



# TEXAS WESLEYAN UNIVERSITY

## Department of Housing & Residence Life Short Term Housing Contract 2009-2010

SHORT TERM HOUSING APPLICATION

Name \_\_\_\_\_

Last

First

Middle

Texas Wesleyan University ID No. \_\_\_\_\_

Female

Male

Married

Single

Permanent Address \_\_\_\_\_

Phone: \_\_\_\_\_ H

\_\_\_\_\_ W

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

\_\_\_\_\_ C

University E-mail address \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Alternate E-mail address \_\_\_\_\_

### Texas Wesleyan Affiliation/Status (check all that apply)

For the 2008-2009 Academic Year

First Year

Second Year

Third Year

Graduate

Major \_\_\_\_\_

Other Please indicate \_\_\_\_\_

Please initial the following three statements.

\_\_\_\_ I agree to assume financial responsibility for the contract and to be bound by this contract for the specified period.

\_\_\_\_ I understand that the \$150 application fee becomes a security deposit once the contract is signed and is held until I permanently move out of the residence halls. The room will be checked for damages and if there are none, my deposit will be refunded.

\_\_\_\_ I further agree to abide by all contract policies listed herein as well as those in the Student Handbook.

### PREFERENCES

Room and suitemate assignments are subject to change prior to occupancy. All attempts will be made to inform you of these in a timely manner.

### Residential Facilities

\_\_\_\_ Single in Wesleyan Village \$275/short term or \$137.50 per week

### Contract Length

Fall Short Term \_\_\_\_\_ Spring Short Term \_\_\_\_\_



## EMERGENCY CONTACT INFORMATION

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Telephone number (c) \_\_\_\_\_ (h) \_\_\_\_\_ (w) \_\_\_\_\_

Email address: \_\_\_\_\_

In the event of an emergency, does this person have permission to gain access to your room/apartment to retrieve your items?  Yes  No

## ROOMMATE REQUESTS

1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

I have read, fully understand, and agree to abide by the terms, conditions, and policies of the attached Texas Wesleyan University Housing Contract, including the terms, costs, consolidation and/or vacancy options, and the cancellation sections.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## PLEASE READ THIS DOCUMENT CAREFULLY

### TEXAS WESLEYAN UNIVERSITY HOUSING CONTRACT TERMS AND CONDITIONS

2009-2010

(PLEASE INITIAL EACH PAGE AND KEEP A COPY FOR YOUR RECORDS)

**INTRODUCTION:** Pursuant to the terms and provisions outlined in this contract, Texas Wesleyan University agrees to provide residence hall space to the applicant for either the Academic year or the Full year. The Academic Year begins with the official residence hall opening for the Fall semester, and ends with the official residence hall closing date for the Spring semester. No student shall remain in the residence hall after their contract has expired without written permission from the Residence Hall Director. It is the student's responsibility to familiarize themselves with all of the provisions of the contract. The premises will be used by the student solely for residential and educational purposes and all on-campus facilities are covered under this contract.

**II. HOUSING DEPOSIT:** All students are required to submit a \$150 deposit along with a completed Housing application/contract. **Scholarship and room grant students are not exempt from submitting the housing deposit.**

**IV. ELIGIBILITY:** Only students officially admitted to the University or others authorized by the Office of Housing & Residence Life may reside in on campus housing. Any student enrolled in nine (9) semester hours or less is not eligible for housing unless authorized by the Director of Housing & Residence Life or the designate. Exceptions to this would be Intensive English students and graduate students, who are eligible for on campus housing, but may not be enrolled in nine hours. The University reserves the right to refuse any new application for accommodations in University residence halls. Moreover, acceptance of a signed housing contract does not constitute a commitment of admission to the University. **At this time, on campus housing is not available to students who have dependents living with them.**

**V. RENEWAL OPTION:** This contract is only for the term that you choose on page 2. Any changes to the contract after it has been processed by the Housing Office must be in writing. Creation of any future housing contracts is contingent upon good behavior, space availability, and approval of a renewal application according to the procedures published by the Office of Housing & Residence Life (hereafter referred to as "the Office").

**VI. ASSIGNMENT POLICY:** The University agrees to assign a residence hall space, IF AVAILABLE, only after the applicant has submitted a housing deposit and contract. Housing Contracts submitted with no deposit on file will not be processed. Priority of assignment is based on the date that the student's completed housing contract is received in the Office. In the instance when a specific roommate is requested, priority of assignment is based on the date that the earlier applicant's completed contract is received in the Office. Both students' contracts must be received by July 10 for fall semester and November 20 for the spring semester. **IT IS THE POLICY OF THE UNIVERSITY TO ASSIGN ROOMMATES WITHOUT REGARD TO AGE, RACE, SEX, CREED, RELIGION, DISABILITY, OR NATIONALITY.** When all vacancies are filled, a waiting list is established. Priority will be based on the date a student's contract was received in the Office. Singles are assigned based on the date of the request and the number of hours a student has completed. There is an additional charge for single rooms.

**A. OCCUPANCY:** A room must be occupied only by the persons properly assigned to it. Occupancy is defined as completion of any portion of the

check-in procedure. Occupancy by a student or other person without authorization from the Office is not permitted. Students must present a picture ID when they check into the residence hall. Acceptance of a room key, placement of personal belongings in a room, etc shall constitute occupancy. A student assumes responsibility for the condition of the room upon occupancy and relinquishes responsibility upon proper checkout. If a student completes an unauthorized room change, that student will be required to return to his/her originally assigned space; he/she may be denied the opportunity to participate in any other room changes for the academic year and will be assessed a \$100 administrative charge. Room change request forms are available at the hall office.

**B. CONSOLIDATION:** The Office of Residence Life retains the right of assignment at all times during the contract period. This contract is a license to occupy space. The Office of Residence Life also retains the right to consolidate students as vacancies occur. If the student takes over an unoccupied space or "runs off" roommates the student will be charged for a single.

**VII. CONTRACT FEE:** The term of this contract is for the academic or full year unless expressly approved by the Director of Housing & Residence Life or the designate for one semester only. The housing rates for the upcoming year can be found on the published rate sheet located on the Residence life Website. Housing applications, contracts, and rates for future years are available in April of each year. The University reserves the right to alter the charge for a residence hall room from year to year upon approval by its Board of Trustees and with notification in appropriate University publications.

**VIII. MEAL OPTIONS:** As a condition of living on campus, **undergraduate students are required to participate in one of the University's meal options each semester.** Graduate students are not required to have a meal plan. The cost for the meal option is in addition to the fee charged for living in a residence hall. The University reserves the right to alter the charge for a meal option from year to year upon approval by its Board of Trustees and with notification in appropriate University publications. If a student does not select an option, he or she will be charged for the most comprehensive option.

**IX. HALL POLICIES:** The residence halls are considered private property, reserved for the exclusive use of residents, invited guests and authorized University personnel. Residents are responsible for abiding by all University and residence hall policies and for informing their invited guests of said policies. Residents are held responsible for the behavior of their guests and all activities originating from their assigned rooms. Students are expected to recognize and respect the authority of University staff and to comply with requests they make in the performance of their duties. Harassment or the use of abusive language, insults, taunts or challenges directed to another person is prohibited. Such conduct may constitute unlawful "hazing" and thus may be grounds for expulsion.

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**A. FIRE SAFETY AND OTHER SAFETY ISSUES:**

Fire fighting, detection and alarm equipment are provided for the protection of all residents. Misuse of or tampering with this equipment is a violation of University regulations and state criminal statutes and may result in any one or combination of the following: immediate termination of this housing contract, University disciplinary action and criminal fines and/or imprisonment. Possession or use of firearms, fireworks, explosives, lit candles, incense, flammables including live cut Christmas trees, dangerous chemicals, hand guns, rifles, pistols, shotguns, paint pellet guns, BB guns, stun guns, weapons of any kind, including switchblades, knives with a blade longer than four inches, martial arts equipment, bows and arrows, or other objects with the potential to cause bodily harm are prohibited. **It is a felony to possess a weapon on campus.**

**B. THE FOLLOWING PROHIBITED ACTIONS INCLUDE, BUT ARE NOT LIMITED TO:**

- Use of personal grills and any other open flame apparatus or explosive device are prohibited.
- Students are required by State law to evacuate a residence hall when a fire alarm is activated or during other emergencies.
- No objects are to be thrown or dropped from balconies, roofs or windows.
- No objects may be hung from the ceiling.
- Threats or acts of bodily harm.
- Blocking or obstructing corridors, breezeways or stairways.
- Propping open corridor or stairway fire/smoke doors, opening a secured outside door of a residence hall to allow access, improperly using or vandalizing elevators or circumventing other safety or security measures.
- Unauthorized entry into an elevator shaft .
- All outdoor sporting activities are prohibited in the residence halls including, but not limited to skateboarding, throwing Frisbees, inline skating, etc.

**C. ALCOHOL & DRUGS:** Alcohol is not allowed in the residence halls or on its property regardless of the age of the individual. **Alcoholic container collections (full or empty) are not permitted in residence hall rooms.** Excessive drinking and intoxication will not be tolerated. Members of the University community who choose to drink will be held fully responsible for their behavior while under the influence of alcohol. Loss of control due to intoxication in no way excuses or justifies violation of state law, University regulations, or the rights of others including, but not limited to, assault, battery, and rape. Students should understand that violating state law can result in a violation on campus, even if the drinking took place away from University grounds. Any underage student choosing to consume alcoholic beverages has by definition misused alcohol and may be held accountable by the University. Students who admit to earlier drinking or who display signs of intoxication are in violation of the Student Handbook. Sanctions for alcohol related offenses include: parental notification, fees, alcohol education courses, general or specific probation, suspension and/or removal from student housing. Removal from housing does not mitigate any balances owed to the University.

**D. DRUGS:** The University prohibits the manufacturing, possessing, selling, transmitting, or using of any illegal drug, controlled substances, or drug paraphernalia on University premises or at University sponsored events. The University prohibits participation in or being an accessory to any of the above acts. Students found in violation risk expulsion or suspension from the university, parental notification, drug testing, fees, educational sanctions and/or removal from student housing. Removal from housing does not mitigate any balances owed to the University. Please refer to the Student Handbook for the full regulations and sanctions or violations.

**E. SMOKING:** Smoking is prohibited in the residence halls as well as all public places, including elevators, kitchens, lobbies, bathrooms, hallways, offices, and stairwells. Receptacles for cigarette butts can be found outside of the residence halls in the designated smoking section.

**F. QUIET AND COURTESY HOURS:** At all times, residents need to be considerate and respect the rights of others by keeping noise to a minimum level. Courtesy hours are in effect at 10am-10pm, and quiet hours are in effect at 10pm-10am . At no time should there be an excessive amount of noise that will disrupt others. As an informal rule, noise that can be heard two or more doors down from your room is likely excessive and potentially bothering other residents in the building. Repeated offenses of this policy could result in community service sanctions and/or fines. Beginning with the evening prior to dead day through the conclusion of examinations, 24-hour quiet hours will be in effect. Violations of the quiet hour policy will result in a documentation and a \$30 fine per offense.

**G. VISITATION:** The University permits visitation of guests in a student's residence hall room at certain times and under certain conditions.

**Cohabitation and overnight opposite sex visitation are not permitted. Overnight guests of the same sex are permitted with the permission from the roommate(s) and apartment-mate(s) and the hall director.**

**Children under the age of twelve (12) should never be left unattended.**

**H. ESCORT POLICY:** All non-residents of a particular residence hall must be signed in and escorted by a current resident of that residence hall whenever present in the building. Guests must be escorted into and out of the building, and must remain with their host at all times while in rooms, public areas, TV lounges, hallways, etc. Hall staff is allowed access to the entire building as necessary to perform their duties. Students of either gender are allowed access to the kitchen areas in their building of residency, even if those areas exist on floors occupied by the opposite gender. Students of either gender are also allowed access to hall staff as needed.

**I. GUEST POLICY:** If you are planning to have an overnight guest, please contact the Hall Director in your Residence Hall to get approval. No guest can stay no more than 3 nights, and they must be the same sex. The following regulations for the guest policy must be followed by each resident.

- Visitation hours for opposite sex guests are the same as the front desk hours. No desk assistant means no visitation (i.e. holidays and prolonged vacations).

Initial \_\_\_\_\_

- Texas Wesleyan University Housing and Residence Life Housing Contract 2009-2010

- While a student's right to privacy is of great concern, the following procedures must be followed by all students wishing to have guests visit them:

1. All guests must be escorted at all times
2. All guests must sign in at the front desk
3. All guests must sign out
4. Residents are responsible for the behavior of their guest while they are visiting them.
5. Roommates and apartment-mates must agree to guests in their room/apartment.

**J. SOLICITATION POLICY:** To protect the privacy, safety, and time of on campus residents, door-to-door solicitation in the residence halls is prohibited. Individuals selling items door-to-door in the halls are violating University regulations. For the safety of fellow residents and their belongings, please immediately report anyone soliciting in the halls to a Residence Life staff member and campus security. Specific policies and procedures regarding appropriate solicitation are available through the Provost's Office. Use of public areas and University rooms for operation of business or enterprise is prohibited. This includes babysitting. Any possible exception must be cleared through the Dean of Students.

**K. POSTING INFORMATION:** Bulletin boards may be used for posting or displaying various notices composed of combustible materials (e.g. fliers, posters, banners, advertisements). At no time will posting be permitted in emergency exit avenues (stairwells, exit routes, exit doors). Posting of information without first having it stamped by the Student Life Office is prohibited.

**L. DISTRIBUTION OF LITERATURE:** The University distinguishes between free printed material, the primary purpose of which is to inform or educate members of the university community, and printed material that is primarily commercial. The University reserves the right to limit or deny the distribution of material that is primarily commercial or is in some other way designed to solicit the purchase of goods, services or real property.

**M. Other:** The living and studying conditions at an educational institution are unique and must be adjusted from time to time for the mutual benefit of the University and all of its students. Therefore, the Department of Student Life may make changes in official administrative policies as deemed necessary in the interest of health, safety, and discipline of students or University employees, or for educational purposes. Students are expected to abide by such changes in policies. Campus policies and regulations are published in the Student Handbook.

**N. PAINT POLICY:** Painting and/or decorating of the halls (inside or outside the building) and windows is not permitted.

**O. TRASH/RECYCLING:** Improperly disposed of trash is a nuisance for other residents and housekeeping staff. All trash and recycling materials should be disposed of in appropriately marked containers located on the exterior of the building. Personal trash should not be placed in bathroom, lobby, or kitchen trash cans. Residents should dispose of their trash in exterior dumpsters on a regular basis to avoid creating a health hazard. Large items (carpet, cinder blocks, etc.) should be removed directly to the dumpster. Failure to dispose of your trash properly will result in a fine charged to your student account.

**P. CHECK OUT:** At the end of the contract all residents must officially check out of the residence hall with the Residence Life staff. Failure to do so may result in a charge of \$100.

**XIII. MAINTENANCE AND HOUSEKEEPING:** Requests by students for repairs to residence hall furnishings and equipment must be made via a work order. Repair requests will be forwarded to the Facilities Department. The Housing Office, in

conjunction with Facilities, has responsibility for determining the completion dates, costs and necessity of the repairs. The student shall maintain his/ her assigned space in an orderly, safe and sanitary condition. University personnel provide housekeeping services in common areas, such as lounges, hallways and bathrooms. Maintenance services will be reduced during the University holidays and prolonged vacations.

**XIV. CARE OF FACILITIES:** Rooms, lounges, lobbies, courtyards, and apartment spaces are to be kept clean and orderly at all times. Charges may be assessed against students for damages to, unauthorized use of, or alterations to rooms, apartments, furnishings, appliances, equipment, locks or buildings, and for special cleaning necessitated by improper care of rooms, apartments, furnishings, appliances, or equipment. At the time a student occupies a residence hall, a room condition form (RCF) must be completed. This form indicates student responsibility for the room condition, furnishings, and room key. It includes an inspection report which must be checked and signed by both the occupant and a staff member upon check in and check-out. Any damages (beyond normal wear and tear) will be charged to the student. Students who move out are expected to remove all personal belongings and be officially checked out by their Resident Assistant. Residents are jointly responsible for the proper care and cleanliness of all public or joint use areas within residence halls; including furniture, walls, doors, locks, equipment, and appliances, and for jointly controlled courtyards, grounds, walkways, appliances, furniture, and equipment within the residential community. Residents may be charged for damages occurring to, or within, the above described joint use or joint access areas of the buildings where the assigned rooms/ apartments are located.

**XV. KEYS:** Students are issued keys at the time of occupancy at no charge. If a key is lost, the student's account is billed for a lock change. When a room is vacated, it is the responsibility of each student to turn in the key to the Resident Assistant and see that the RCF is reviewed. If a room key is not returned by the resident, a lock change will automatically be made for security reasons. Room keys must be turned in by 1 pm on the last day of the contract, or per the University withdrawal procedures. It is the responsibility of residents to keep their keys with them at all times. It is not the responsibility of the residence hall staff to unlock doors. If the staff must unlock a student's room for him/her, the student may be assessed an administrative fee of not more than \$5 each time after appropriate notice and may be required to have a lock change for the room. If a key is lost there is a \$70 lock change charge per key and a \$25 fee for swipe cards.

**XVI. RIGHT OF ENTRY/SEARCH AND SEIZURE POLICY:** Authorized personnel of the University have the right to enter and search a student's room for health, safety and other administrative reasons related to the University's educational mission. The University reserves the right to inspect a resident's room if that individual is suspected of being in possession of a controlled substance. Room entry will be made to make physical repairs or to undertake other actions in order to eliminate conditions that pose a threat to health and welfare of students; to make emergency repairs; to prevent damage to the property of the student or the University; to make routine custodial or maintenance corrections; to provide services which may be part of a student's contract agreement; to investigate in circumstances that provide cause to believe one or more residents' safety or welfare is in jeopardy; or to investigate when the resident may be unable to respond to a request to enter. Please refer to the student handbook for more detail.

Initial \_\_\_\_\_

• Texas Wesleyan University Housing and Residence Life Housing Contract 2009-2010

Violations of any of the provisions in this housing contract, those outlined in the Student Handbook, or other official University policies, all of which are documents incorporated herein by reference, will be considered a violation of the housing contract and will be referred to appropriate University personnel for disciplinary action, and may be referred to law enforcement officers for investigation and prosecution under applicable criminal laws.

**A. STUDENT ROOMS/FURNISHINGS:**

- Any room furnishing added by a student must be free standing.
- No part of one's personal furnishings may be attached, wedged or secured in any manner to the ceiling or floor of the room.
- No item may be located so as to obstruct direct access to the door or windows so that it hinders evacuation.
- No room furnishings may be altered from their intended design by the student or their guest.
- No common area furniture may be taken from the lounges or other areas and placed in student rooms or moved to other locations.
- There is no storage in the residence halls outside of your assigned space.
- Residents may not repair residence hall furnishings or equipment.
- Residents may not remove furniture from their room without written permission from the Hall Director or the designate.
- Clothing should not hang from windows.
- Foil and other items may not be used to cover windows.

**B. APPLIANCES/EQUIPMENT:** Residence halls have varying design and construction. The University reserves the right to impose reasonable requirements with respect to the use of appliances or equipment in the residence halls. Some examples of prohibited items are listed below; however, the list is not all-inclusive.

- More than five appliances per room
- Any appliance exceeding 1200 watts
- Hot plates, deep fat fryers, electric grills, combustibles, and open coil appliances
- Construction barriers and street signs
- Kerosene or electric heaters, candles or incense, open flame self-igniting or explosive apparatus
- Power tools (I.e. drills, saws, sanders, etc.)
- Refrigerators with internal dimensions larger than four cubic feet
- Air conditioners, ceiling fans, washing machines, freezers, or other high voltage equipment
- Darts, dart boards, and liquid filled furniture
- Mopeds, motorbikes, motorcycles
- Waterbeds and electric blankets
- Halogen lamps

A fire/safety brochure will be available to all students who request one which will include all prohibited items and practices. Violations of the fire safety code will result in a minimum \$30 fine and possible city, county, or state imposed sanctions.

**C. HEALTH & SAFETY INSPECTIONS:** Inspections are done on a weekly basis by the Residence Life staff. The purpose of Health and Safety Inspections is to ensure resident safety and look for facility needs and items that could present a danger to the individuals and others. Some examples are: improper appliances, alcohol (full or empty containers), unsanitary conditions, etc. Residents are responsible for cleaning and damage beyond normal wear and tear. Cleaning and damage charges may be charged to the students account if violations exist. They are documented and appropriate actions will be taken and/or charges will be assessed to

the student's account. Our staff does have the right to enter areas for inspection with or without the student being present.

**D. PETS:** With the exception of fish in five gallon tanks and trained guide dogs for visually/hearing impaired residents or guests, pets are not permitted in the residence halls at any time for any reason.

**XVII. BACTERIAL MENINGITIS:** Meningitis is an infection of the fluid of a person's spinal cord and the fluid that surrounds the brain. High fever, headache, and stiff neck are common symptoms of meningitis in anyone over the age of 2 years. Other symptoms may include nausea, vomiting, discomfort looking into bright lights, confusion, and sleepiness.

Some forms of Bacterial meningitis are contagious. The bacteria are spread through the exchange of respiratory and throat secretions (i.e. coughing and kissing). However, people in the same household or residence hall room, or anyone with direct contact with a patient's oral secretions (such as a boyfriend or girlfriend) would be at increased risk of acquiring the infection.

The State of Texas requires that all new students have the information listed above. Additional information may be obtained from the Health Services Office which is located in the Sid Richardson Center or from [www.bt.cdc.gov](http://www.bt.cdc.gov), the source of the information listed here. Texas Wesleyan University recommends that all on campus housing students receive a bacterial meningitis vaccine.

**XVIII. HEALTH FORMS:** Each student must have on file a copy of these immunization records and a signed copy of the meningitis form. These form can be found on the Health Services page on our website or contact the Health Services office to obtain a form. These forms can be turned in the Health Services office or the Housing Office upon check in.

**XIX. UTILITIES:** The contract fee charged includes the following utilities: electricity, sewer, water, cable internet, and basic cable TV service. Residents shall use utilities in a conservative, economic and efficient manner. Utility services may be reduced or cut off during prolonged vacation periods in the interest of energy conservation or maintenance and safety.

**XX. LIABILITY:** The student or other party to this contract shall indemnify and hold harmless Texas Wesleyan University and its Trustees, agents and employees from all liabilities, losses, costs, damages, claims or causes of action of any kind or nature whatsoever, and expenses, including attorneys' fees, arising or claimed to have arisen out of any injuries or damages received or sustained by the student as a result of negligence on the part of Texas Wesleyan University Trustees, agents or employees, in the execution, performance or enforcement of this agreement, and any injuries or damages received or sustained by any third person as a result of any intentional or negligent acts or omissions on the part of the student, whether any such injuries or losses occur in residence hall rooms, public areas, or elsewhere on the campus. **The student is encouraged to carry renter's insurance of the student's choice for protection against such losses and claims. It is possible that they are already covered under their parent's homeowners policy.**

**XXI. ONE SEMESTER HOUSING CONTRACTS:** If you are graduating, or leaving the University at the end of the Fall Semester, you qualify for a One Semester Housing Contract. The process is as follows:

- Choose the one semester housing option
- Attach a written statement to the contract explaining why you are eligible to be released from your contract in December.
- Provide the Office of Residence Life proof of graduation, withdrawal from the University, or proof of enrollment in another institution. **FORMS MUST BE TURNED IN BEFORE THE FIRST DAY OF SCHOOL. FAILURE TO TURN IN FORM BY THE FIRST DAY OF SCHOOL IN THE SPRING SEMESTER WILL RESULT IN THE CONTINUATION OF THE FULL YEAR CONTRACT.**

- Remove all of your belongings from the residence halls and check out with your Resident Assistant, no later than 1 p.m. on the last official day of the fall semester or 24 hours after your last final, which ever occurs first, otherwise 24hours after notification to the Housing Office of approved cancellation of housing contract.

Failure to follow these guidelines, will cause you to be held responsible for Spring semester housing charges unless a replacement for your space is found. **If you are moving into the halls for the first time in the Spring, you also qualify for a One Semester Housing Contract.**

**XXII. CONTRACT TERMINATION BY STUDENT:** Once signed, this document is a binding contract. Once the contract begins, a student is liable for the balance of said contract. If he/she decides to move out of the residence hall in the middle of the contract, but is still enrolled in the University, he/she will be held liable for the remainder of the contract unless released from the contract by the Director of Residence Life. If a student is withdrawing from the University, the proper checkout procedures should be followed. Letters of appeal should be addressed to the Director of Housing & Residence Life.

**XXIII. CONTRACT TERMINATION BY THE UNIVERSITY:** Upon reasonable notice and for good cause, the University reserves the right to terminate this contract at any time. Examples of good cause include, but are not limited to:

- Failure to make payment of required charges by announced deadlines;
- A change in student status, including academic or disciplinary suspension;
- Failure to comply with state or federal laws, or rules and regulations adopted by the University and or the residence halls
- Repeated failure to keep a roommate in a double room;
- Failure to remain enrolled in courses at the University.
- Failure to occupy the assigned space by the established deadlines for each semester (without notification) or abandonment of this contract by the Office.
- Failure to enroll or stay enrolled in classes.

Should this contract be terminated, the student will be required to vacate the residence hall within 48 hours unless special permission, in writing, has been obtained from the Director of Residence Life or the designate. The student shall remain liable for all charges assessed during the term of this contract. In the event the student does not vacate within the allowed time period, any property of the student remaining in the residence hall room or building may be treated as abandoned property or stored and held under limited access (thirty days). All charges for removal, disposal and storage will be assessed to the student. As always the student may appeal any decision, as long as it is done through the proper channels as outlined in the Student Handbook

**XXIV. REFUND POLICY**

**A. If the contract has not been signed,** 100% of the initial deposit is refundable. You must inform the Office of Residence Life in writing (fax, email, or regular mail) to cancel the application and receive a refund.

**B. Pre-Residence Cancellations:** Cancellations of a completed housing contract must be received in writing by the Director of Residence Life. Refund amounts or deposit waiver cancellation charges will be determined as per the schedules below. Students with a Housing Deposit on file for whom a housing assignment cannot be made by the first day of classes each semester will receive a full refund of such deposit. A student's Housing deposit will be refunded and/or charged in accordance with the following schedule. If a student signs a housing contract after the start date of school, the student must notify the Housing office in writing within 48 hours to cancel contract.

**Fall Semester**

<b>On or before August 1</b>	<b>100% of Deposit is refundable</b>
<b>August 2-August 17</b>	<b>50% Deposit is refundable</b>
<b>After August 17</b>	<b>Deposit is forfeited</b>

**Spring Semester**

<b>On or before December 14</b>	<b>100% of Deposit is refundable</b>
<b>December 15-January 11</b>	<b>50% Deposit is refundable</b>
<b>After January 11</b>	<b>Deposit is forfeited</b>

C. **Cancellation after Occupancy:** See Section XXII

D. **Meal Plan cancellation on or before the 12th class day:** ALL UNDERGRADUATE STUDENTS ARE REQUIRED TO HAVE A MEAL PLAN. If a student withdraws from the university and moves out of the residence hall on or before the 12th day of class, the student will receive a prorated refund of meal plan charges minus any declining balance used.

## Housing Check List

- Submit Contract/Application
  - ⇒ Initial Each Page
  - ⇒ Keep a copy for your records
  - ⇒ Send to: Residence Life Department  
1201 Wesleyan St.  
Fort Worth TX 76105
- Submit \$150 deposit
  - ⇒ Payment can be sent with contract by check or money order (no cash) to the above address, paid to the cashier's office directly or submitted online at our website: <http://www.txwes.edu/residencelife/howtoapply.htm>

### Roommate Requests:

Roommate requests must be mutual. Correctly completed roommate requests will be honored if received by the housing office on or before **July 10th**.

### Room Assignments:

Specific room assignments will not be given until the first day of move in. If possible, roommate assignments will be sent out the first week in August.

## 2009-2010 Room Rates

### WESLEYAN VILLAGE

#### Efficiency Double Occupancy

**Summer 1	**Summer2	Fall	Spring
\$445	\$445	\$2210	\$2210

#### Efficiency Single Occupancy

**Summer 1	**Summer2	Fall	Spring
\$840	\$840	\$4160	\$4160

#### Four Bedroom

**Summer 1	**Summer2	Fall	Spring
\$390	\$390	\$1950	\$1950

### STELLA/ELIZABETH HALLS

#### Double

**Summer	Fall	Spring
\$600*	\$1500	\$1500

#### Single

Fall	Spring
\$2250	\$2250

### MEAL PLAN RATES

\$1375+ Tax (ALL)

**Platinum:** Unlimited meals per week plus 50 Declining Balance Dollars per semester

**Gold:** 15 meals per week plus 100 Declining Balance Dollars per semester

**Silver:** 12 meals per week plus 150 Declining Balance Dollars per semester

\* **Stella, Elizabeth** hall will be closed for the summer of 2009. Residents of those buildings who wish to reside on campus during the summer will be given this special rate to live in a single room in a four bedroom Wesleyan Village Apartment. TO QUALIFY, THE STUDENT MUST LIVE ON CAMPUS FOR THE ENTIRE SUMMER AND REGISTER TO LIVE IN EITHER STELLA OR ELIZABETH IN FALL 2009. **If a student applies for this special rate but later decides to stay in Wesleyan Village, or stays one summer session, a retroactive fee increase will be applied to the student's bill.**