

PLEASE READ THIS DOCUMENT CAREFULLY

This Residence Hall License Contract ("Contract") is a binding legal agreement between you ("Student") and Appalachian State University ("University") for a term of one academic year. The Contract details a set of terms and conditions to which the Student must adhere. Additionally, the Contract gives the Student permission to utilize a residence hall space, and once an assignment is possible, guarantees a space (subject to reassignment) on the campus of Appalachian State University.

Article I. Term and Eligibility

- 1) **Contract Term** - This contract obligates the Student to live in the residence hall as a secondary, temporary residence as long as the Student is enrolled during the academic year for both the fall and spring semesters. The room is to be vacated no later than 24 hours after the Student's last examination or by noon on the date when the residence halls close each semester (fall and spring). If the Student enters into this contract for the spring semester only, the Student is obligated to this contract through the final closing of the residence halls for the spring semester. The opening and closing of the residence halls will follow the University's academic calendar published and approved by the Chancellor. The University reserves the right to modify this schedule in accordance with officially announced changes in the University's calendar. Unless otherwise notified, residence halls will be closed during the Winter Break (between fall and spring semesters). When residence halls are closed for Winter Break, the Student will be required to vacate their rooms; belongings may remain in the rooms unless the Student is moving to a new assignment for the Spring Semester.
- 2) **Residency Requirement and Exceptions** –
 - a) All students classified by Admissions as freshmen are required to live in a residence hall unless an exemption is granted by University Housing.
 - b) University Housing also requires any student who enrolls at the University who earned a diploma from a high school, early college or middle college less than twelve(12) months prior to their enrollment as a degree-seeking student at the University to live in a residence hall unless an exemption is granted by University Housing.
 - c) Exemptions may be granted for the following reasons:
 - i) Student lives with a parent or legal guardian within a 30-mile commuting distance, or;
 - ii) Student is married, or;
 - iii) Student is a single parent, or;
 - iv) Student is 25 years of age or older, or;
 - v) Student is a military veteran.
 - d) Exemption requests must be submitted in writing using the form provided at <http://housing.appstate.edu>, and documentation to support the request is required. Freshmen who are not approved for an exemption will be obligated for a space in the residence halls per the terms of this Contract.
- 3) **Eligibility and requirements** – To qualify for on-campus housing the Student must be currently enrolled, full-time (12 or more credit hours), and have paid all applicable charges related to on-campus housing. If the Student falls below full-time status, they will not be automatically released from their contract obligations and may be permitted to remain in the residence hall as long as the Student is not in violation of any University policies and/or regulations.
- 4) **Acceptance of the Contract** – All students wishing to live in a residence hall must read and electronically sign and accept this Contract through the online housing application process. By submitting a completed housing application, the Student is signifying they have read and agree to abide by all conditions, terms and policies specified in the Contract and the Code of Student Conduct & Academic Integrity (the "Code of Student Conduct"). The Student's signature is considered binding and the Student is expected to fulfill the terms and conditions of the Contract upon acceptance by University Housing. If the Student is under the age of 18 at the time of acceptance, the signature of a parent or legal guardian will also be required on the License Contract.
- 5) **Space availability** –
 - a) *Freshmen*: Spaces in the residence halls are reserved and guaranteed to students who are classified as freshmen. Assignments are made in date of application order and students are encouraged to apply as early as possible, late admits/applicants may be placed in temporary housing;
 - b) *Returning students*: Returning students currently residing on campus have the opportunity to reapply for housing for the next academic year on or before the deadlines set by University Housing during the prior spring semester. Returning students who did not meet the published deadlines and off campus students who wish to live on campus will have an opportunity to apply for available spaces after the reapplication process is complete, and may be offered spaces based on their date of application until all available spaces are filled.
 - c) *Transfers*: New transfer students are not guaranteed housing and will be offered space if available after incoming freshman and returning students have been assigned. University Housing will make every reasonable effort to notify transfer students by June 1 if space is available for the upcoming Fall semester and by December 1 for the upcoming Spring semester.
- 6) **Contract re-application** – This Contract is only for the term(s) indicated. Creation of any contract for future academic terms is contingent upon space availability and approval of a new application in accordance with procedures published by University Housing. It is the responsibility of the Student to follow published procedures for the reapplication process. University Housing does not guarantee housing to continuing students, readmitted or transfer students.
- 7) **Equal Opportunity Policy** - Appalachian State University is committed to providing equal opportunity in education and employment to all applicants, students, and employees. University does not discriminate in access to its educational programs and activities, or with respect to hiring or the terms and conditions of employment, on the basis of race, color, national origin, religion, creed, sex, gender identity and expression, political affiliation, age, disability, veteran status, or sexual orientation. The University actively promotes diversity among students and employees.
- 8) **Consolidations and Reassignments** – If vacancies exist in a residence hall in which the Student is assigned, residents without roommates may be required to move in together (consolidate). University Housing also maintains the right to assign, re-assign and/or adjust the occupancy of rooms at any time for any reason reasonably related to institutional interests.

Article II. Payment/Contract Fees

- 1) **Billing** – Student will be billed for housing and meal plan fees on a semester basis. Cancellation fees will be billed once the cancellation has been processed. Damage charges, if assessed, may be billed to the Student's account following their check-out from a residence hall space. All charges are billed to the Student's account and can be paid in the University Student Accounts office. Payment plans are available through Student Accounts.
- 2) **Room and Board Rates** – Rates for housing and meal plans are set annually by the University and are posted on the University Housing website (<http://housing.appstate.edu/pagesmith/2>). The Student is expected to pay the rate that is approved for the academic year.
- 3) **Meal Plans** – All students living in the residence halls are required to participate in one of the University's meal options each semester. Residents of Appalachian Heights are exempt from this requirement. The Low Option meal plan is not available to freshmen. Additional information on meal plan options can be found on the Food Services website; <http://foodservices.appstate.edu/>.

Article III. Contract Cancellation

- 1) **Contract cancellation prior to start of the academic year –**
 - a) **Freshmen Students** – New freshmen who are no longer planning to attend Appalachian State University should notify Admissions in writing of their change of plans. Upon notification from Admissions, University Housing will cancel the Student's housing for the academic year at no charge.
 - b) **Transfer Students/ Returning Students** – The University is incurring an administrative expense to hold a space for the Student. If a transfer or returning student has been assigned a space on campus and decides to cancel the space prior to June 30 to live off campus, the Student will be charged a \$250 cancellation fee to cover administrative costs. If a transfer or returning student cancels their contract on or after July 1 through the date the residence halls open, the Student is liable for the entire amount of the housing charges for the fall semester. Since this Contract is for an entire academic year, students who are residents in the fall semester are liable and expected to continue to occupy rooms in the spring semester.
 - c) **Non Returning Students/ Withdrawals** - If the Student officially withdraws from the University, this Contract shall be terminated provided the Student shall remain liable for all charges as set forth in the undergraduate bulletin. If the Student does not properly withdraw, the University will assess a \$50 charge for resulting administrative costs. The Student must contact the Registrar's Office to withdraw from the University.
- 2) **Spring Semester Contract Cancellations** – Students who request housing to begin in the spring semester will be subject to the terms of this Contract and will be expected to fulfill the obligations of this Contract unless written request of cancellation for this Contract is received by December 1. Requests for cancellation received after December 1 may result in the full semester charge being applied to the Student's account.
- 3) **Contract cancellation after occupancy is scheduled to begin** - Students are not permitted to cancel this Contract after occupancy is scheduled to begin, except for students officially withdrawing from the University. Once occupancy has begun, the Student is responsible for the entire amount of the housing charges for the term of this Contract.
- 4) **Contract cancellation for official withdrawals from the University** – Students who are planning to withdraw from the University must contact the Registrar's office to complete an official withdrawal. Notices from the Registrar's office are the only withdrawal notification accepted by University Housing. Once the Student officially withdraws from the University the Student will be expected to move out of their residence hall room and check out officially with a Housing staff member within 24 hours. If the Student does not properly withdraw or check out of housing, the University will assess a \$50 charge for administrative fees. Additional charges may be assessed for a lock recombination or replacement, vandalism and/or any room damages. Any belongings left by the Student in the residence halls will be stored for 30 days before being discarded, and the Student will be assessed a storage and disposal charge. Students who officially withdraw from the University will receive a pro-rated housing refund based on the date they check out of their residence hall.
- 5) **Contract Cancellation at the end of the Fall Semester** - The Student may request a cancellation of this Contract at the end of the fall semester without penalty for one of the following reasons: graduation, withdrawal or transfer, marriage, study abroad or ASU approved student teaching/internship outside Watauga County. All requests must be submitted in writing, with supporting documentation, by December 1.
- 6) **Contract Cancellation by the University** – The University maintains the right to terminate this Contract for good cause at any time. Examples of good cause, include, but are not limited to:
 - a) Failure of the Student to pay the room rent as set by the University and published on the University Housing website by the announced deadlines;
 - b) A change in the Student's status, including academic or disciplinary suspension or expulsion;
 - c) The Student's repeated failure to keep a roommate in a double or triple room;
 - d) The Student's failure to comply with state or federal laws, University Housing policies and regulations, the Student Code of Conduct or other policies and regulations adopted by Appalachian State University or the University of North Carolina, whether such policies and regulations are now in effect or later enacted after due notice thereof.
 - e) Failure to occupy the assigned space before the established deadline for each semester or abandonment of the space by the StudentShould this Contract be terminated by the University, the Student will be required to vacate the residence hall within 24 hours unless special permission, in writing, has been granted by the Director of University Housing or designee. In the event the Student does not vacate within the allotted time period, any property remaining in the residence hall room or building may be treated as abandoned property or stored and held under limited access. All charges for removal, disposal and storage will be assessed to the Student. The Student shall remain liable for all charges assessed during the term of this Contract. If termination of this Contract results from action for the failure to follow policies, the Student will be charged 50% of the remaining Contract fees from the date the Student checks out of the residence hall and the License Contract is terminated.

Article IV. Obligations of the University

Appalachian State University agrees to:

- 1) Provide the following utilities under the fee charged on this Contract: electricity, sewer, water, internet and basic cable TV service. Student is expected to use these utilities in a conservative, economic and efficient manner. In the event of mechanical, electrical or water difficulties, the University shall make all reasonable effort to restore service but shall give no abatement in room rates, release from obligations of this Contract or be held liable for inconvenience or damage to property due to a loss of service or the inability to restore service. Utility services may be reduced or cut off during University holidays or prolonged breaks in the interest of energy conservation or maintenance and safety.
- 2) Conduct inspections at least once each semester for the following:
 - a) **Health and Safety Inspections** – inspections shall be conducted at least once each semester by University Housing staff. University Housing will notify the Student at least 48 hours in advance of the inspections. The staff will be looking for violations using mandatory guidelines set by Appalachian State University. Violations include illegal items, fire safety issues, and unsanitary conditions. If violations exist, those violations are documented and appropriate actions will be taken and/or charges will be assessed to the Student's account. University Housing staff do have the right to enter rooms without the Student present for these inspections.
 - b) **Kitchen and Bath** – Inspections are done at least once per semester to determine a consistent standard of cleanliness using mandatory guidelines set by Appalachian State University. University Housing will notify the Student at least one week prior to the inspection. If areas affected do not pass inspection, notice will be left and the Student will have one week to re-clean area(s). At that time, University Housing staff will conduct a second inspection. If affected areas do not pass the second inspection, housekeeping staff will clean and the Student's account will be charged accordingly. University Housing staff do have the right to enter areas for inspection with or without the Student being present.
- 3) Provide the following furnishings in each residence hall: a twin-size bed with mattress, chest of drawers, a desk and a chair. Furniture may not be placed in storage and must remain in the Student's room. Furniture from public areas of the hall may not be brought into the Student's room.

Article V. Obligations of the Student

- 1) Policies and regulations are in place for the safety and security of all residence hall students, and acceptance of this Contract binds the Student to abide by the policies. Failure to abide by the listed policies may result in disciplinary sanctions and/or removal from the residence hall. Residence Hall policies are posted on the University Housing website (<http://housing.appstate.edu/policies>). The Student is expected to know and abide by all residence hall policies.
- 2) **Liability** - The Student party to this Contract shall indemnify and hold harmless Appalachian State University and its Trustees, agents and employees from all liabilities, losses, costs, damages, claims or causes of action of any kind or nature whatsoever, and expenses, including attorneys' fees, arising or claimed to have arisen out of any injuries or damages received or sustained by the Student as a result of negligence on the part of Appalachian State University Trustees, agents or employees, in the execution, performance or enforcement of this Contract, and any injuries or damages received or sustained by any third party as a result of any intentional or negligent

acts or omissions on the part of the Student, whether any such injuries or losses occur in residence hall rooms, public areas, or elsewhere on the campus. The Student is encouraged to carry insurance of the Student's choice for protection against such losses and claims.

Article VII – Additional Terms

- 1) **Private Property** – The residence halls are considered private property, reserved for the exclusive use of residents, invited guests and authorized University personnel only.
- 2) **Changes in policies** – The living and studying conditions of an educational institution are unique and may require adjustment from time to time for the mutual benefit of the University and the residents. University Housing may make changes in official administrative policies as deemed necessary in the interest of health, safety, discipline of residents or University employees or for educational purposes. Notifications of changes to these policies will be communicated to the Student via postings in the residence halls, electronic mail and/or other electronic media as available.
- 3) **Location of additional policy information** – Detailed information on University Housing policies and procedures outlined in this Contract can be found on the University Housing website. Information regarding campus policies can be found in the University's Policy Manual at http://policy.appstate.edu/Policy_Manual. In addition, the University's Code of Student Conduct and Academic Integrity is available at <http://studentconduct.appstate.edu>.
- 4) **Contract Violations** – Violations of any of the provisions in this Contract, the Code of Student Conduct or other official University policies will be considered a violation of this Contract and may be referred to appropriate University personnel for disciplinary action. Students in violation of local, state or federal law may face criminal investigation and prosecution by local law enforcement as well as University disciplinary sanctions.
- 5) **Changes in terms** – This instrument and all addenda thereto, constitutes the complete agreement between the parties and no modification or amendment thereof shall be binding unless it is reduced to writing and signed by both parties and attached hereto.
- 6) **Exceptions** – The Student may request an exception to any provision of this Contract and/or may appeal any fee charged by University Housing. To request an exception, the Student must submit a written petition to the Director of University Housing or his/her designee explaining the reason(s) for the request.
- 7) **Governing Law** – This Contract shall be governed, construed and enforced by the laws of the State of North Carolina (excluding any conflict of laws provisions of the State of North Carolina which would refer to and apply the substantive laws of another jurisdiction). Any suit or proceeding shall be brought in the courts located in North Carolina.
- 8) **Entire Agreement** - This Contract states the entire agreement between the parties to this Contract as of the date of the final signature with respect to the subject matter of this Contract and supersedes any previous written or oral representations, statements, negotiations, or agreements.

My signature acknowledges that I have read, understand, and agree to abide by all terms and conditions of the Residence Hall License Contract.

Student Signature: _____ Date: _____

Printed Name: _____ Banner ID: _____

If the Student is under the age of legal majority (18 years) at the time of signature:

Parent/Guardian Signature: _____ Date: _____

Printed Name: _____