web-based and/or e-commerce businesses.
19. **Fire Safety:** The possession or burning of incense, candles, sterno, kerosene or oil lamps, similar flammable materials, and the use of matches is prohibited in every student room, even during a loss of electrical power. Candles are prohibited, even as decorative items. Students may not overload sockets or use improper extension cords to create additional outlets since this may create a fire. Students must use surge protectors on all electrical devices. To avoid fires or explosions, the following items are not allowed in the residence halls: petroleum fuel, motorized vehicles, gasoline-fueled machinery and explosive devices or materials. Fire safety and sanitation requirements prohibit cooking in University housing except in kitchenettes or kitchens specifically designed for such use. Cooking appliances are not permitted in student rooms. Please consult the residence hall rules for more information.
20. **Campus View Apartments:** The University is acting as the agent of the owner, Campus View Associates, LLC. All terms and conditions of this contract apply for Campus View Apartments.
21. **Sex Offender Policy and Criminal Conviction Policy:** The University does not permit registered sex offenders to live in the University housing system. The University may, at its sole discretion, prevent students from living on campus who have felony and/or sex offender convictions.

By signing below, the student and/or student's parent/legal guardian understands that this is a binding legal document. This contract constitutes the entire agreement between the student and the University. No oral agreements have been made. No amendment to this contract is valid, unless in writing and signed by both, the student and/or student's parent/legal guardian and the Director of Student Auxiliary Services. This contract shall be construed under the laws of the State of Ohio. Any clause in this contract declared invalid by law shall not invalidate the remainder of the contract.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date

(suggested for all students, required if student is under 18 years old)

**Mailing Address:** Student Activities Office, 940 2<sup>nd</sup> Street, Portsmouth, Ohio 45662

**Phone:** 740.351.3217 **FAX:** 740.351.3643

**Please make checks and money orders payable to: Shawnee State University.**

*Shawnee State University also accepts major credit cards in person or via fax.*