

Office Use Only, Please

Receipt #: _____

Date: _____

SSU Staff: _____

Upon execution by the Director of Housing and Residence Life, this contract becomes a binding agreement between Shawnee State University and the person(s) whose name(s) is (are) subscribed within.

SSU Student ID # _____ Name (Last, First, M.) _____

Current Address Line1 _____

Current Address Line2 _____

Current Phone: () _____ Cell Phone: () _____

SSU E-mail Address: _____ Major: _____

Sex: Male Female Date of Birth: _____

Indicate the semester and year you plan to start living in housing: FALL 20____ SPRING 20____ SUMMER 20____

This contract is binding for students enrolled at Shawnee State University both Fall and Spring Semesters or applicable Summer Sessions.

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.

- Agreement:** THIS CONTRACT IS BINDING FOR THE ACADEMIC YEAR, BOTH FALL AND SPRING SEMESTERS (OR APPLICABLE 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 – managed facility located in Portsmouth, Ohio, for the contract period commencing when the residence halls open for student residence according to the housing schedule published electronically or otherwise posted, which is incorporated herein by reference, and ending 24 hours after the student's last final examinations. 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 winter, and spring breaks, according to the break schedule and reopening times posted. Students who need to stay during break periods must submit such requests in writing to the housing office prior to the end of the term. Submitting this request does not guarantee approval. 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. Failure to checkout as instructed will result in an Improper Checkout fee of at least \$25. The student agrees to vacate the space if not enrolled at the University.
- ONCE A STUDENT HAS SIGNED THIS LEGALLY-BINDING CONTRACT, IT CANNOT BE CANCELLED except for the following limited circumstances.** 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 an internship type 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 Housing & Residence Life and will be issued in writing. The date the cancellation request is received by the Office of Housing & Residence Life will determine compliance with cancellation dates. Cancellation notices submitted to offices other than Housing & Residence Life 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 where applicable.
- Cancellation Procedures:** Cancellation requests must be submitted in writing. Cancellation requests are not automatically approved, and must be submitted through official process. If a cancellation request is approved, deadlines to cancel and receive a partial refund of the housing deposit/prepayment are:

<p>For the academic year (beginning in the fall): From signature through April 30 prior to the academic year — \$115 refund. May 1 or later — entire amount forfeited</p>	<p>For a spring semester (new assignments only): From signature through October 20 prior to the spring semester — \$115 refund. October 21 or later — entire amount forfeited</p>
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- 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 pre-payment amount is not needed for housing fees, the balance will be applied to the student's general account.
- Payment:** The student agrees to pay to the University the rate established for room and board by the University's Board of Trustees. 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. The University may employ the services of attorneys assigned by the Ohio 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. Those assigned to a double may be given the option to purchase as a single; those assigned to a triple room may be given the option to purchase as a double. The University reserves the right to adjust room charges to reflect actual occupancy. Students in partially occupied rooms may be consolidated with another student into your or another room, in your assigned hall or a different hall.
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 Housing & Residence Life or his/her designee. The student agrees to pay for any damage caused to University property or University managed property as a result of negligence, carelessness, accident or abuse. Payment is due upon demand. Damages found in "common areas" of specific units will be divided equally between all residents unless those responsible are identified. Residents are responsible for any damages caused by their guest. 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. The student agrees to hold harmless and indemnify the 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 the 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 Office of Housing & Residence Life.
10. **Termination:** The University may terminate this contract at its sole discretion, if the student: (1) fails to pay fees or other charges when due; (2) fails to be enrolled in the University; or (3) fails to obey the terms of this contract, or 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.
11. **Loss of Property:** Any and all property of the student left on University property after the cancellation or 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. **Housing Policy:** There is no minimum number of hours required to live on campus. As a condition of admission and continued enrollment, all freshmen students in their first year of attendance who live more than twenty-five (25) miles from campus are required to live in University housing, to the extent that space is available, and to take their meals in dining facilities as provided in meal plans approved by the University. Under this policy a freshmen is defined as a student who has not earned college credit beyond high school graduation. Shawnee State University policies can be found here at <http://www.shawnee.edu/leadership/policies/policies.aspx#students>.
13. **Meal Plan:** All first year residential freshman must opt for the 19 meal plan (A freshman is defined as a student who has not earned college credit beyond high school graduation). Those residents in their third full year and above can choose any available plan or opt out of all plans.
14. **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 the Office of Accessibility Services, 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.
15. **Rules and Regulations:** The student shall comply with all University policies and procedures applicable to students, including the Student Conduct Code and residence hall rules and regulations. Residence hall rules and regulations are published in print and electronically by the University and the Dean of Students. The student code of conduct can be found at <http://www.shawnee.edu/offices/dean-students/media/student-conduct-code.pdf>. Detailed housing policies can be found at <http://www.shawnee.edu/offices/housing-and-residence-life/media/ResidentHandbook2016-2017.pdf>. Rules consist of but not limited to guests, fire safety, and regulations of state and federal laws. The University's rules and regulations are hereby incorporated into this legally-binding contract.
16. **Use of Spaces:** Spaces are to be occupied by students who are presently enrolled at the 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.
17. **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.
18. **Scope:** This agreement incorporates all residential facilities owned and/or managed by Shawnee State University.
19. **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 Housing and Residence Life. This contract shall be construed under the laws of the State of Ohio. Any clause in this contract declared invalid by law will not invalidate the remainder of the contract.*

Student Signature _____

Date _____

Parent/Legal Guardian Signature _____

(Suggested for all students, required if student is under 18)

Date _____

Student Preferences

What is your preferred first name? _____

What is your gender identity? _____

If you have a mobile phone, what is your carrier? _____

What is your personal non-university email address? _____

Class Standing: Freshman Sophomore Junior Senior

Type of Student: Graduate New student Returning Student Transfer student

Facility Preferences

Floor plans can be viewed online at <http://shawnee.edu/offices/housing-and-residence-life/>. Assignments made upon availability.

Please indicate your preference in order, by number, one to eight (one being highest):

____ BridgeView Court
(Upperclassmen & Transfer Students Only)

____ Campus View (1BR) ____ Carriage House ____ Tanner Place (1BR) ____ University Townhouse

____ Campus View (2BR) ____ Cedar House ____ Tanner Place (2BR)

Are you interested in living in a living learning community? Please indicate it below.

- Yes, I would like to live in the **Gaming and Simulation** community.
- Yes, I would like to live in the **Honors** community.

If you have a roommate in mind, what is their first and last name? _____

Do you want a roommate with a similar major? Yes No

Do you smoke? Yes No Can you live with a smoker? Yes No

If you are a smoker, how often do you smoke? Never Occasionally Frequently

How important to you is keeping your room neat and clean? _____

Are you a neat person? Yes No

What time do you wake up throughout the academic year? _____ Do you go to bed before 11:00pm? Yes No

On average, how often do you study per week? _____ Do you plan to study in your apartment/room? Yes No

Would you like to have friends or guest hanging out at your apartment? Yes No

When you have free time, how or with whom do you prefer to spend that time with? _____

What are your music preferences? *(Check all that apply)*

No preference Top 40 Jazz Rap Classic Rock Hard Rock Classical Alternative Country

While you are sleeping what would you like the background noise level to be? _____

Do you have any special needs or accommodations?

Please tell us about yourself:

Person to contact in case of an emergency:

Name: _____ Phone: () _____

Address: _____

Mailing Address: University Housing, 940 2nd Street, Portsmouth, Ohio 45662-4344

Phone: 740.351.3222 **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 phone.