

Fall 2019 - Spring 2020 Terms and Conditions

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 Halls, including those found in the On-Campus Living Guide (<https://housing.camden.rutgers.edu/on-campus-living-guide/>). Residents are responsible for knowing the policies, rules, and procedures stated in the housing contract terms and conditions and On-Campus Living Guide. The current version of the On-Campus Living Guide is available online at: <http://housing.camden.rutgers.edu>.

It is important to keep in mind that students who wish to live on-campus contract for their housing choices. As such, once the contract has been submitted online 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 Types

Academic Year Contract

The Academic Year Contract permits occupancy and building access during the fall and spring semesters of the academic year when classes are in session. This contract type begins in August or early September (in conjunction with the student's academic program of study) and ends 24 hours after the student's last final exam of the spring semester, or Commencement, in May. The Academic Contract type does NOT include or guarantee building access during winter break or spring break periods, and students on an academic contract will be expected to depart campus during those break periods at the direction of Housing & Residence Life. Students with demonstrated need for housing during break periods will have options made available to them at the discretion of Housing & Residence Life. This is the only contract type available in the Tower Building.

Calendar Year Contract

The Calendar Year contract allows occupancy for approximately one year. Calendar contract include University break periods, and cover the summer session. 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

- The Housing Contract is for both fall and spring semesters with the exception of stated recess or vacation periods.
- 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. Unauthorized transfers will be cancelled; unauthorized occupants will be required to vacate, and the original student assigned to the room will remain financially responsible for the room or unit.
- Rooms are to be used by the student assigned to them 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.
- Students must be registered for classes and enrolled prior to the beginning of the semester which they are planning to live in a University housing space in order to move into or retain their housing assignment.
- Students with an outstanding balance on their student account from a previous year(s) and/or semester(s) will not be able to move into/retain their housing assignment. An exception can be made, if the student has worked with the Housing Assignment Office and Vice Chancellor for Student Affairs (or their designee).
- 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.
- Student residents of University housing facilities have individual financial responsibility for damage to University property in their assigned room/suite/apartment and a shared group responsibility for damage to University property in the building which houses their room, suite or apartment, access to which is controlled by keys/cards issued to them. Damage charges will be directly posted to a student's account.
- Housing & Residence Life reserves the right to enter any University or University-related premises.

- All student residents are required to abide by state and federal law, University policies, and the policies and procedures specified in the On-Campus Living Guide.

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/>

Student Financial Responsibility and 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 with an outstanding balance from previous year(s) and/or semester(s) may not be able to move into/return to their housing assignment. An exception can be made by the Housing Assignment Office and the Vice Chancellor of Student Affairs (or his/her designee) if the student has worked with the Office of Student Accounting to reduce the outstanding balance.

The student is responsible for complying with the Financial Responsibility Statement (<https://studentabc.rutgers.edu/financial-responsibility-statement>).

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 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. Once approval has been granted, the student remains responsible for all housing charges up until the date 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, Cancellation Fees, and Request for Housing Contract Termination Form: <https://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

- Prior to July 1st: \$200
- July 1st - August 1st: \$400
- August 1st 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
- 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. 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. 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 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>, on the University's Risk Management website at <http://riskmanagement.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.