

2019-2020 Housing & Campus Life Contract

You must read & agree to the Housing & Campus Life Contract prior to submitting housing preferences.

Welcome to the Department of Residence Life & Housing's 2019-2020 Housing & Campus Life Contract Request Form. In order to provide the most meaningful residential experience, we ask that students complete this form *truthfully* and *thoroughly*. Doing so will help us assign students to the best possible room assignment. If there are any questions, please contact the Department of Residence Life & Housing at reslife@queens.edu or (704) 337-2293.

1. Room Cost

First Year Housing Options	Year	Semester
Barnhardt (Corridor Style)		
Double	\$ 6,356.00	\$ 3,178.00
Triple (Men Only)	\$ 5,606.00	\$ 2,803.00
Quad (Men Only)	\$ 5,456.00	\$ 2,728.00
Albright (Corridor Style)		
Double	\$ 7,140.00	\$ 3,570.00
Triple	\$ 6,390.00	\$ 3,195.00
Belk (Corridor Style Women Only)		
Double	\$ 7,140.00	\$ 3,570.00
Hayes (Suite Style Reserved for Honors Students)		
Double	\$ 7,952.00	\$ 3,976.00
Upperclassmen Housing Options		
HBO (Corridor Style)		
Double	\$ 7,140.00	\$ 3,570.00
Triple	\$ 6,390.00	\$ 3,195.00
Hayes (Suite Style Reserved for Honors Students)		
Double	\$ 7,952.00	\$ 3,976.00
Wireman (Suite Style)		
Single	\$ 10,378.00	\$ 5,189.00
Double	\$ 8,074.00	\$ 4,037.00
Northwest (Suite Style)		
Single (ADA)	\$ 10,378.00	\$ 5,189.00
Double with Private Bath	\$ 8,574.00	\$ 4,287.00
Double	\$ 8,074.00	\$ 4,037.00
Triple	\$ 7,324.00	\$ 3,662.00
Byrum (Suite & Super Suite Style)		
Single	\$ 10,960.00	\$ 5,480.00
Double	\$ 8,390.00	\$ 4,195.00

Roommate/Suitemate Selection: First year students requesting roommates/suitemates must mutually select each other in the housing application.

2. Students with Accessibility Needs

Queens University of Charlotte provides accessible housing and access to participate in all the benefits of university life in accordance with Section 504 of the Rehabilitation Act of 1973 and ADA legislation. Students who require housing and/or meal plan accommodations must self-identify and request accommodations through the Office of Student Accessibility Services.

Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Americans with Disabilities Act Amendments of 2008 prohibit discrimination against individuals with disabilities. According to these laws, no otherwise qualified person with a disability shall, solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity of a public entity. Housing programs must also comply with applicable state laws and federal laws such as the Fair Housing Act.

The Office of Student Accessibility Services with Residence Life & Housing will work together to grant reasonable accommodations. Students requesting accommodations need to contact Dr. Cort Schneider, Director of Student Accessibility Services at (704) 337-2508 or by email at schneiderc@queens.edu.

Returning Students should have accommodation requests submitted by March 20, 2019 at 9am.

New students should submit requests by June 1, 2019 at 9am.

If you have questions please contact Dr. Cort Schneider, Director of Student Accessibility Services at (704) 337-2508 or by email at schneiderc@queens.edu.

Student Accessibility Services is located on the first floor of the Knight-Crane building in the Center for Student Success.

3. Meal Plan Selection

Students living on campus are **required** to have a meal plan. Once your Housing & Campus Life Contract is submitted, adjustments to the selected meal plan can **only** be made at the Dining Services Office, or by contacting Karla Barksdale-Weaver at weaverk@queens.edu. Changes to the meal plan can only be made through the end of the drop/add class period. Details, including meal plans, are below.

Residential Meal Plan Options	Year	Semester
Unlimited meals per week, 5 exchange meals per week in Queens' retail locations (Including \$95 per semester in Lions Dollars)	\$ 5,204.00	\$ 2,602.00
17 Meals per week (Including \$230 per semester in Lions Dollars)	\$ 4,586.00	\$ 2,293.00
12 Meals per week (Including \$255 per semester in Lions Dollars)	\$ 4,164.00	\$ 2,082.00
7 Meals per week (Including \$320 per semester in Lions Dollars) *ONLY available to junior and seniors	\$ 2,854.00	\$ 1,427.00

*Lion's Dollars are used like a debit account and can be used at any dining location on campus. Each time a purchase is made with your student ID card using Lion's Dollars, the amount is automatically deducted from your account. Lion's Dollars that are attached to meal plans expire each semester. However,

additional Lion's Dollars, that never expire as long as you are a registered student at Queens, can be purchased at any time by visiting the website below. For more information about Dining Services, Dining Hall hours, or meal plan options visit www.dineoncampus.com/queens or contact Queens Dining Services at (704) 688-2824.

4. Important Dates

2019 Fall Semester

- New Student Check-In: Friday, August 23, 2019 (8am-12:30pm)
- Returning Student Check-In: Saturday, August 24, 2019 (9am – 2pm)
- Returning Student Check-In: Sunday, August 25, 2019 (1pm – 5pm)
- Classes Begin: August 26, 2019
- Final Exams End: December 14, 2019
- **Students MUST check out no later than 24 hours after your last final exam or December 14, 2019 at 10am, whichever is sooner**
- Residence Halls close December 14, 2019 at NOON

Spring Semester

- New Student Check-In: Friday, January 3, 2020 (2pm-4pm)
- Classes Begin: Monday, January 6, 2020
- End of Year Check Out: **Students MUST check out no later than 24 hours after your last final exam or April 29, 2020 at 10am, whichever is sooner.**
- Graduating seniors must check out by 7pm on the day of Commencement.

Failure to check-out by the communicated time will result in fines to your student account.

5. Period of Contract

Residential housing at Queens University of Charlotte is offered on a contractual basis for the full academic year (8/26/2019-4/29/2020). The student is therefore urged to read the contents of this Housing Contract carefully. When the official Housing Contract is electronically submitted it becomes a binding agreement between the student and the University. The University reserves the right to void the contract at any time if the student fails to meet requirements and/or follow policies and regulations.

Students will not be given a residential assignment or placed on a waiting list without a current Housing Contract on file with the Department of Residence Life & Housing. Students without a home address in Mecklenburg County but not signed up for housing will be given a housing assignment until they clarify their housing status. Housing Contracts are issued and binding only after the student has been admitted to the University. Failure to occupy the room assigned during the period of the contract does not release the student from the contract. Occupancy of the room must be terminated in adherence to checkout guidelines provided by the Department of Residence Life & Housing at the completion of the contract or when the student is no longer attending Queens.

6. Terms and Conditions

Only the people officially assigned to the room by the Department of Residence Life & Housing may occupy such rooms. Occupancy by a student or other person without authorization is not permitted.

Each resident is required to abide by all University policies and procedures. These policies and procedures are communicated to residents through the **Honor Code Booklet** and the **Student Handbook**. It is the resident's responsibility to be familiar with this information. Students may not use residence hall rooms as a place of business, for purposes of solicitation, for housing others, or for any other purpose other than as a residence.

The University does not assume any legal obligation to pay for the loss of or damage to personal property of the resident that occurs in its buildings or on its grounds. Residents are encouraged to carry appropriate insurance to cover such losses.

If a student has not officially cancelled his/her assignment and does not occupy the assigned room within seven (7) days of opening, the assignment may be cancelled by the University and the student may be held responsible for the entire cost of the contract. In the rare event a room is destroyed or made unavailable to the University and other accommodations are not available, the contract will be cancelled by the University.

If the University becomes aware that the resident has a record of criminal conviction(s) or other actions indicating behavior that could pose a risk to person or property and/or could be injurious or disruptive to the residence hall community, the University may not accept or may cancel the Housing Contract.

Any resident whose physical or mental health may jeopardize the safety or well-being of that individual or any other resident may be required to have an examination by a health care provider or consultation with a University official. Should it be determined that a health or safety concern exists, the University reserves the right to suspend the resident's Housing Contract.

7. Who Qualifies for Campus Housing

Only full time (12 credits or more) matriculated Traditional Undergraduate Students (TUGS) seeking bachelor degrees qualify for campus housing. Graduating Seniors may continue to live on campus with less than 12 hours. In addition, only those with student accounts in good standing with Student Financial Services are permitted to live in campus housing. If a student's enrolled credit hours for a particular semester drops below full-time status, or a student withdraws from the university, the student may be asked to move out of the residence halls within 48 hours.

8. Break Housing

Students are allowed to stay in their rooms during University breaks. University breaks are defined as periods when classes are not in session. These breaks include winter break and spring break. In addition to the standard rules and regulations outlined in the Honor Code Book, the following additional rules apply for students staying in the halls during the break periods:

- The campus is considered dry (meaning no student, regardless of age, is allowed to possess or consume alcohol on campus during the break period).

- Students are not allowed to host any guests.
- Students who want to stay over Winter or Spring Break must complete a Break Stay form, provided by Residence Life & Housing.

9. Room Assignments (Please check that you understand)

Housing Selection Process

*Students requesting roommates/suitemates must mutually select each other in the "Housing Preferences" portion of the Housing & Meal Contract. Students who do not mutually select one another will not be placed together.

If vacancies exist in campus housing, residents without roommates may be required to move in together (consolidate) as deemed necessary by the Department of Residence Life & Housing. In the event one of the occupants moves from the assigned space, the student who remains agrees to accept an assigned roommate or move to another space where a vacancy exists.

Where there is a vacant space, the room must be maintained in a manner by the occupant(s) that will allow another student to move in immediately. Residents, who misrepresent the truth, intimidate assigned or prospective occupants, or otherwise attempt to manipulate the housing assignment process are subject to student conduct action and/or contract termination.

Mutual requests for assignment with a specific roommate will be honored when possible but are not guaranteed. Room assignments and roommate matches are made without regard to race, religion, creed, ethnic or national origin, disability, or sexual orientation. The Department of Residence Life & Housing will not honor requests for a change of assignment based on such factors. The Roommate Matching Survey may be used to match prospective roommates. Students who misrepresent themselves on the Roommate Matching Survey may be subject to Honor Code charges as well as contract cancellation. Some rooms may be designated for expanded occupancy on a temporary basis. Only the people officially assigned to the room by the Department of Residence Life & Housing may occupy such rooms. Occupancy by a student or other person without authorization is not permitted.

Room Changes

Residents may change rooms only with the prior approval of the Department of Residence Life & Housing. Students who fail to obtain prior approval for a room change, or do not follow the proper check-in/check-out procedures may be assessed a \$100 administrative fee and/or be required to return to their original assignment. In addition, students may face student conduct sanctions. Specific room assignments are not guaranteed, and the University reserves the right to change room assignments at its discretion.

Early Check-In and Late Checkout

All residents are required to move in and out at the previously established dates. In the instance that a student is found to have moved in early to their assignment without approval, or to be in the assignment after their scheduled move out date, they will be charged \$100 per day.

10. Moving Out

At the termination of the contract period, or when moving out of a room assignment, residents must schedule a check-out appointment with a member of the Residence Life & Housing staff, have the condition of the room documented, and turn in their room key to Campus Police. Students may also opt to complete the Express Checkout option. If a student completes an express check out, they must complete the online form and then turn in their room key to Campus Police.

- Residents who move out without properly checking out will be billed an improper checkout fee of at least \$100. Students released from their contracts or students who withdraw from the University, must check out within 48 hours of being notified. In the event a student does not vacate within the allowed time period, any property remaining in the room will be treated as abandoned property. All charges for removal and disposal will be assessed to the student account.

Room Damages Assessment

The resident is responsible for the condition and proper care of the accommodations assigned and shall reimburse the University for any damages incurred. Inspection of the assigned accommodations must be completed by the resident within 48 hours of move in. Inspection will be conducted by a member of the Residence Life & Housing team once the resident moves out. Any damages will be billed to the appropriate student accounts. Full payment is required in order to be in good financial standing with the University. The resident's responsibility includes, but is not limited to, damaged or missing room furnishings and damage caused to doors, windows, and screens. Residents are not permitted to paint or wallpaper any residence hall room, bathroom or common area. Residents are subject to pro-rated charges for damage to public areas in the assigned hall as well as for community fines and may be subject to student conduct violations.

11. Cancellation of Contract

Room and board charges accrue beginning the day students are permitted to move into the residence halls. Vacating the premises does not release the student from contractual obligations. No adjustments in the charge for the room will be made for late entrances or extended absences. The contract is for a full year and may not be broken mid-year without approval.

Before May 1: By signing this contract, students understand that a contract breakage fee of \$100 will be assessed if I cancel my housing assignment before May 1. Students may cancel their Housing Contract by submitting the **Housing Contract Cancellation Form**.

Between May 2 and June 30: Students may cancel their Housing Contract by submitting the **Housing Contract Cancellation Form**. Students are not financially obligated to the Housing Contract; however, a contract breakage fee of \$350 will be assessed.

Between July 1 and July 31: Students may cancel their Housing Contract by submitting the **Housing Contract Cancellation Form**. Students are not financially obligated to the Housing Contract; however, a contract breakage fee of \$500 will be assessed.

After July 31: Residents may request to be released from their Housing Contract by submitting the **Housing Contract Cancellation Form**, but after this date, release is highly unlikely.

Housing Contract Cancellation Appeal Process

(1) A completed **Housing Contract Cancellation Form** will be forwarded to the Housing Contract Appeals Committee. (2) The Committee will review the student's request and determine whether he/she may be released from the contract. (3) Requests to be released from Housing Contracts will be granted only when there is a verifiable change in financial or medical conditions. (4) Documentation of changes to financial or personal conditions must be submitted with the **Housing Contract Cancellation Form**. (5) Requests to be released from the Housing Contract for Medical reasons must be verified by the Director of Student Accessibility Services.

It is rare that students will be released from their Housing Contract after July 31st. If the request is approved, the student will still be responsible for paying the \$500 contract breakage fee, as well as charged for dates of occupancy. Students approved to be released from their Housing Contract are eligible for a prorated refund of room and board charges. The effective refund date will be determined based on the date a student officially checks out of the residence hall. If the request is denied, the student will be expected to fulfill their financial commitment to the Housing Contract. If a resident is not satisfied with the Committee's decision, he or she may appeal the decision with the Dean of Student Life. The Dean of Student Life's decision is final.

- By signing this contract students agree that they have read the Queens University of Charlotte Housing & Meal Contract in its entirety and agree to the terms and conditions stated therein. I agree to abide by University and residence hall policies and procedures.
- By signing this contract students agree that they have read and understand the policy of university breaks (dry campus, no guests, etc.).