

Residence Hall Contract

For
Mothers Living & Learning Residents



2009-2010

Mission Statement

Committed to the works, values and aspirations of the Sisters of Mercy, College of Saint Mary is a Catholic university dedicated to the education of women in an environment that calls forth potential and fosters leadership. This mission inspires us to:

- ◆ *Academic excellence, scholarship, and life-long learning*
- ◆ *Regard for the dignity of each person*
- ◆ *Attention to the development of mind, body, and spirit*
- ◆ *Compassionate service to others*



COLLEGE OF SAINT MARY

EMERGENCY INFORMATION

Date _____ ** Please fill out completely, even if you have contracted with us in the past.

Student's Name _____ Birth date ____/____/____
Last First Middle Initial

Permanent Address _____
Street/P.O. Box City State Zip Code

Cell Phone # (____) _____ Home Phone # (____) _____ E Mail Address _____

Medical Insurance _____ I.D.# _____
Company Name

Allergies _____ Current Medications _____

Special Health Problems or Disabilities _____

Please provide an emergency contact.

Emergency Contact _____ Relationship _____

Address _____
Street/P.O. Box City State Zip Code

Home Phone # (____) _____ / Cell Phone # (____) _____ / Work Phone # (____) _____

Child's Full Name _____
Last First Middle Initial

Medical Insurance _____ I.D.# _____
Company Name

Allergies _____ Current Medications _____

Special Health Problems or Disabilities _____

Please provide an emergency contact.

Emergency Contact _____ Relationship _____

Address _____
Street/P.O. Box City State Zip Code

Home Phone # (____) _____ / Cell Phone # (____) _____ / Work Phone # (____) _____

I hereby give permission for emergency medical care to be given to myself or my child in the event there is not sufficient time to communicate with me. I also understand that in the event that my health or my child's physical or emotional health warrants continuous monitoring, that I will be asked to leave the resident living environment and return only after a doctor's release.

Signature of Student _____ Date _____



RESIDENCE HALL CONTRACT - TERMS AND CONDITIONS

Mothers Living and Learning Program

Complete and return the signed Residence Hall Contract, Emergency Contact form, and one copy of this Terms and Conditions to: Residence Life, College of Saint Mary, 7000 Mercy Road, Omaha, NE 68106.

New residents must also include a **\$125 housing deposit**.

MLL contracts will be accepted until the program has reached capacity.

1. Housing Reservation & Occupancy

The initial \$125 deposit becomes a security deposit on the first day of occupancy and will not appear on the RESIDENT's tuition statement; this amount less any charges will be carried forward for returning RESIDENTS. **Housing is not reserved until signed contract forms and deposit are received by College of Saint Mary (CSM), and admission to CSM is approved.** Occupancy is defined by issuance of a key to the student for a specified room and does not require actual physical presence by the RESIDENT and/or her possessions. CSM reserves the right to refuse housing and dining privileges to any person. CSM reserves the right to add to or change terms and conditions of residency when needed.

RESIDENTS must be registered and have completed their Semester Financial Arrangement (SFA) each semester to live in the residence halls. Meal cards will be deactivated for any RESIDENT who has not completed her financial arrangements by the first day of the second week of classes, and she will not be able to use the dining hall until the SFA is complete. Any student who has not completed her SFA by the first day of the third week of classes may be withdrawn from CSM and required to move out of the residence halls within 3 days. The housing deposit will not be refunded.

Subleasing of rooms is strictly prohibited. No one other than the assigned RESIDENTS specified by Residence Life Staff may reside in the residence hall room. RESIDENT agrees that only the residents assigned to this room, shall live in this residence room.

2. Length of Agreement

A RESIDENT agrees to reside in the residence halls for the entire academic year, or the remaining portion of the academic year if the student moves into the residence halls after the academic year begins. Exceptions must be approved by a committee overseen by the Assistant Dean of Students.

3. Who May or Must Live in the Residence Halls

- a) All **First or Second-Year Students Full-Time Undergraduate Students under the Age of 21 ARE REQUIRED** to live in the residence halls unless they meet one of the following exemptions, have submitted the Required Residence Exemption/Exception Form and received approval from the Assistant Dean of Students one month before classes begin each semester.

Exemptions:

- Married or has dependents
- Junior status (60+ credit hours) or over 21 years of age
- Living at home with parents within a 40-mile radius of College of Saint Mary

First or Second-Year students who do not meet any of the above exemptions and want to request an **Exception** from the Required Residence policy should complete the Required Residence Exemption/Exception form, attach a typed letter of explanation and any necessary documentation to it, and return to the Assistant Dean of Students by **July 15th** for request for the upcoming fall semester and by **December 1st** for the upcoming spring semester.

- b) Students receiving room and board as part of a scholarship or grant **ARE REQUIRED** to live in the residence halls. Should scholarship or grant students receiving room and board funds choose to live off campus, they will forfeit the scholarship or grant dollars that fund room and board.
- c) **Full-Time Undergraduate Students** at College of Saint Mary have first priority for all on-campus housing.
- d) **All students living in the residence halls MUST participate in CSM's full board plan described in #4.**

4. Dining Provisions

All students living in College of Saint Mary residence halls are automatically enrolled in the full board plan, with no exceptions. Children of MLL residents eat free of charge with their mother's paid Room and Board plan. Students who have special schedules or needs should contact the college food service to make other arrangements for receiving their meals. The college food service will accommodate students with food allergies, with appropriate medical documentation. The dining hall provides meals Sunday through Saturday at various times. **Food service is not available during academic breaks and holidays including, but not limited to: Labor Day, Fall, Thanksgiving, Christmas, Spring, and Easter breaks.**

5. Room Assignments

Discrimination will not be tolerated when making room assignments. Assignments are made on the basis of the date of receipt of this contract and deposit to Residence Life, along with consideration for size of family, age of children, and length of participation in the program. While every effort will be made to honor student preferences for residence hall assignment, final determination is made by the college. If necessary, College of Saint Mary reserves the right to change a student's room assignment at any time.

6. Resident Room Furnishings

 (Initial) College of Saint Mary provides the following in an MLL room: one bed, one dresser, one desk, one chair, closet(s) and window blinds. Beds for children may be requested and will be provided if furniture is available. RESIDENTS must furnish their own bed linens, blankets, bedspreads, towels, pillows, lamps, telephones and personal accessories. Storage is not available for college-owned furniture or student possessions outside of a RESIDENT's room. College of Saint Mary and the Department of Residence Life are not responsible for the security of students' personal possessions. The resident agrees to indemnify and hold College of Saint Mary harmless from any loss, lawsuit, or damages incurred as a result of any loss or damage sustained by action of any party, fire, water, theft or the elements, or for loss of any articles from any cause from said property or any other portion of the premises. The college strongly encourages students to purchase renters insurance.

7. Conduct Expectations

 (Initial) A high standard of conduct is expected of RESIDENTS at all times. Hall life is an experience in community living; therefore, RESIDENTS must respect the rights of one another. Policies and regulations are established for the health, safety and welfare of all residents. The college reserves the right to make periodic, announced inspections of the residence hall rooms to ensure against major maintenance or cleanliness problems. Authorized personnel of the College may enter the

RESIDENT's room unannounced, for reasons of health, fire, safety or general welfare, (this includes suspected policy violations,) or to make necessary repairs to the room and room equipment. Maintenance request by RESIDENT's shall be considered permission to enter. Policy violations discovered by College personnel may be noted and forwarded to proper staff for disciplinary actions. Rules and policies are stated in the College of Saint Mary Catalog, the Student Handbook, the Residence Life/MLL Policy Handbook, and during hall and floor meetings. CSM may terminate this contract at any time for violation of residence hall or CSM rules or regulations, or for conduct which is otherwise detrimental to the resident, other residents, or the community living environment. Any contract that is terminated for conduct issues, the RESIDENT will lose their housing deposit.

8. Residence Hall Closings

The residence halls will be **CLOSED over Christmas break**, beginning **Saturday, December 19, 2009 at noon** and re-opening **Wed., January 6th, 2010 at 1:00 p.m.**, for returning students. The board plan ends at noon on the last day of exams and will resume for dinner the day before the first day of classes.

Students who request semester break housing by November 18th and stay on campus from December 19th to December 23rd at noon will be charged \$15.00; students who stay on campus from January 4th at 1:00 p.m. to January 6th will be charged \$10.00. Students who contract for semester break housing after November 18th will pay an additional \$5.00 per break and after December 15th their request maybe denied or assessed a \$10 per break late fee. Rooms for semester break may be available only on designated floors of the residence halls. Break housing will only be available to fall residents who are registered and made semester financial arrangements for spring semester by Wednesday, December 9th. Note that Break housing does **not include the period from Wednesday, December 23, 2009 at noon, through Monday, January 4, 2010 at 1:00pm** as college offices are closed and no residents may stay in the residence halls for security reasons during that time period.

Students may remain in the residence halls for Labor Day, Fall, Thanksgiving, and Easter breaks if they sign up with their RA by the deadline and follow all break policies. Students who wish to remain in the hall for Spring Break must make a request that is subject to the approval of the Director of Residence Life; charges may apply for late requests. The residence halls will close at the end of the academic year on **Friday, May 14, 2010 at noon**.

9. Academic Progress During Residency

(Initial) It is expected that all RESIDENTS attend classes regularly, carry a minimum of 12 semester hours, and show academic progress towards a degree. A student who carries less than 12 semester hours must receive written approval from the Assistant Dean of Students if she wishes to continue to live on campus. **Failure to attend classes on a regular basis, dropping below the required credit load or failure to inform appropriate resident staff may result in cancellation of a housing contract, without the return of the housing deposit.**

10. Release from Contract and financial obligations upon release

Canceling the Contract: Prior to beginning classes at CSM, the student must notify the Director of Residence Life in writing postmarked by **June 30, 2009 (fall semester) or December 1, 2009 (spring semester only)**, to have the Housing Deposit refunded.

Termination of Contract (Broken Contract without approval): For RESIDENTS who cease to be students at CSM, room charges are refunded on the same percentage basis as tuition. These percentages are contained in the CSM Drop/Add Policy, which is available in the CSM Express Center. Board charges are refunded on a prorated basis at the end of the week which occupancy ends. Refund amount of room and board charges are determined by the date the RESIDENT checked out of the residence hall; the RESIDENT must turn in all keys and properly check out with Residence Life staff before she will receive a refund. Contracts that are terminated for judicial issues will have the same refund procedures.

For RESIDENTS who remain enrolled at CSM but who vacate their residence space after occupancy commences within the first week of classes will be charged **\$500.00**. After the first week of classes, charges are refunded on the same percentage basis as tuition. Students who contract for the entire academic year and who break their contract for the spring will automatically be charged **\$500.00** for the spring semester.

RESIDENTS who do not properly check out of the residence halls will be charged the housing cost until all items are removed from their room and they properly check out. If the RESIDENT is no longer a student at CSM, items will be removed from the room, locks will be changed and access cards deactivated at the RESIDENTS expense. This includes RESIDENTS who do not return for the Spring semester.

Release from Contract (Broken Contract with approval): A RESIDENT may make a formal written request to the Assistant Dean of Students to be released from her contract. If the Assistant Dean of Students grants an **APPROVED RELEASE** from this Contract, the student will be charged **\$500.00**, forfeit her security deposit of **\$125.00** and be charged for any damages.

Housing Reservation and Security Deposit— College of Saint Mary will refund the security deposit, less charges, by mail within 60 days after a RESIDENT checks out of her room properly. Improper check-out will delay the refund (if any). Any RESIDENT who breaks her housing contract or has it terminated for cause before the end of the term for which she contracted, will forfeit her **\$125.00** security deposit as a Broken Contract charge.

Before refunding, the housing deposit will be first applied toward:

- 1) \$125 Broken Contract charge (even when granted a release from the required residency policy, the contract, or leaving CSM)
- 2) Damages or theft caused to an individual's room, the hall or its furnishings
- 3) Replacement of keys (room, access card, etc.)
- 4) Improper check-out (could include failure to complete Residence Hall inventory form)
- 5) Removal of resident property by staff and/or any cleaning and repairs
- 6) Remaining room and board charges or other remaining balance for any outstanding CSM bills

If the charges enumerated above exceed the deposit amount, the student will receive a bill for all additional charges.

11. Checking In & Checking Out Procedures

Every residence hall student is responsible for checking in and out properly. When checking into her room, the resident must complete and return a self emergency notification card, child(ren) emergency notification card(s) and a residence hall inventory form to the Residence Advisor (RA) on her floor. **It is especially important that the room inventory form be completed as it details the condition of the room and the property in it prior to occupancy.**

To check out properly, the student must make an appointment with her RA or a housing staff member. **At that time, housing staff will do a thorough walk-through of the room and any designated common spaces and document any damages that occurred while the student lived in the room, gather all residence hall keys, and have the departing resident fill out a change of address form and residence hall survey.** The Director of Residence Life has the right to assess charges based on the room's condition, the information on the residence hall inventory form, and whether or not the resident checked out properly. **Failure to check out properly will result in a \$40 charge for administrative costs resulting from improper checkout.** If a resident does not return any key (room, access card, building, or other) there will be a \$25 charge for each key and a \$10 charge for each access card.

Any resident who has checked out, left or been removed from the college and leave personal property in the room will have that property become college property after 48 hours unless previous arrangements were made. All incurring expenses will be the responsibility of the resident.

12. Meningococcal vaccine - I have read and understood the information enclosed with this contract on meningococcal disease and the risks of contracting it. I also understand that there is a vaccine that I may receive for the prevention of meningitis. Although CSM does not require the vaccine to live in the residence halls, Nebraska State Law LB 513 requires all colleges to inform students about the risks of the disease and that a vaccine is highly recommended.

Mothers Living and Learning Program

Important Dates to Remember

June 30, 2009	Deadline to cancel fall or academic year contract and have housing deposit refunded
August 16, 2009	Move in for ALL MLL Residents - Returning and New
August 17-24, 2009	MLL Community Days – (All Returning and New Residents are Expected to Participate) Please make child care arrangements for this whole week from about 8:30-4:00.
August 26, 2009	Fall Classes Begin
November 18, 2009	Last day to sign up for Christmas Break housing without a late fee
December 19, 2009	Residence Halls close at Noon for Christmas Break
December 19th– 23rd	Break Housing available for \$15.00
December 23, 2009	Break Housing ends at Noon for Christmas Break
Dec. 23 – Jan 4	Campus Closed for Everyone
January 4, 2010	Residence Halls open 1:00 p.m.
January 4 th – 6th	Break Housing available for \$10.00
January 6, 2010	Residence Halls open at 1:00 p.m. for Returning MLL Students
January 7, 2010	Move-in for New MLL Students
January 8, 2010	MLL New Year Community Day (All expected to participate)
March 8 – 12, 2010	Spring Break
May 14, 2010	Residence Halls close at Noon

** The MLL program and College of Saint Mary are completely closed from noon on December 23rd to 1:00pm on January 4th. Alternate arrangements must be made.