

# Camden Housing Terms & Agreement

## 2015/2016

The Housing Contract is a legally-binding agreement between the student and the University. The resident agrees to services, policies, rules, and procedures that are, or may be, established concerning the operation of the Residence Hall. Residents are responsible for knowing the policies, rules, and procedures stated in the housing contract terms and conditions and On-Campus Living Guide. A link to the On-Campus Living Guide will be provided to you once you have been assigned a space in a residence hall building, and is always available on our website at <http://housing.camden.rutgers.edu>. We no longer provide printed copies of the On-Campus Living Guide in interest of the environment.

It is important to keep in mind that students who wish to live on-campus contract for their housing choices. As such, once this contract is submitted the student is bound to the terms and conditions of the contract, which include a responsibility to notify the Office of Housing & Residence Life of certain academic events. Fees for cancellation related to those events may be assessed. We encourage and recommend that all students come to the Office of Housing & Residence Life and discuss with us decisions they plan to make that would affect their housing contract status in advance.

**It is not advised that students complete a housing contract as a place holder while evaluating other living options. Submitting a contract is understood to be a purposeful step indicating that you fully intend to occupy an on-campus housing space for the term of the contract, and that you have considered the financial commitments attached to living on campus for the entire term of the contract period. If you have questions or concerns about making this decision, we encourage you to contact us before proceeding.**

### Contract Type

#### **Academic Year Contract**

The Academic Year Contract permits occupancy beginning in August or early September (in conjunction with the student's academic program of study) and ending 24 hours after the student's last final exam of the spring semester, or Commencement, in May. Students are permitted to reside in housing during all break periods during the fall and spring semesters. This is the only contract type available in the Tower Building.

#### **Calendar Year Contract**

The Calendar Year contract allows occupancy for approximately one year. By selecting this contract type there is no need to complete a summer housing contract; the cost of summer occupancy is included in the fall and spring semester payments. The contract period starts approximately 24 hours before classes or orientation for the student's specific school/program/class year begins. The contract period ends on July 31st for students not

returning to housing for the next year. Students who are returning for the next academic year must complete a new housing contract with Housing & Residence Life for the next year, and will be provided additional information during the summer about moving to their new room assignment if it changes.

### **Summer Contracts**

Rutgers-Camden offers an array of options to meet student's needs during the summer months. Contract terms are offered that cover the full summer, a certain time frame that coincides with a particular class or program offered by the University, or can be requested for any date range a student may need. Please contact the Office of Housing & Residence Life for more information about our summer contract options.

### **General Conditions**

- Housing contracts are for the full term chosen by the student.
- Residents are to occupy the space they are assigned to by Housing & Residence Life. Changes to the bedroom, suite or apartment assigned by Housing & Residence Life must be formally requested and approved before any relocation takes place.
- Rooms are to be used by the assignees only.
- Full-time students are given first priority for on-campus housing. Contracts for December graduates and part-time students will be accepted only if space is available after assigning those students who are full-time and intend to remain on-campus for the entire length of their contract.
- Residents must be officially registered for classes throughout the fall and spring semesters.
- Roommates: Students who wish to be roommates are encouraged to enter their requested roommates name and/or Rutgers University ID number (RUID) on their housing contract. We cannot guarantee that you will both be assigned to the same room.

### **Financial Aid Students**

All financial aid applicants who plan to reside on-campus should check the appropriate box under HOUSING PLANS when completing the FAFSA. You will automatically be assigned a resident/on campus budget when your financial aid is processed. Any change to your residency status at any point during the academic year must be reported to the Financial Aid Office immediately. A residency change will require an adjustment to your financial aid budget and may result in a change in your award status. The student bears all responsibility for notifying the Financial Aid Office of residency changes.

Office of Financial Aid website: <http://studentaid.rutgers.edu/>

## Payments

Housing charges are placed on a student's account with the University for each term they are contracted to reside in on-campus housing, and are payable in the same manner as tuition and other fees. The student bears all responsibility for ensuring they have sufficient financial aid or resources to pay for the housing they have contracted for. Students must remain current with all financial obligations with the University. Late housing payments are subject to late payment fees. The Office of Financial Services may also apply late fees. A financial hold will be placed on students' records for nonpayment of any housing fees.

## Students Returning to On-Campus Housing

During the Spring semester, you will receive full instructions pertaining to rules, obligations, and deadlines pertaining to contracting for housing for the next academic year. Full details for processing and making requests are included in the renewal instructions.

Deadlines included in this information must be adhered to by all students. The University does not guarantee housing or room assignments beyond the terms of your current contract.

## Non-Returning Students

Students that do not plan to attend classes after the end of the fall semester, or will graduate in December of an academic year, must officially request to cancel your housing contract prior to moving out of on campus housing. Once the contract cancellation has been approved, you will need to check out of your room with the Office of Housing & Residence Life by the last day of the fall term. The Request for Termination of the Housing Contract form can be found below, on our website, or at the office. Charges will continue into the spring semester until the office has received a signed termination of contract form, any keys provided have been returned, and the housing sticker has been removed from your Rutgers ID card.

## Canceling Your Housing Contract

**Requests to cancel the Housing Contract must be made in writing to the Office of Housing & Residence Life by completing a Request for Termination of the Housing Contract form.** This form and the cancellation policy are summarized below, and are fully available on our website or at the office. Writing or telephoning another University department, withdrawing from classes, or leaving the University will not automatically result in the cancellation of your housing contract. The student bears all responsibility for officially requesting release from the housing contract from Housing & Residence Life, and is responsible for all housing charges up until the date the request for contract termination form is approved, all personal items have been removed from their assigned space, and room keys have been returned to Housing & Residence Life. Only the student who signed for the housing contract may request to cancel the contract; parents, relatives, or legal guardians may not

cancel the contract for the resident. The decision to release a student from a housing contract will be made only at the discretion of Housing & Residence Life.

Full Housing Contract Cancellation Policy and Request for Housing Contract Termination Form  
<http://housing.camden.rutgers.edu/cancellation>

**Prior to a student's move-in date for the contract they are requesting to cancel, a cancellation fee will be assessed if the request for cancellation is approved based upon the following schedule:**

Cancellation Fee Schedule Prior to Move-In	Fee
Prior to July 1st	\$200
July 1st - August 1st	\$400
August 1 <sup>st</sup> through Move-In Day*	\$600

NOTE: Move-In Day is considered to be either the scheduled date of check-in communicated to the student from Housing & Residence Life or the actual date the student accepts their room key, whichever occurs earlier.

\*Official move-in dates vary from year to year and for each individual academic program. Please check with Housing & Residence Life for information about the move-in date for your particular program.

After Move-In Day (as defined above) students will only be released from their housing contract for extenuating circumstances. See below for examples. Once move-in day has passed the student is responsible for paying a daily rate for the housing space assigned to them. If a request for housing contract termination is submitted and approved for extenuating circumstances there will be no cancellation fee or penalty for breaking the contract, but the student is responsible for paying the daily rate.

Examples of extenuating circumstances: (NOTE: Additional documentation may be required to evaluate the request)

- Graduation from Rutgers University
- Entering Military Service
- Withdrawal from the University
- Academic Dismissal
- Participating in a University approved study abroad program
- Death of an immediate family member/guardian
- Long-term hospitalization of the student or other extenuating medical condition

## Refunds

Refunds of housing charges paid to the University are processed when a housing contract has been approved for cancellation via the methods outlined above, or a student is forced to vacate on-campus housing for a variety of reasons (withdrawal, non-registered status, etc.).. Additionally, any refund due

to the student may be subject to a cancellation fee for release from the contract as outlined in the section "Cancelling Your Housing Contract". The University reserves the right to place additional housing charges upon a student who has left housing because of withdrawal or de-registration if he or she becomes an active student or re-registers for classes during the same academic year.

After the ninth week of classes in a given semester refunds of any housing fees paid may be denied.

If charges have not yet been paid, a hold will be placed on the student's records until payment is made in accordance with the University Hold Policy.

Students that are evicted from housing for disciplinary reasons, or who have been suspended or expelled from the University, will not receive a refund of any housing fees. Further, the student evicted at any time from housing for judicial reasons may be held responsible for the full cost of their housing for the remainder of the contract period.

Requests for refunds or charge adjustments must be requested in writing and processed before June 1st of the fiscal year in which the charge occurred. After June 1st, requests for refund or adjustment will be denied.

### **Deadline for Formal Check-In**

Notices regarding move-in dates are sent via e-mail to all students assigned to on-campus housing spaces prior to any scheduled move-in period, and are posted online at [http://housing.camden.rutgers.edu/closing\\_schedule](http://housing.camden.rutgers.edu/closing_schedule). The student bears all responsibility for making arrangements to arrive on their scheduled move-in day during the scheduled move-in time to accept their room assignment. If extenuating circumstances exist that will prevent you from adhering to the posted move-in schedule, an extension or alternate move-in date can be requested by contacting the Office of Housing & Residence Life via e-mail at [housing@camden.rutgers.edu](mailto:housing@camden.rutgers.edu). Note- this is a request, approval is not guaranteed. Requests for an alternate move-in date or time submitted to another University office will not be honored.

Students that arrive for move-in outside of the approved move-in period/schedule may be assessed an improper move-in fee of \$200. Full details will be provided on move-in expectations in your housing assignment e-mail.

### **Checking-Out of On-Campus Housing**

Students departing the residence hall at the end of the academic year, at the end of their designated housing contract period, or during the academic year for any reason must check out at the Office of Housing & Residence Life during posted business hours. The student bears all responsibility for making arrangements in advance to complete the check-out process at the office before departing campus. Housing & Residence Life includes the return of any keys issued, the removal of all personal belongings from the assigned housing space, and removal of the housing sticker from the resident's Rutgers ID card as part of the check-out process.

Failure to return the room key(s) provided will result in a lock change for the affected area(s). The full cost of the lock change will be placed on the student's account.

All students on an Academic Contract must vacate their assigned housing space within twenty-four

hours after their last final examination of the spring semester, with all rooms vacated no later than 5pm on the day following the last examination as listed in the University calendar. Students are required to follow any additional instructions for check-out issued by the Office of Housing & Residence Life. Graduating students may remain in housing until 5pm the day following Commencement. Housing & Residence Life reserves the right to assign graduating students to other space in the residential facilities after the last day of finals at its sole discretion.

### **Room Condition**

A mandatory part of the check-out process requires that students leave the room to which they have been assigned in move-in condition. Move-in condition assumes that all trash and personal items have been removed, no damage has been done to the furnishings provided or walls during the student's length of stay, and that all items and furniture that were present in the room at move-in are in place upon check-out. Personal items remaining in the room after a student has checked-out will be discarded, and a disposal fee will be assessed.

Students assigned to a particular bedroom, suite or apartment are all responsible for the condition of the area(s) they live-in. Housing & Residence Life inspects all suites and apartments following a student departure to record the condition. Students departing suites or apartments that are determined not to be in move-in condition will be assessed fines to cover the costs of returning the suite or apartment to move-in condition. The fines will be placed directly on the student's SAR account.

### **Students with Disabilities**

Rutgers University provides reasonable on-campus housing accommodations to students with documented disabilities. Students requesting housing accommodations must first register/apply with the Office of Disability Services (ODS) online. The registration form can be found here:

<https://ods.rutgers.edu/students/applying-for-services>. A link is also available on the housing website on our Useful Forms and Documents page.

You will also need to send in supporting documentation as outlined in the application instructions. Details can be found here: <https://ods.rutgers.edu/students/documentation-guidelines>.

Your application will be reviewed by a committee, and a services coordinator will contact you with a decision and next steps. Please keep in mind that the type of housing accommodation you are approved for must be available. It is important to submit your application and documentation as described above as soon as you know that you will want to live in on-campus housing.

Please keep in mind that accommodations are considered requests, and may not be able to be approved.

## **Personal Property**

The University is not responsible for loss, theft, or damage to a resident's personal property. Residents are advised to keep their suite/apartment secure at all times and carry personal property, renter's, or homeowner's insurance to cover their personal items while living on campus. Information on this type of insurance is available on our website at <http://housing.camden.rutgers.edu>, and also from many private insurance carriers. Many homeowners' insurance policies provide coverage for student's belongings while they are away at college. Families should check with their particular insurance company for further details and to ensure coverage is available.

**Any of the personal belongings remaining in the assigned space after check-out or at the end of the contract term will be considered to have been abandoned and will be disposed of by the University. The Resident shall have no cause for action for such disposal.**

## **Smoke Free Buildings**

All on-campus housing facilities are smoke-free. Smoking is not permitted in any area of the buildings, including lounges, hallways, stairwells, laundry rooms, bathrooms, kitchens, elevators, trash rooms, mechanical rooms, storage closets, and lobbies. Students, staff, and/or faculty who smoke in unauthorized areas of the Residence Halls may be subject to University-imposed sanctions. Additionally, there is no smoking permitted within 50 feet of any of our entrances in accordance with state law.

## **Pet Free Buildings**

All on-campus housing facilities are 100% pet free at all times. Residents found in possession of pets, regardless of the period of time the animal was present, will be held responsible for any judicial or financial sanctions as a result of violation of this policy.

## **Immunization Requirements**

As a result of the state immunization law that went into effect in January 2004, Rutgers University requires that all students who live in University housing receive the meningitis vaccination prior to moving in or provide proof of a prior vaccination. Any student who has not provided the necessary documentation will not be allowed to pick up their keys on move-in day. Please contact Student Health Services at (856) 225-6005, or visit <http://healthservices.camden.rutgers.edu/> for immunization information.

**WE STRONGLY RECOMMEND THAT YOU PRINT OUT A COPY OF THE ABOVE TERMS AND CONDITIONS FOR YOUR RECORDS.**