

Rutgers–Camden Housing Contract Terms and Conditions Fall 2023 / Spring 2024

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, *On-Campus Living Guide*, and *Rutgers University Student Code of Conduct*.

PART I BACKGROUND AND PURPOSE

Section 1.1. The Housing Contract is a legally-binding agreement between the student and the University and carries financial obligation and strict cancellation policies. 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, *On-Campus Living Guide*, and *Rutgers University Student Code of Conduct*.

Section 1.2. Declaration of Intent: Submitting an application for housing to the University means that you accept the terms of this Agreement and that you fully intend to occupy a room within a university residence hall for the full term of the Agreement, and that you have agreed the financial commitments attached to living on campus for the entire term of this Agreement.

PART II- Housing

Section 2.1 Contract Type It is important to keep in mind students who wish to live on-campus contract for their housing choices. As such, once the contract is submitted and accepted, the student is bound to certain terms and conditions of the contract, which include a responsibility to notify the Office of Housing & Residence Life of certain academic events, and fees for cancellation related to those events. 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.

Section 2.2 Academic Year Contract The Academic Year Contract permits occupancy beginning on your scheduled move-in day determined by your class standing and program and ending 24 hours after the student's last final exam of the spring semester or by 5pm the next day, or if approved for graduation, 24 hours after your scheduled Commencement, in May.

The residence halls and all dining facilities will remain closed for all break periods during the fall and spring semesters and other times determined by the university. These breaks include Thanksgiving, Winter, and Spring Break. Only students with extenuating circumstances can remain in the halls during the break periods listed below.

****Break periods for the 2023-2024 academic year are as follows:**

Thanksgiving: November 23 ,2023- Sunday, November 26, 2023

Winter Break: December 22, 2023- January 15, 2024

Spring Break: March 9, 2024- March 17,2024

****Please note that halls close for each break at 7pm and reopen at 12pm on the dates listed above.**

Section 2.3 General Conditions and Eligibility 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. Residents must be officially registered for classes throughout the fall and spring semesters under full-time status. Residents who change their academic plan from full to part-time may be released from their housing contract and asked to vacate the halls and may be financially responsible for their contract. Residents must: have a cumulative Grade Point Average (GPA) of at least a 2.0, be registered full-time in their program of study, be in good financial standing with the university, fulfill all obligations for Immunizations, Insurance, and adherence with Wellness Center directives.

Section 2.4 Financial Aid All financial aid applicants who plan to reside on-campus should check the appropriate box under HOUSING PLANS when completing the FAFSA (Free Application for Federal Student Aid). You will automatically be assigned a resident/on campus budget when your financial aid is processed. Any change to your residency status 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/>

Section 2.5 Meal Plan All undergrad residents are required to purchase the minimum meal plan each semester designated for their academic program. All graduate and law residents are required to purchase a minimum meal plan designated for their academic program. Meal plan charges will be placed on a student's account with by 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. Unused meal swipes and unused Raptor Dollar carry forward from Fall to Spring. All unused swipes and Raptor Dollars expire on the last day of the Spring semester.

Up until the ninth week of classes (Fall- 11/9/2023 and Spring 3/19/2024) in a given semester a student may receive a pro-rated refund of the meal plan cost if the student follows the housing termination process outlined in Section 2.9. or a student's housing contract is terminated for other reasons.

No pro-rated refund of a meal plan cost will be processed after the ninth week of classes in a given semester or if a student's housing contract is terminated for other reasons outlined in the contract.

If a student terminates their housing contract, but remains enrolled in classes, they can retain their meal plan and use it as a commuter student.

Section 2.6 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. A financial hold will be placed on students' records for nonpayment of any housing fees. Residents must be in good financial standing with the university and failure to do may result in removal from on-campus housing.

Section 2.7 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.

Section 2.8 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 cancel your housing contract, and check out of your room with the Office of Housing & Residence Life by the last day of the fall term pursuant to terms in Section 2.9. The Termination of Contract form is available on our website. Financial charges will continue into the spring semester until the office has received a signed Termination of Contract form, any keys provided have been returned, the housing sticker has been removed from your Rutgers ID card, and all personal belongings are removed from the facility.

Section 2.9 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 *Termination of Contract Form*. This form is available on our website. A cancellation fee will be applied based on the date of the release. *Please note: 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 notifying Housing & Residence Life of their desire to cancel the housing contract and leave campus housing by completing the Termination of Contract Form and are responsible for all housing charges up until the date a signed Termination of Contract form, any keys provided have been returned, the housing sticker has been removed from your Rutgers ID card, and all personal belongings are removed from the facility.

Move-out is defined as 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 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 by the Housing Appeals Committee.

- July 1st, 2023, 11:59pm- no fee
- July 2nd 2023- \$600.00

NOTE: The day the resident accepts their room key is considered their move-in day. Once a resident has accepted a room key, they are responsible for paying a daily rate, in addition to the cancellation fee.

Section 3.0 Refunds Students who notifies the Office of Housing & Residence Life in writing of their intent to leave housing before the expected end date of their contract and follows the steps outlined in Section 2.9, or a student is forced to vacate on-campus housing for a variety of reasons (withdrawal, non-registered status, etc.) may be eligible for a refund. Several components make up the total charges a student pays for housing, and not all of these are refundable. Additionally, any refund is subject to a cancellation fee for release from the contract as outlined in Section 2.9 "Canceling 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 each semester (Fall- 11/9/2023 and Spring 3/19/2024), no refunds of any housing fees paid will be processed. 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 evicted from housing for disciplinary reasons or suspended or expelled from the University will not receive a refund of housing fees. Further, the student evicted at any time from housing for judicial reasons will be 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 to the Campus Dean of Students and processed before June 1st of the fiscal year in which the charge occurred. After June 1st, of the present academic year requests for refund or adjustment will be denied.

Section 3.10 MOVE-IN Students are to follow the schedule below. Information will be sent via e-mail to all students assigned to on-campus housing spaces prior to any scheduled move-in period and is posted online at housing.camden.rutgers.edu. The student bears all responsibility for planning to arrive on their scheduled move-in day during the scheduled move-in time to accept their room assignment.

Fall 2023 Move-In Dates are:

- 8/13 Law School Students
- 8/17 Fall In-Season Student Athletes
- 8/24 and 8/25 All Graduate Students and All Undergraduate and Graduate International Students
- 8/30 First Year Undergraduate Students
- 9/1 All continuing or returning Undergraduate Students

Early Arrivals are not permitted. We will not be able to accommodate early arrivals. Students needing to arrive to campus early are encouraged to seek alternative overnight accommodations.

Late Arrivals Students that arrive for move-in outside of the approved move-in period/schedule may not be accommodated.

Section 3.11 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 planning 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.

Section 3.12 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 and shared areas (common spaces). 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 account.

Residence Hall buildings are small communities, and all its members are responsible for helping to maintain the overall cleanliness of the community. We must all work together to provide the best atmosphere possible to allow us to accomplish our goals while we are here; we all must "Own Our Community."

Section 3.13 University Access to Student Apartments The Office of Housing & Residence Life is always mindful of the expectation of privacy each student has for their personal living space. Whenever possible, our staff tries not to enter suites and apartments without providing advance notice to the residents that would be affected. Whenever possible, and for large-scale projects or inspections, the Office of Housing & Residence Life will provide advanced notice to residents where the service is being provided. 17 Designated University officials have the right to enter any part of the University or University related premises. This right includes, but is not limited to, providing custodial services, maintenance, and repair services, as well as inspections for fire and safety violations, damages, to assess and fill vacancies or to inspect cleanliness in suites and apartments. In an emergency, reported or reasonable suspicion of a policy violation, or at the request of a resident of the room, University officials may enter the apartment or suite without advance notice. In addition, the University may require that certain maintenance services, repairs, extermination, etc. take place in a student's room, suite, or apartment regardless of whether the student has requested or desires the service. The entry policy of the Office of Housing and Residence Life is to lock bedroom doors behind us as we leave your space, regardless of whether the door was locked or not when OHRL staff entered. This is done in consideration of your private property and space. All residents are reminded to always carry bedroom/suite keys on them. Students may not refuse entry to a staff member for any reason once they have stated their purpose for entering. Outside contractors who need to enter any student personal spaces will always be escorted by Office of Housing and Residence Life staff members.

Section 3.14 Students with Disabilities and Housing Accommodations If you have questions or would like to request housing accommodation related to a diagnosis or disability, please reach out to the Office

of Disability Services for more information. Conversations and information are kept confidential within the office and office staff. You can contact them by sending an email to disability-services@camden.rutgers.edu or by calling 856-225-6954.

Section 3.15 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. Electronic smoking devices are also prohibited in the same locations and in the same manner as set forth above. In accordance with Section 47 of the New Jersey Cannabis Regulatory, Enforcement Assistance, and Marketplace Modernization Act, the use of cannabis is prohibited in any indoor or outdoor space on all Rutgers campuses throughout the State of New Jersey. January 1, 2023, smoking, as well as the use of all tobacco products, including e-cigarettes and smokeless tobacco products, is prohibited on all Rutgers campuses and university off-campus sites, all residents are responsible for complying with Rutgers University Policy 20.1.22.

Section 3.16 Pet Free Buildings No pets are allowed in residence halls or apartments. The Office of Disability Services may recommend accommodation for service dogs (including those in-training) and emotional support animals. Where no pets are permitted, there is no need for pet supplies; therefore, the following items are also prohibited: cat litter, saw dust, habit-trails, pet food of any variety, cages of any variety, tanks of any variety and fishbowls. Any tanks that hold water, regardless of the purpose,

Section 3.17 Fire Prevention and Fire System Information

University fire safety regulations are enforced by certified Fire Inspectors of Emergency Services with the Department of Emergency Services. Additional resources on the Emergency Services website at <http://rues.rutgers.edu>

NOTE: Resident students can view the fire evacuation plan for the building they are assigned to live in online. Please visit: <https://halfliife.rutgers.edu/fireplans> to view the plans. You will need your NetID and password to login.

Residents are mandated to evacuate the building immediately if you hear the fire alarm sounding. Individuals who misuse or tamper with any of the fire safety equipment, systems, or processes in place to protect students face immediate removal from housing, disciplinary action under the University Code of Student Conduct, as well as fines and prosecution. Students found in violation of any of the prohibited items will be issued a violation documenting the offense and will be referred to Housing & Residence Life for disciplinary action. Students will be issued a Fire Code Violation Follow-Up Form, which must be completed and returned to Housing & Residence Life verifying that the violation has been corrected. Students that commit subsequent offenses face further disciplinary action up to and including removal from on-campus housing. Fire Safety Violations are issued to the student responsible for the offense. When it is not apparent to the Fire Inspector who was responsible, the violation will be issued to all occupants of the room. Residents are reminded that under the provisions of the New Jersey Uniform Fire Code (N.J.A.C. 5:70-2.13) they may be held financially liable for the actual costs of extinguishing a fire directly, or indirectly, caused by a violation which had been cited and remained

unabated at the time of the fire and additional dedicated and compensatory penalties in accordance with N.J.A.C. 5:70-2.12A.

Section 3.18 Immunization Requirements Rutgers University requires all students who live in university housing receive vaccinations to ensure the safety of our on-campus community. Information and requirements are found here <https://wellnesscenter.camden.rutgers.edu/immunization-requirements-faq/> Students must submit the proper documentation to the Wellness Center unless directed otherwise no later than July 15, 2021.

To this end, the University is requiring, with very limited exceptions, all students, including residential students, to be fully vaccinated against SARS-CoV-2 (COVID-19) coronavirus. Proof of vaccination will be required to receive a key and move into any University residence hall.

Sections 4.00 Diversity Statement Rutgers, The State University of New Jersey, is committed to making diversity a way of University life, where all members of the University community feel welcome, valued, and respected. Residents will actively participate in creating a welcoming on campus living community. We expect that our facilities be a space that respects all individuals and groups, and we encourage residents to engage in formal and informal diversity education through exploration of their own identities and the identities of those around them (including but not limited to age, gender, biological sex, religion, race, ethnicity, physical and mental abilities). This behavior is specified in the Student Code of Conduct, which all students must adhere to. Therefore, conduct that violates the rights of other individuals is grounds for immediate termination of your housing contract and/or the withdrawal of future university housing privileges. In addition, such conduct may result in university disciplinary action under Rutgers Student Code of Conduct. More information on the disciplinary process can be found here.

Section 5.00 Liability: The University does not assume responsibility or liability for any resident, resident's guest(s), or other person's losses or injuries, including, but not limited to the loss of money or valuables, the loss of or damage to property, the cost of replacement for such losses, or injuries, personal or otherwise, sustained on or about the residence hall premises. The University will not assume any liability under this Agreement and is not responsible for accidents, personal injury, or illness sustained by the student, guests, or visitors. The undersigned releases the University, its officers, agents, and employees from any liability on any account. The University will not be liable for loss or damage to any article of personal property anywhere on the premises due to insufficient or excessive heat, cold, smoke, fire, water, steam, electrical surge, the elements, actions of third persons, or for ANY REASON. The University recommends that the resident contact their personal insurance carrier concerning the availability of protections against such losses and injuries, such as renter's or personal property insurance.

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 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 on our website at <http://housing.camden.rutgers.edu> and 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 insurance company for more details and ensure coverage is available.

SPECIAL ADDENDA FOR FALL 2023/SPRING 2024

Addenda Section 1.1. Important Notice: An inherent risk of exposure to the SARS-CoV-2 coronavirus and the disease it can trigger, COVID-19, exists in any public place where people are present. COVID-19 is an extremely contagious disease that can lead to severe illness and death. According to the Centers for Disease Control and Prevention, senior citizens and those with underlying medical conditions are especially vulnerable. By entering and residing in a University residence hall, you voluntarily assume all risks related to COVID-19. Housing will continue to implement and modify its cleaning protocols as mandated by federal or state directives and suggested by the Centers for Disease Control and Prevention to minimize spread of the disease. To the extent it is reasonably practicable, Residence Life will educate and inform residents on appropriate cleaning protocols within their assigned spaces to reduce the spread of disease within residence halls.

Addenda Section 1.2. Hold Harmless: You agree to release the University, its agents, and employees from any and all damages, liability, claims, expenses, or loss (collectively, "Claims") resulting from or arising out of your use of space within a University residence hall, including those related to the potential exposure to contagious viruses like the SARS-CoV-2 coronavirus, and to indemnify and hold harmless the University, its agents, and employees from any Claims resulting from or arising out of your use of the residence hall, and/or your breach of the terms and conditions of this Agreement. You understand that by residing in a university residence hall, you are assuming the risks associated with communal living and, as in any shared living environment, those risks include potential exposure to communicable diseases, including but not limited to the SARS-CoV-2 coronavirus.

Addenda Section 2.1. Special COVID-19 and Public Health-Informed Policies: The University aims to deliver its mission while protecting the health and safety of our students and minimizing the potential spread of disease within our community. As a resident within a University residence hall, communicable diseases may impact your housing experience should an outbreak occur. The following policies and guidelines are incorporated into this Agreement and are applicable to all residents. To the extent necessary, we will update you with information about specific health and safety guidance important for our residents.

Addenda Section 2.2. Health and Safety: All members of the Rutgers community — students, staff, and visitors — are required to act in a manner that demonstrates respect and consideration for those around them, including respect and consideration for the health and safety of all community members. All residents are prohibited from creating a health or safety hazard within residence halls and the University may request or require a resident to leave on-campus housing on a temporary or permanent basis if the University reasonably concludes that their continued presence in the housing community poses a health or safety risk for community members. Residents are required to comply with health and safety laws, orders, ordinances, regulations and health and safety guidance adopted by the University as it relates to a public health crisis. This guidance may evolve as a public health crisis evolves and may include, but is not limited to, social distancing, limitations on public gatherings, wearing a face covering, diagnostic and surveillance testing (including before or upon arrival to campus), contact tracing, disinfection protocols, limitations and/or restrictions on guests in the residence halls, and quarantine / isolation / separation requirements (including before or upon arrival to campus). Adherence to any health and safety requirements that the University reasonably deems appropriate applies to all residents, staff, guests, and visitors and extends to all aspects of residential

living, including bedrooms, bathrooms apartment kitchens, living rooms, community kitchens, lounges, computer rooms, courtyards, and other common spaces.

Addenda Section 2.3. De-Densifying Efforts: Residents may be required to comply with any de-densifying efforts needed on campus due to a public health emergency, including, but not limited to, the relocation of all or some residents to alternative housing. Relocation does not constitute the termination of a resident's housing contract. In the event Residence Life must relocate residents as part of a de-densifying strategy due to public health concerns for an extended period of time and alternative housing is not available, the University may offer impacted residents fair and reasonable reimbursement as appropriate and based on information available at that time and provided that the resident has removed their belongings and returned their key to the applicable Campus Residence Life Service Office.

Addenda Section 2.4. Termination: Upon reasonable notice, the University reserves the right to terminate the Agreement due to public health emergency needs. In the event the University terminates the Agreement due to public health concerns, the University may offer fair and reasonable reimbursements for impacted students as appropriate and based on information available at that time and provided that the resident has removed their belongings and returned their key to the applicable Campus Residence Life Service Office.