

# Where Should I LIVE?

## Housing and Food Service Contract

The Department of University Housing provides living-learning communities in the residence halls that complement the total educational environment of the University. This objective is accomplished through educational, social and recreational programs coordinated by the professional and paraprofessional staffs working with residence hall students.

## CONTRACT INSTRUCTIONS

When you complete the Contract for Housing/Food Service, you should give special attention to the housing preference categories and to the first semester in which you will live on campus. One-semester contracts are available for students not covered by the University residency requirement. If you plan to live on campus only for the fall semester, be sure that you sign up for a one-semester contract. If you apply for an academic year contract, you will be held to the terms of that contract.

## RESIDENCE HALL OPTIONS AND COSTS

The residence halls on the Denton campus provide a range of choices in student living styles. Each building offers a variety of facilities for residents, including living rooms, TV and study lounges, computer facilities, vending machines and laundry rooms. Typical student rooms are equipped to accommodate two residents and are furnished with standard twin beds, dressers, desks, desk chairs and a 1.5 cubic ft. refrigerator. Apartment style units typically come with a kitchen, full size beds, dressers, desks, sofa, side chairs, and end tables. All residence halls are smoke free.

### ROOM RATES

The 2010-2011 academic year semester rates are:

Residence Halls	<u>Double</u>	
Guinn Hall	\$1,705	
Stark Hall	\$1,705	
Jones Hall	\$1,590	
Lowry Woods Community	<u>2-Bdrm Apt.</u>	<u>3-Bdrm Apt.</u>
	\$2,875	\$2,601
Guinn Hall Studio Suites	<u>Studio 1</u>	<u>Studio 2</u>
	\$669*	\$487*

\*Guinn Hall Studio Suites are billed on a per month basis.

## RESIDENCE HALLS

**John A. Guinn Hall** is a 24-story co-ed residence hall that offers double occupancy rooms with private baths and single occupancy and double occupancy studio suites. Two separate telephone lines and data connections are provided in all double occupancy rooms. Small kitchenettes are provided in the studio suites. Guinn also provides guest rooms for University visitors.

**The Lowry Woods Community** is the newest residence hall on campus and is a 12 month, co-ed, upper-class/graduate student apartment style residence hall. Contracts for one bedroom in a two-bedroom apartment or one bedroom in a three-bedroom apartment are available. All bedrooms are single occupancy. Separate phone lines and data connections are provided in all rooms. Residents share a living room and kitchen with their roommates in the apartment.

**Nelda C. Stark Hall** is a 21-story residence hall. Stark Hall has double-occupancy rooms with private baths and accommodates women only. Two separate telephone lines and data connections are provided in all double-occupancy rooms.

**Jones Hall** is a three-story building with double-occupancy rooms and community bathrooms that accommodates women only. This residence hall offers student room telephone and data connections and houses the University's fitness center, located on the first floor.

## SUMMER SCHOOL

The Lowry Woods Community is open to accommodate summer school students. Summer term rates are approximately one third of the standard semester rate.

## RESIDENCY REQUIREMENT

The University requires that all full time single undergraduates who have not completed 60 credit hours, who are under the age of 21 and who are not veterans of military service, or living with parents or legal guardians within commuting distance, live in University residence halls.

## COMMUTING STUDENTS

Students under the residency requirement who qualify to commute to the campus must file a notarized commuter Authorization Form with the Department of University Housing prior to registering for classes. Students who are not in compliance with the residency requirement will have a block placed on their registration.

## ROOM ASSIGNMENTS AND PROCEDURES

Information requested on the Housing Contract is used in making room assignments. The Department of University Housing offers a variety of accommodations from which the resident may choose. Every effort will be made to honor the applicant's preference. However, there may be situations when this is not possible because the Department of University Housing cannot guarantee a specific assignment. When requesting roommates, the following conditions must exist before roommate preferences can be honored:

**Applicants must request each other in writing and their contracts must be received by the Housing Assignment office within 10 days of each other.**

**For the most recent contract terms please visit the web at: [www.twu.edu/housing](http://www.twu.edu/housing)  
Apply online at [www.twu.edu/housing](http://www.twu.edu/housing)**

## ROOM ASSIGNMENTS AND PROCEDURES Continued

The applicant may be assigned another roommate without notification if the preferred roommate does not request the applicant, cancels the request for housing or if the housing assignment office does not receive the contracts within 10 days of each other. Private rooms are very limited in number, and will be confirmed on a first-come, first-served, space-available basis. If a resident occupies a room on a private basis for any reason, she/he will be charged the private room rate for the period of time she/he is in a room occupied by only one person. Assignments are made in the date order in which the contracts are received in the housing assignment office.

## MEAL PLAN REQUIREMENT

All University housing residents are required to purchase a meal plan with the exception of apartment and studio suite residents. Please review the meal plan options on the application and choose a plan. If a meal preference is not selected, the student will automatically be assigned and charged for the minimum meal plan.

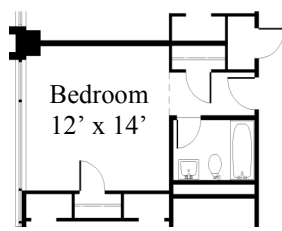
## ASSIGNMENT LETTERS

Approximately four to six weeks prior to the beginning of each semester, an assignment letter will be sent to each student who has applied for Housing / Food services. This letter will indicate the roommate's name and address, the building assignment, the date the halls open and when the first meal is to be served.

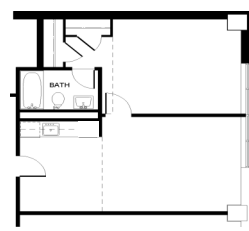
## LIVING LEARNING COMMUNITIES

Living Learning Communities (LLC) at Texas Woman's University provide learning opportunities outside of the classroom that strengthen student intellectual and personal growth. These communities are centered around academic or special interest themes and are structured for students to have a high

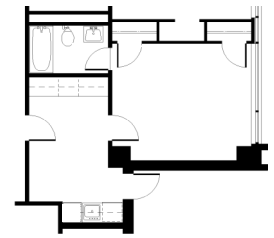
## TYPICAL FLOOR PLANS



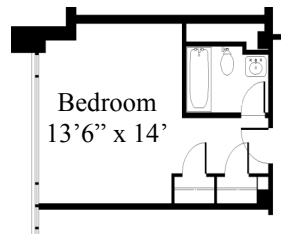
Guinn Hall Rooms



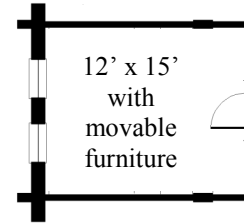
Guinn Hall Studio 2



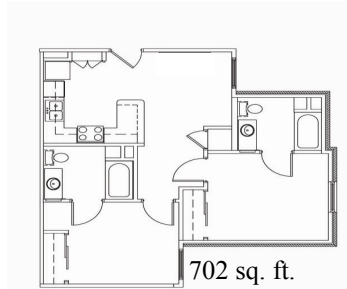
Guinn Hall Studio 1



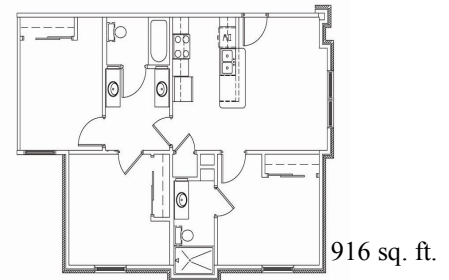
Stark Hall Rooms



Jones Hall Rooms



The Lowry Woods Community 2 Bedroom



The Lowry Woods Community 3 Bedroom

degree of involvement in the program. Living Learning Communities help students to succeed academically and to build a community of friends, and they provide a way for students to get involved in campus life. A separate application for the Freshman LLC program and the Arts Community will be sent to interested students upon request.

### Neighbors Educated Together

Neighbors Educated Together (NET) offers freshmen the opportunity to take courses together while residing in a clustered living environment in the residence hall. Students participating in the NET program will enroll in a block of courses together, comprised of three NET courses each semester of their first year.

### First Year Connections

First Year Connections offers two freshmen theme oriented learning communities: the Wellness Connection and the Leadership Connection.

**The Wellness Connection** is a community focused on providing a healthy and holistic approach to college life. Freshmen have the opportunity to participate in programs and courses together that empower students to take control over the quality of their life.

**The Leadership Connection** is a community that helps students develop a personal philosophy of leadership. Freshmen have the opportunity to participate in programs and courses together that help them learn what it takes to become an effective leader while in college and after they graduate.

## **The Arts Community**

The Arts Community expands student participants' involvement with the arts through structured and unstructured experiences. Students will live on one floor together in Guinn Hall and participate in activities related to the arts each semester as well as lending support to other members of the community through attendance at recitals, performances and exhibits. Faculty and School sponsored trips to area performances and exhibits are also a part of this dynamic community.

## **Scholars Living Community**

Students admitted to the TWU Honors Scholars program are eligible to reside in two distinct living communities in Guinn Hall. The communities offer students comfortable rooms on a floor complete with a Scholar's Lounge. The lounge provides students with a convenient area to get together socially or in study groups and offers either a kitchen for snack preparation or study lounge. You may indicate your interest in this community on your Housing / Food Service Contract.

## **International Experience Community**

Students interested in living with students from other countries and cultures have the opportunity to reside in the International Experience Community located in Guinn Hall. This community offers students comfortable rooms on a floor complete with a lounge. The lounge provides students with a convenient area to get together socially or in study groups and offers a kitchen for snack preparation. Indicate your interest in this community on your Housing / Food Service Contract.

## **ROOMS FOR THE HEARING OR MOBILITY IMPAIRED**

The Department of University Housing has modified rooms that meet the needs of students who are mobility impaired. Several rooms are also equipped to assist students who are hearing-impaired.

## **SINGLE PARENT & MARRIED STUDENT HOUSING**

Two and three bedroom apartments are available in the Lowry Woods Community for single parent and married student housing. Due to their popularity, there may be a waiting list for these apartments. To receive more information and an application contract please contact the Department of University Housing.

## **RESNET IN ROOM COMPUTER ACCESS**

Guinn Hall, Stark Hall, Jones Hall and the Lowry Woods Community offer in-room computer data connections. Computers attach to the RESNET Internet system by means of a network interface card and Ethernet patch cable that you must supply. If you are considering a computer purchase have the network interface card installed by the computer vender.

## **CANCELLATIONS**

Cancellation of contract and other notices must be submitted in writing to the Department of University Housing, Texas Woman's University, P.O. Box 425380, Denton, TX 76204-5380. (Notification submitted to other offices do not comply with this requirement and requested official action cannot be assured.)

### **Cancellation deadlines are:**

June 1<sup>st</sup> for the Fall semester

December 15<sup>th</sup> for the Spring semester

May 1<sup>st</sup> for the Summer I and II terms

June 15<sup>th</sup> for the Summer III term

Students canceling after these deadlines will forfeit their room deposit. The date on which notices are received by the Department of University Housing or, if mailed, the date of the postmark, will constitute the basis for determining compliance with deadlines. Notices to the student will be sent by U.S. Mail and will be addressed to the student designated on the face of the Housing/Food Service Contract.

## **GENERAL INFORMATION**

When checking into the residence hall, each student will be given an internet link to the *Residence Life Handbook*. This

handbook enables residents to become familiar with facilities, programs and services as well as basic rights, responsibilities and guidelines for living in the residence hall community.

Long distance service is arranged by the resident through the use of a phone card.

Mail for residents is received at the U.S. Post Office located in the Student Center on the Denton campus.

Residents furnish their own personal articles, pillows and linens. Waterbeds, lofts, bricks and concrete blocks can cause damage and are not permitted in the residence hall rooms.

Candles and incense can present a fire and safety hazard and therefore are not permitted in residence hall rooms and apartments. Most cooking appliances also present a fire and safety hazard and are not permitted in rooms that do not have full kitchens.

The University is not responsible for loss or damage of students' belongings. Students living on campus are encouraged to insure personal belongings against loss and/or damage through homeowner's policies or with your own renters' insurance.

## **Missing Persons Policy**

Section 485(j), Missing Persons Procedures, of the Higher Education Opportunity Act - 2008, requires institutions of Higher Education that provide on-campus housing to students to establish a Missing Persons Notification policy and procedures. The University through the Department of University Housing will: Notify all students residing in on-campus housing that they have the option to designate an individual as a contact who will be contacted by the institution no later than 24 hours after the student is determined to be missing. Students under the age of 18 will have their custodial parent contacted. The contact information is located on the Housing application and must be completed at the time of application.

## **Bacterial Meningitis Immunization**

The State of Texas requires that first time students or transfer students who plan to reside in on-campus housing must show evidence of vaccination against bacterial meningitis. The student must have received the vaccination at least 10 days prior to moving into the residence hall. A copy of the vaccination must be on file in the University Housing Office before the student can take occupancy.

## Bacterial Meningitis Immunization - continued

Exceptions: A student is not required to submit evidence of receiving the vaccination against bacterial meningitis under the following circumstances:

(1) the student submits to the institution: an affidavit signed by a physician who is registered and licensed to practice medicine in the United States, stating in the physician's opinion, the vaccination required would be injurious to the health and well-being of the student; or an affidavit signed by the student stating that the student declines the vaccination for bacterial meningitis for reasons of conscience, including a religious belief.

(2) A conscientious exemption form from the Texas Department of State Health Services must be used.

This form can be found at: <http://www.dshs.state.tx.us/immunize/school/default.shtm>

These exceptions do not apply during a disaster or public health emergency, terrorist attack, hostile military or paramilitary action, or extraordinary law enforcement emergency declared by an appropriate official or authority from the Texas Department of State Health Services.

### Notice

All housing and food service rates are subject to change without notice. For more information about housing, contact the Department of University Housing, Texas Woman's University, P. O. Box 425380, Denton, TX 76204-5380, phone (940) 898-3676, or send an email to: [housing@twu.edu](mailto:housing@twu.edu). For the most recent contract terms please visit the web at: [www.twu.edu/housing](http://www.twu.edu/housing)

## Which Meal Plan is Right for Me?

*Ask yourself these questions when selecting a meal plan.*

- How many meals do I usually eat in a day?
- When do I eat the first meal of the day?
- Will I be working while attending TWU? Students who work usually do not eat as many meals on campus.
- Will I be staying at TWU most weekends or will I be leaving campus?
- Students who prefer traditional meals usually do not eat as often in retail facilities. Students who like to eat at Chick-Fil-A, the Garden Room and the Baker's Dozen often prefer plans with meals combined with Dining Dollars.

Participation in a meal plan is required. Please select one of the following meal plans on the application. If a meal plan preference is not selected, the minimum meal plan will automatically be assigned and charged. These rates are valid for the 2010-2011 Academic Year.

**8 Meals per week**  
**+ \$125 Dining Dollars**  
**Semester Price: \$1,165 + tax**

Participants in this plan have a guaranteed eight meals per week and \$125 Dining Dollars\* per semester

**10 Meals per Week**  
**+ \$200 Dining Dollars**  
**Semester Price: \$1,335 + tax**

Participants in this plan have a guaranteed ten meals per week and \$200 Dining Dollars\* per semester.

**8 Meals per Week**  
**+ \$225 Dining Dollars**  
**Semester Price: \$1,265 + tax**

This eight-meal plan includes the additional flexibility of \$225 Dining Dollars\* per semester.

**12 Meals per Week**  
**+ \$250 Dining Dollars**  
**Semester Price: \$1,395 + tax**

Participants in this plan have a guaranteed twelve meal per week and \$250 Dining Dollars\* per semester.

**University Plan**  
**Semester Price \$1,450 + tax**

This plan offers purchasing in a declining balance format. The student has unlimited flexibility to dine anywhere, and at any time, with the freedom of spending as much or as little as they choose.

\*Students may spend the entire Dining Dollar balance in a semester, but the balance remaining at the end of the Fall semester will transfer to Spring only for those students continuing to reside in on-campus housing. Any carry-over balance is added to the student's Spring meal selections. Balances will not carry over to the following semester at the end of the spring semester.

# Contract for UNIVERSITY HOUSING AND FOOD SERVICE

Department of University Housing ♦ Texas Woman's University

336 Jones Hall ♦ P.O. Box 425380 ♦ Denton, TX 76204-5380 ♦ (940) 898-3676

E-mail: Housing@twu.edu ♦ World Wide Web: www.twu.edu/housing ♦ Apply Online at www.twu.edu/housing

Please complete all information and attach a check or money order for \$125 (\$25 non-refundable housing application/contract fee and \$100 deposit). Make check payable to Texas Woman's University or, if paying by credit card, complete section 4 below. Return the top portion of this application/contract and applicable fees to the TWU Housing Office at the address shown above. Do not send cash. Do not send with application for admission. This application contains contract information. When you sign this application/contract, you are signing a legally binding document.

## ■ 1. Name (Please print clearly)

Last Name \_\_\_\_\_

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

TWU ID Number \_\_\_\_\_

## ■ 2. Mailing Address and Personal Data

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

(\_\_\_\_\_) \_\_\_\_\_

Telephone Number \_\_\_\_\_

Birth Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year

email: \_\_\_\_\_

Please check:  Female  Smoker  
 Male  Non-smoker

Classification:  Freshman  Sophomore  
 Junior  Senior  
 Graduate Student

## ■ 3. Contract Period

(Check all that apply and indicate year)

Fall Semester 20\_\_\_\_  Summer I 20\_\_\_\_  
 Spring Semester 20\_\_\_\_  Summer II 20\_\_\_\_  
 Summer III 20\_\_\_\_

## ■ 4. Payment by Credit Card

MasterCard  VISA

Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

Print Cardholder's Name as it appears on Card \_\_\_\_\_

Cardholder's Signature \_\_\_\_\_

## ■ 5. In Case of Emergency, Contact:

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

(\_\_\_\_\_) \_\_\_\_\_  
Telephone Number \_\_\_\_\_

Relationship \_\_\_\_\_

## ■ 6. Missing Persons, Contact:

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

(\_\_\_\_\_) \_\_\_\_\_  
Telephone Number \_\_\_\_\_

Relationship \_\_\_\_\_

## ■ 7. Meal Plan Options

- 8 Meals per week + \$125 Dining Dollars\* = \$1165/semester + tax  
 8 Meals per Week + \$225 Dining Dollars\* = \$1265/semester + tax  
 10 Meals per Week + \$200 Dining Dollars\* = \$1335/semester + tax  
 12 Meals per Week + \$250 Dining Dollars\* = \$1395/semester + tax  
 University Plan = \$1450/semester + tax

\*Dining Dollars Balance remaining at the end of the Fall semester will transfer to the Spring semester ONLY for those students who continue to reside in on-campus housing.

## ■ 8. Living Learning Community - Optional

(Complete this portion only if you would like to apply to live in a Living Learning Community. Upon acceptance into a Living Learning Community a \$50 activity fee will be billed to your student account.)

Please select ONE Living Learning Community Preference

### NET - Neighbors Educated Together (Freshmen Only)

Students participating in the NET Program will live together and enroll in a block of courses together, comprised of three NET courses each semester during the freshman year.

NET  Honors Scholars NET  Pre-Nursing NET

### First Year Connections (Freshmen Only)

First Year Connections is developed around the special interest themes of Leadership and Wellness. Students will live together and take one course together.  
 Leadership Connection  Wellness Connection

### The Arts Community

The Arts Community is designed to expand student participant's involvement by engaging in structured and unstructured experiences. The Arts Community is open to all classifications. Students majoring in Dance, Theatre, Music, and Visual Arts are encouraged to participate.

The Arts Community

### T-shirt Size

Small  Medium  Large  X-Large  Other \_\_\_\_\_

I understand if I am accepted into a Living Learning Community, I must abide by all academic and social requirements of the program and that a \$50 activity fee will be billed to my student account.

## ■ 9. Roommate & Residence Hall Options

Preferred Roommate: \_\_\_\_\_

- Non-Traditional/Graduate Student  Health Professions Community  
 International Experience Community  Honors Living Community  
 Wheelchair accessible room (please attach Medical documentation)  
 Hearing impaired room (please attach Medical documentation)

Residence Hall Preference:

1. \_\_\_\_\_  
2. \_\_\_\_\_

## Contract Agreement

■ I, the undersigned student, have received, read, understand, and agree to the Housing/Food Services Contract terms and conditions.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

(Guardians signature required if student is under 18 years of age) \_\_\_\_\_ Date \_\_\_\_\_

1. Eligibility: Residents must be admitted students who are currently enrolled and registered for at least nine (9) credit hours at Texas Woman's University. Acceptance of this contract by the University DOES NOT constitute a commitment of admission to the University.

2. Period of Contract: This contract covers a minimum of one semester or one summer session up to the maximum of the full academic year consisting of Fall and Spring semesters or the Summer I, II, or III sessions. The student and her/his parent, guardian, or other guarantor, if required, agrees that if the student attends Texas Woman's University, she/he will live in University residence halls during the entire period of the contract or that portion of the contract period which remains after her/his enrollment.

3. Consideration of the Contract: Residence hall contracts are issued with the assumption that the student has been accepted for admission to and enrolled at the University. If the student fails to enroll she/he must give advance notice of residence hall cancellation as outlined below.

4. Period of Occupancy: The student may occupy an assigned space beginning the day the residence hall opens unless otherwise specified (see University Calendar for dates and times). Failure to occupy the space by 9 P.M. on the first day of classes could result in assignment of the space to another student. Every effort will be made to hold the original assignment if the Department of University Housing Assignment Office is notified in writing of the delayed arrival. It may be necessary on occasion to assign the late student to other University housing accommodations. Non-graduating students may remain in the halls at the end of the semester for twelve hours after their last scheduled examination or until 10 A.M. the day after the last officially scheduled examination per the official University Calendar, whichever comes earlier. Room accommodations will be provided for graduating students until immediately following graduation exercises. Occupancy of the space must terminate with completion of the contract.

5. Application/Contract Fee, Deposit and Rent Payments:

A. A \$25 nonrefundable application/contract fee along with a \$100 room deposit must be on file for each student reapplying for University Housing.

B. If the student elects the installment payment option the payments will be due according to the University Calendar. Failure to make these payments may result in eviction from University Housing and possible suspension from the University. Statements are available from the student's Pioneer Portal account. C. The \$100 room deposit will be refunded upon request to the student upon satisfactory completion of the contract which includes checking out of the residence hall properly, leaving the room in good condition, and clearing the student's university account with the University Cashier. The condition of the room will be inventoried prior to student occupancy and again when the student checks out of the residence hall. The inventory will be used to evaluate the condition of the room. Charges assessed against the student for such items as improper check-out, damage, and/or cleaning fees will be placed on the student's account and will be deducted from the \$100 deposit. If the university account is paid in full and there are no outstanding university charges on the account, the student may request a refund. If charges should exceed the \$100 deposit, the additional fees will be charged against the student's account. To allow for processing and handling, all refunds referred to in this contract will be disbursed to the student's TWU Higher One account within six weeks upon written request to the Department of University Housing.

D. At the completion of the contract, the student has the option of requesting that her/his deposit be refunded or transferred to hold a room for the following semester or academic year. If the student requests a deposit refund and later wishes to reapply for Housing, the student must resubmit the \$25 nonrefundable application fee and the \$100 room deposit along with the Housing/Food Services application. NOTE: If charges are assessed against the student at the completion of the contract and the student wishes to transfer her/his deposit to the next semester or academic year, the student's university account will be charged. These charges must then be paid before the student may register for the next semester or academic year.

E. The deposit will be held for one year following the last date of residency. A student not requesting a refund during that period will automatically forfeit the \$100 deposit.

6. Cancellation, Refunds, and Other Notices: Contract cancellations and other notices must be submitted in writing to the Department of University Housing, Box 425380, Denton, Texas 76204-5380. Notifications submitted to other offices do not comply with this requirement and requested official action cannot be assured. The date such correspondence is received by the Department of University Housing, or if mailed, the date of the postmark thereon, if earlier, will constitute the basis for determining compliance with deadlines.

A. Procedures for Canceling Prior to Initial Occupancy: (Initial occupancy refers to the resident signing the contract, receiving the room key, and/or moving belongings into the room)

1. Cancellation will take place when written notification of desire to cancel is received by the Department of University Housing, on or before June 1 for the Academic Year (Fall/Spring), June 1 (Fall Semester only), December 15 (Spring Semester only), May 1 (Summer I or II) or June 15, (Summer III) for the specific semester during which the contract initially becomes effective.

2. If the Department of University Housing Assignments Office has been notified of the cancellation in writing on or before June 1 for the Academic Year (Fall/Spring), June 1 (Fall Semester only), December 15 (Spring Semester only), May 1 (Summer I or II) or June 15, (Summer III) for the specific semester during which the contract initially becomes effective, the \$100 deposit will be refunded to the student upon request. If the student fails to occupy the reserved space or notification is not received; deposit will be forfeited by the student. A new Housing/Food Services application/contract, \$25 nonrefundable application/contract fee, and a \$100 room deposit will be required if student should decide to enroll at a later date. 3. If proper cancellation information is given to the Department of University Housing and the student should decide to enroll later during the period of the initial contract and desires Housing/Food Services, the \$100 deposit should be forwarded to the Department of University Housing and the Housing/Food Services application/contract the \$25 nonrefundable application/contract fee already on file will be applied to the remainder of the contract period.

B. Procedure for Canceling After Occupancy: After the student has taken occupancy (i.e., signed the contract, checked out keys, and/or moved her/his belongings into the room), she/he may cancel the contract providing she/he will not be in violation of the University Residency Requirement. The effective date of the refund will be the actual date the student officially checks out of the residence hall (See Residence Life Handbook for procedures.) If the student breaks the contract, the \$100 deposit will be forfeited and the student will be charged a \$300 failure to complete-contract fee for the Fall or Spring Semester or a \$100 failure-to-comply contract fee for Summer I or II and, a meal plan handling fee. A per-day charge for room and food services will be assessed for the number of days actually as-

signed. The remaining balance, if any, will be refunded. Refunds will be issued beginning the twenty first (21st) day prior to the end of semester. Students leaving the University during their first week of the Fall or Spring semester will be charged \$100, and those leaving the second week will be charged \$200. Beginning with the third week, the \$300 charge will be assessed.

**NOTE:** An early termination of the contract without the \$300 or \$100 failure-to-complete-contract fee will only be given to a student who registers to student teach or will be participating in a departmental internship or affiliation away from campus. Upon confirmation of same, the student will be released from the contract when her/his student teaching or internship is scheduled to begin. A per-day charge for room and food services will be assessed for the number of days actually assigned.

C. Procedure for Canceling by the University after Occupancy: The University may cancel the contract if the student fails to meet any of the terms and conditions stated herein or for violation of University or residence hall regulations as stated in the Student Handbook or in the Residence Life Handbook which are made a part of the contract by reference. Cancellation of the contract for the reasons stated herein will result in the eviction of the student upon a three day notice, except where the University determines that the continued residency of the student would pose a danger to the life, health, or general well-being of other members of the residential community, in which case the student may be evicted with less than a 24-hours notice.

#### FOOD SERVICES

1. The student agrees that, if living in the residence halls she/he will purchase a meal plan each semester for the entire period of the contract. If no meal plan is selected, the student will automatically be assigned and charged the minimum meal plan.

2. Refunds will not be given for missed meals due to academic scheduling problems or trips taken by the resident for academic or extracurricular purposes.

3. Students may spend the entire Dining Dollar balance in a semester, but the balance remaining at the end of the Fall semester will transfer to the Spring semester ONLY for those students continuing to reside in on-campus housing. Any carry-over balance is added to the student's Spring meal selections. Balances will not carry over to the following semester at the end of the Spring semester.

#### GENERAL PROCEDURES AND POLICES

1. The Housing/Food Services Contract is personal and may not be transferred or assigned to another person. It guarantees the student a bed space (not a particular room) in University residence halls. The Department of University Housing reserves the right to make all hall and room assignments and to make any subsequent changes considered advisable or necessary. If the student does not move within the time period designated by the University, University officials may pack and move the student's belongings to the new assignment and charge the student accordingly. If warranted, disciplinary action may also be taken.

2. In the event that the accommodations assigned to the student are destroyed or otherwise made unavailable and the University is not able to furnish other accommodations, the contract shall terminate. All rights and liabilities for the parties hereto shall cease and rental payments previously made by the student shall be refunded on a prorated basis for the period for which accommodations were not made available to the student.

3. All assignments are on a double-occupancy basis unless otherwise stated. Single occupants who do not reserve their rooms on a private basis and have an official confirmation letter of the private assignment agree to accept an assigned roommate or to move to another room upon the request of the Department of University Housing. A student occupying a room on a private basis for any reason will be charged the private occupancy rate.

4. Rules and regulations appearing in the most recent Residence Life Handbook which pertain to residency in the University residence halls, and others which may from time to time be developed by the Department of University Housing, are made part of this contract. In the event of a conflict between the rules and regulations appearing in the Handbook and this contract, the provisions of this contract shall govern.

5. Although precautions are taken to maintain adequate security, the University does not assume any legal obligation to pay for injury to persons (including death) or loss or damage to items of personal property which occur in its buildings, storage facilities, or on its grounds prior to, during, or subsequent to the period of the contract. **Students or their parents are encouraged to carry appropriate insurance to cover such losses.**

6. Missing Persons Policy: Section 485(j), Missing Persons Procedures, of the Higher Education Opportunity Act - 2008, requires institutions of Higher Education that provide on-campus housing to students to establish a Missing Persons Notification policy and procedures. The University through the Department of University Housing will: Notify all students residing in on-campus housing that they have the option to designate an individual as a contact who will be contacted by the institution no later than 24 hours after the student is determined to be missing. Students under the age of 18 will have their custodial parent contacted. The contact information is located on the Housing application and must be completed at the time of application.

7. Bacterial Meningitis Immunization: The State of Texas requires that first time students or transfer students who plan to reside in on-campus housing must show evidence of vaccination against bacterial meningitis. The student must have received the vaccination at least 10 days prior to moving into the residence hall. A copy of the vaccination must be on file in the University Housing Office before the student can take occupancy. Exceptions: A student is not required to submit evidence of receiving the vaccination against bacterial meningitis under the following circumstances: (1) the student submits to the institution: an affidavit signed by a physician who is registered and licensed to practice medicine in the United States, stating in the physician's opinion, the vaccination required would be injurious to the health and well-being of the student; or an affidavit signed by the student stating that the student declines the vaccination for bacterial meningitis for reasons of conscience, including a religious belief. A conscientious exemption form from the Texas Department of State Health Services must be used. This form can be found at: <http://www.dshs.state.tx.us/immunize/school/default.shtm> These exceptions do not apply during a disaster or public health emergency, terrorist attack, hostile military or paramilitary action, or extraordinary law enforcement emergency declared by an appropriate official or authority from the Texas Department of State Health Services.

8. If any section or subsection of this contract becomes invalid, this will not affect the validity or enforceability of the remainder of the provision of the contract.