

UNIVERSITY OF MASSACHUSETTS LOWELL
Residence Hall Contract and Terms of Agreement



Terms of Agreement

Please print or type responses

Student ID # _____ Date of Birth: _____

Name: _____

Street: _____

Town: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Preferred E-Mail: _____

Current Student Status: (circle one)

- Current UML Resident • New Freshman • New Transfer
- Undergraduate Commuter • Graduate Commuter • Re-Admit Student
- Returning MCC Connections • New MCC Connections

Are you a dependent student (do your parents claim you on their Federal Tax Return)? Yes No

Have you ever been convicted of a felony? (If yes, please explain on a separate page) Yes No

Did you live in UML housing last semester? Yes No

How many semesters have you lived on campus at UML? _____

Name of Parent or Guardian _____

Parent or Guardian Phone _____

Contract to begin with (include year): Fall _____ Spring _____

Please log on to the Residence Life website at <http://www.uml.edu/reslife> for instructions on entering your online room, meal, and roommate preferences.

I HAVE READ AND AGREE TO ALL TERMS, CONDITIONS, AND RESPONSIBILITIES AS STATED IN THIS HOUSING CONTRACT. I FURTHER UNDERSTAND THAT THIS CONTRACT EXPIRES AT THE END OF THE ACADEMIC YEAR, OR UPON TERMINATION OF MY STUDENT STATUS.

SIGNATURE OF STUDENT DATE

SIGNATURE OF PARENT/GUARDIAN (if under 18 years of age)

FOR OFFICE USE ONLY

Term of Contract: _____

Date Received: _____

Method of Deposit: _____

Staff Initials _____

1. **ACADEMIC YEAR CONTRACT.** This contract is binding for the entire academic year even though bills are payable each semester. The student shall be responsible for the full amount of the correct charges.
2. **COMMUNITY STANDARDS.** The student, by signing this contract, agrees to observe all rules and regulations outlined in the Residence Life Student Conduct Code.
3. **ELIGIBILITY.** Matriculated undergraduate and graduate students, full or part-time, are eligible to live in University operated housing. Individual eligibility is not transferable. Withdrawal from the University necessitates withdrawal from University housing within 24 hours.
4. **DAMAGE BILLING.** Students will be held responsible for any and all damages found in their room during the checkout process. If determination of who is responsible for damage within a room/suite is not made, all students of that unit will be held responsible. Common area damages can be assessed to the residents of floors and buildings.
5. **REFUND ON ROOM DEPOSIT.** The \$200 room deposit maintains the student's eligibility for room selection and is applied to the SECOND SEMESTER room fees. This deposit is **nonrefundable** except in the case of academic dismissal, clinical or teaching experience, withdrawal from the University, or December graduation from the University. **There is no guarantee of housing until assigned.**
6. **REFUND OF ROOM FEES.** The Office of Residence Life must receive all cancellations of this contract, IN WRITING. In addition to forfeiting the room reservation deposit, students canceling their housing contract for reasons other than academic dismissal, clinical or teaching experience, withdrawal from the University, or December graduation from the University will be responsible for the room fees according to the schedule below:

For reservation made for the full academic year:

- Through July 15th No obligation
- July 16th–1st day of classes 50% of Fall charges
- 2nd day of classes – last business day in November 100% of Fall & 50% of Spring
- After the last business day in November 100% of Fall & 100% of Spring

For reservation made for the Spring Semester:

- Through the 1st day of class 50% of Spring
- From 2nd day of classes 100% of Spring

-Residents required to leave the residence hall and/or the University due to judicial sanctions will not be granted a refund of their room fees.

7. **FOOD SERVICE.** All resident students **must** participate in one of the University offered meal plans. Students requiring special diets for health or religious reasons should check with the Food Service to determine whether these needs can be met BEFORE signing this contract. Cooking is not permitted in student rooms. **Please note:** meals are not served during the Thanksgiving Break (all day Thursday – Sunday dinner).
8. **VACATION PERIODS.** At least one (1) residence hall will be open during winter intersession and spring break periods; an additional charge will be issued for this housing period except in cases of designated apartment buildings. All other residence halls will be closed and locked during these periods. See the Office of Residence Life for more information including costs, locations and process. This housing is applicable to all Fall semester resident students, regardless of the reason for staying during Intersession. **Please note meals are not served during vacation periods.**
9. **ASSIGNMENT OF SPACE.** Space in University housing will be assigned on the basis of student preference, subject to the availability of space and the reasonable ability of the University to match the request with available space. The University does not discriminate on the basis of race, color, national origin, ethnic identification, gender, sexual preference, age, or disability in any of its policies or practices, but reserves the right to assign separate accommodations for male and female students. Reasonable arrangements for physically disabled students are available by contacting the Office of Residence Life and the Director of Disability Services. This contract is an agreement for an assignment in on-campus housing and is not an offer for a particular space or with a particular roommate.
10. **CHECK-IN.** Upon move-in, each resident will be issued a room key and other pertinent information. Each resident will also complete and sign a room inventory form, which will be an accurate and complete record of the contents and conditions of the assigned room. The student is totally responsible for ensuring the accuracy of inventory data upon check-in. A student's signature on the inventory indicates agreement with the inventory's assessment of room conditions. The inventory will be verified and collected by the Resident Advisor and will serve as the basis for any checkout or damage charges.
11. **CHECK-OUT.** Check-out, whether a student is changing rooms or leaving University housing altogether, includes returning the room key, removing all personal belongings and debris, and leaving the room in an acceptable, clean and undamaged condition. Further, the student should sign his/her inventory to demonstrate agreement to the condition of the room upon checkout. Failure to check out properly may result in an additional checkout charge and will result in the loss of the right to protest billing. Students withdrawing from housing must also be sure to cancel their meal plan with the Food Service Office. Personal property remaining in the residence hall after the term of this contract has expired shall become the property of the University. *Students must vacate their room within 24 hours of their last final exam or by 6pm on the last day of the semester (whichever comes first), or within 24 hours of withdrawing from the University or being removed from on-campus housing.*
12. **ROOM CHANGES.** Students requesting a room change must seek approval from their building Resident Director and/or the Assistant Director of Residence Life. Unauthorized room changes will result in disciplinary action.
13. **CARE/CLEANLINESS OF STUDENT ROOMS.** The student assumes responsibility for the cleanliness and care of the room and its furnishings. Reasonable safety and sanitation standards must be maintained. Occupants may not dismantle, refinish, paint, dye, or in any way alter the room or its furnishings without specific permission from the Office of Residence Life.
14. **RIGHT TO ENTRY.** The University recognizes and respects the student's right to privacy and desire to control his/her own living environment. However, the University is also responsible for assuring that students maintain their rooms in a safe and sanitary manner, and for making necessary repairs to the rooms and their furnishings. Therefore, the University reserves the right to enter student's rooms without prior notice for the purpose of safety and/or maintenance (emergency or student requested). In addition, the University reserves the right to enter a room when state, local, or federal laws, and /or the UMass Lowell Student Conduct Code, as related to the safety or well being of a resident or member of the community, is suspected to be in violation. Whenever possible the University will attempt to provide the assigned resident with advance notice.
15. **UNAUTHORIZED USE AND POSSESSION OF KEYS.** Only residents and authorized staff are permitted to have keys and/or access cards to the residence halls and rooms within the residence halls. Any non-resident, non-student, or unauthorized person found having a key and/or access card to a residence hall or room within a residence hall may be referred to the University Judicial System and/or to local authorities. The Office of Residence Life may only duplicate keys for on-campus housing rooms.
16. **RIGHT TO REASSIGN OR TERMINATE AGREEMENT.** The University reserves the right to terminate this contract or reassign students under the following circumstances: a) In an emergency which would not permit the continued operation of the residence halls, b) When a student is found to have violated University policies or regulations, c) If a resident fails to comply with the terms of occupancy, d) If the resident fails to meet residence hall eligibility requirements, e) If an irreconcilable situation exists between roommates.
17. **INSURANCE.** The University is not responsible for loss or damage from any cause to the personal property of the resident. Students are encouraged to see that their own insurance policies cover such a loss.
18. **PARENTAL NOTIFICATION.** Under FERPA the University reserves the right to notify the parent or guardian of students less than 21 years of age of findings of responsibility for any violation of the alcohol and/or drug policy.
19. **THE UNIVERSITY OF MASSACHUSETTS LOWELL RESERVES THE RIGHT TO CHANGE ANY AND ALL FEES WITHOUT PRIOR NOTICE.**