

# Room and Board Contract

Please PRINT or TYPE clearly, sign, and return with your \$110 room deposit and roommate questionnaire form to:  
Marian University | Office of Residence Life | 45 S. National Ave. | Fond du Lac, WI 54935-4699

**A \$110 housing deposit must accompany contract in order to be processed (for first-year students only).**

**Priority deadline is June 1, 2019. No refund after May 1, 2019.**

*This document establishes the terms and conditions of occupancy in the Marian University residence halls and enrollment in the dining service program. The contract is for the entire academic year. In the case of mid-year graduation, adjustments can be made.*

Last name \_\_\_\_\_ First \_\_\_\_\_ Middle initial \_\_\_\_\_

Permanent home address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home phone (\_\_\_\_) \_\_\_\_\_ Cell phone (\_\_\_\_) \_\_\_\_\_ Parent/guardian name(s) \_\_\_\_\_

Date of birth \_\_\_\_\_ Age \_\_\_\_\_ Gender:  Male  Female  Gender Non-conforming \* Please call Office of Residence Life for gender placement.

ID \_\_\_\_\_ Email \_\_\_\_\_

University class standing in fall 2019:  First-Year  Sophomore  Junior  Senior  Transfer

Have you ever been removed from resident housing (either at Marian or at a previous higher education institution) for disciplinary reasons?  Yes  No

Have you ever been charged with a felony?  Yes  No Have you been convicted of a felony?  Yes  No

*Failure to disclose may result in immediate cancellation of contract and other University administrative and disciplinary actions.*

List if you have a preference for a specific roommate (must be a mutual request to be honored): \_\_\_\_\_  
Priority deadline for roommate request is June 1.

**All first- and second-year students, unmarried and younger than 21, are required to live on campus.** The only exception is if a student lives with a parent or guardian **within a 35-mile radius** of the University. Students who claim a commuter exemption, but do not reside with their parents, are subject to being charged for a residence facility room. Housing contracts are valid for one academic year, which is defined as the fall and spring semesters.

**Incoming first-year students under 21 years of age:** Please rank your choices, in order of preference, below. Your choices are Naber Hall and the Courtyard Houses. These units are substance and alcohol free, regardless of legal age. For more information, please refer to your housing packet for descriptions.

**Sophomores, juniors, seniors, transfers:** Please rank your choices, in order of preference, below. Your choices are Courtyard Efficiency, Duplex, Townhouse, and Cedar Creek.

**By typing your name you have read and understand that this contract is binding for the entire academic year and agree to the terms listed.**

**Student signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
(and Parent/Legal Guardian signature if applicant is younger than 18)

**Parent/Legal Guardian signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## FIRST-YEAR STUDENTS (rank first and second choices)

### Room and Board (includes unlimited access meal program)

\_\_\_ Naber Hall double

\_\_\_ Courtyard House double

\_\_\_ Courtyard House triple

**All full-time students receive  
\$60 points per semester**

## UPPERCLASS STUDENTS:

Sophomores, juniors and seniors (rank first, second and third choices)

### Room and Board

**Housing:** With kitchen

\_\_\_ Efficiency double

\_\_\_ Cedar Creek single

\_\_\_ Townhouse double

\_\_\_ Cedar Creek double

\_\_\_ Townhouse single

\_\_\_ Duplex single

\_\_\_ Duplex double

\_\_\_ **Meal Plan A:** Unlimited Access + \$60 in Dining Points

- Mandatory meal plan for all Freshmen
- Mandatory for students who live in resident housing without a kitchen

\_\_\_ **Meal Plan B:** Platinum Upgrade = Unlimited Access + \$160 in Dining Points

\_\_\_ **Meal Plan C:** 75 Block Plan + \$60 in Dining Points

- For students who have kitchens and upperclassmen

\_\_\_ **Meal Plan D:** 180 Block Plan + \$300 in Dining Points

- For students who have kitchens, upperclassmen and commuters

Marian University email is the official form of communication for all University business and announcements. If you have questions, please email [residence@marianuniversity.edu](mailto:residence@marianuniversity.edu) or call Office of Residence Life at 920.923.8091.

Please keep a printed or digitally saved copy for your records.

### For office use only:

Received date: \_\_\_\_\_ Mailbox#: \_\_\_\_\_

Room Placement: \_\_\_\_\_ Paid date: \_\_\_\_\_

**Contract terms: This contract is binding for the entire academic year, August 29, 2019–May 18, 2020.** All residents must be a full-time student at Marian University (12-credit minimum). Residence halls are designed to support students and their academic pursuits. In order for students to remain in the residence halls, students must be regularly attending class and making sufficient academic progress. Failure to attend classes could result in the student's removal from the Residence Facilities. The University reserves the right to refuse any applications. No refund for incoming first-year students after May 1, 2019. Priority placement deadline is June 1, 2019.

### Dates of Occupancy

- The *Room and Board Contract* is in effect the entire academic year **August 29, 2019–May 18, 2020**.
- All housing is closed for Winter Break, **December 13, 2019–Jan 23, 2020**. Students must vacate and check out 24 hours following their last exam or winter graduation.
- Students wishing to remain on campus during the Winterim (**January 2–22, 2020**) will need winterim housing contract.
- Housing will reopen for the spring semester at 10 a.m. on **Wednesday, Jan 22, 2020**.
- Residence Facilities will close for the summer at 5 p.m. on **Friday, May 18, 2020**.
- Students participating in May graduation must vacate no later than 4 p.m., **Sunday, May 20, 2020** (*the day after Commencement*).
- Students who have their contracts terminated must move out within a time-frame determined by the Director of Residence Life.
- Summer housing is available through a summer housing contract.

**Board participation is required of all resident students.** First-year students must have the Unlimited Meal Program regardless of housing option choice. Returning students may change their meal plan up to the add drop dates in the semester. The unlimited access program offers continuous service from 7:30 a.m. until 7 p.m. Residents living in apartment-style housing with a kitchen may have any meal plan. Any unused meals for the fall semester are forfeited if the student is no longer a resident for the spring semester and any unused meals for the academic year are forfeited at the end of the spring semester at 6 p.m. on the last day of finals; unused points will be carried over to the next semester if the student maintains at least 12 credits. **Food service may not be provided during breaks when classes are not in session (please check with Campus Dining Services for details).**

**Space Assignments:** The Room and Board Contract entitles the resident to a space on campus and not a specific room or apartment. The University reserves the right to make and alter housing assignments and billing or to consolidate persons paying less than full value and/or to maximize occupancy of the space. Consolidation may occur before and/or during occupancy. This Room and Board Contract is not assignable, and subletting is prohibited. The only person(s) who may reside in the room are those who have been assigned to it by the University.

The University will not guarantee a student's space if not occupied on the first Friday of that semester's classes by 4:30 p.m. Returning students must be registered by August 1 (*in good financial standing*). Residence Life will not assign roommates based on race, ethnicity, religion, or sexual orientation. A resident who refuses to accept a roommate or, in the judgment of the University, attempts to force a roommate out of a shared premises may face disciplinary sanctions including paying the cost of the vacancy. After day of opening, no room changes may occur until after the third week of each semester without approval by the designee. Room changes must be approved by the Office of Residence Life. Students may request to be placed on a preferred housing wait list after their initial assignment has been confirmed.

**Room Contents:** The resident agrees to accept responsibility for all property assigned to the room, penthouses, efficiencies or apartment and agrees to pay for loss or damages not due to ordinary wear and tear. All University furnishings must remain in the resident's assigned room or apartment. There is to be no alterations to the room. Quantity and condition of campus housing furniture is confirmed at check-in with Residence Life staff and considered "as is" upon move-in. The University does not provide additional furniture.

**Room Search and Entry:** The University reserves the right to enter a resident's room without prior notification for the purpose of repair, enforcement of University regulations, preservation of health or safety, and recovery of University-owned property. Health and safety checks and inspections are conducted by Residence Life staff at specified times each semester.

**Personal Property:** The University does not accept responsibility for personal property that may be stolen, lost, or damaged. This includes possessions left in University storage facilities. The University encourages each resident to carry appropriate personal property insurance and to keep doors locked at all times.

**Cancellation of Agreement:** This Contract is binding for the entire academic year for on-campus housing. Students requesting to cancel the *Room and Board Contract* must complete a *Housing Release Request* and submit it to the Office of Residence Life with all required documentation. Release from the *Room and Board Contract*, if granted, will result in agreement cancellation charges as described below. The cancellation fees are non-negotiable.

You may apply by submitting a *Housing Release Request* in writing, electronically or by letter, to the Director of Residence Life to cancel your *Room and Board Contract*. The Director of Residence Life retains the right to grant or deny any cancellation request. The Director may consult with another University office or department regarding your cancellation request. All required documentation and conditions, as described on the *Housing Release Request*, must be met before the release request will be considered. Students are not approved until they receive an official email notice from the Office of Residence Life. If approved, cancellation charges will be assessed according to the date that requests are received by the Office of Residence Life.

Release decisions made by the Director of Residence Life may be reviewed by an appeal process available through the Office of Residence Life.

REFUND: All students withdrawing from the University or changing Residence Life status are issued tuition refunds based on the following schedule: first week — 100%; second week — 75%; third week — 50%; after third week — none. Contract cancellation fee: \$100 by May 1, \$350 after May 1. If students are removed from housing because of discipline reasons there will be no refund. Room charges are non-refundable. Meal plan refunds are prorated based on number of meals used.

### Additional Cancellation Information

- A resident whose agreement cancellation request is not approved or who submits false information on their petition will be required to fulfill all terms and conditions of the agreement. Students submitting false information will also be subject to additional disciplinary or administrative action by the University.
- If a resident is released from the *Room and Board Contract*, the remaining roommates' will go through the consolidation process. The end result of which could be; assigned a new roommate, moved to a new room or pay a higher rate due to under occupancy.
- Should housing needs exceed capacity, rooms in the Courtyard House(s) may be tripled.

### Termination of Agreement by the University

*Students who complete the contract agree to the terms of agreement and cancellation as listed in this and all supporting documents. The Room and Board Contract is for the terms specified. Should the University terminate this contract, the student may be responsible for the unpaid balance, up 100%, of their charges.*

The University reserves the right to terminate the *Room and Board Contract* if a student:

- is no longer registered for classes or is not attending class regularly.
- enrolled in fewer than 12 credits
- is found to be in violation of the University's Code of Conduct or Residence Life Community Policies
- or if a student's behavior, as determined by the University, is detrimental to the welfare of the residence hall or apartment community. The student may be required to pay the remainder of housing charges, up to 100% charge.

**By signing your name you have read and understand that this contract is binding for the entire academic year and agree to the terms listed.**

**Student signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
(and Parent/Legal Guardian signature if applicant is younger than 18)

**Parent/Legal Guardian signature** \_\_\_\_\_ **Date** \_\_\_\_\_