The Residence Hall Housing Agreement 2015-2016

Concordia University and the Concordia student recognize that living in the residence hall should be an environment where the student benefits academically, socially, personally and spiritually. In this joint endeavor Concordia and the Concordia student strive to establish and maintain an environment that is safe, pleasant and wholesome for the entire Concordia community. To this end, the Concordia student refrains from any actions that abuse or endanger people, property or the academic enterprise. The Concordia student should strive to be a positive and helping influence in this community. The University complies with all federal legislation regarding employment, and the Human Resources Department serves as the key facilitator of compliance. The University’s Executive Vice President is also the Dean of Diversity and a member of the President’s Executive Leadership Team. The Dean of Diversity facilitates compliance and accommodation for the diversity needs of students and all legislation governing diversity, including Title IX. The University’s Senior Vice President and Chief Operating Officer oversees and ensures compliance with accessibility issues related to the Americans with Disabilities Act. The University maintains an office for Student Accessibility Services, which facilitates meeting the classroom and lifestyle needs of students with disabilities.

1. This Agreement is for the 2015-2016 academic year or balance thereof and Summer 2016. By completing and signing the Housing Application the terms and conditions of this Agreement are accepted by the student. The University reserves the right to amend this agreement. The most up-to-date copy is available upon request.

2. Eligibility. Enrolled full time students in good standing are eligible for a residence hall assignment. PSEO students and high school graduates who are not 18 years old by the end of fall semester are normally not eligible for a residence hall assignment. The university reserves the right to refuse any application. Students living in residence halls are expected to live independently and be able to complete daily living. Students needing accommodations must meet with Student Accessibility Services. A. In situations where the University believes that emergency or medical assessment and/or intervention is required, it is the student’s responsibility to pay for any charges related to the assessment or intervention (including, but not limited to hospitalization, transportation, follow up assessments/care and treatment). B. Students who may need assistance in an emergency evacuation due to medication, anxiety, or injury must notify the Residence Life Manager for accommodations.

3. Down Payment. Each resident must annually submit a $125 housing down payment. The down payment will be applied to the student account for the first semester of housing. Housing assignments will not be made without a down payment.

4. Term of Agreement. The housing agreement is for the academic year, fall and spring semester, or balance thereof and for the summer following. Room and board charges include a meal plan through the University’s food service, Sodexo. A meal plan is not included during the summer.

5. Cancellation/Release. This agreement obligates the resident for the entire academic year. New residents may cancel their application without penalty if notice is received by the Office of Admission on or before May 1. Cancellations received after May 1 will result in a forfeiture of the down payment. Returning students may cancel their application without penalty by providing written notice to the Residence Life office on or before June 1. Returning Students who cancel after June 1 forfeit the down payment.

Fall Semester Cancellation
A fee is charged for canceling this agreement once the resident has moved in to the residence hall prior to the refund date. The cancellation fee is based on the date the cancellation request is received.
August 1 – August 22 - $200 plus down payment
August 23 – August 31 - $300 plus down payment

Spring Semester Cancellation.
A fee is charged for canceling this agreement at the end of fall semester. The cancellation fee is based on the date the cancellation request is received.

Request received by Nov. 15 $200 cancellation fee
Received Nov. 16- Dec. 15 $300 cancellation fee
Received after Dec. 16 $400 cancellation fee

No penalty is imposed if the request and supporting documentation is received by November 15 for the following reasons: a) graduation; b) study abroad; c) Concordia University System simultaneous enrollment; d) internship; e) student teaching; f) marriage during the semester; g) leave of absence or withdrawal from the University.

Cancellation the first day of classes or later due to withdrawal from the University and/or having picked up residence hall keys/getting card activated will result in charges and/or credits as outlined in the current University catalog and forfeiture of the down payment.

A resident who separates from the University must complete the change of status process with the Director of Traditional Advising. The resident is to vacate University housing, deactivate card, return keys (if assigned), and cease using food service within 48 hours or less of discontinuation or the last day of attendance. Charges will be determined by the last day of residence, the return of residence hall keys, and/or check out of the residence hall. This date may be later than the last date of class attendance.

<table>
<thead>
<tr>
<th>Fall 2015</th>
<th>Spring 2016</th>
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<tbody>
<tr>
<td>100% through 8/30/15</td>
<td>100% through 1/18/16</td>
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<tr>
<td>75% - 8/31/15-9/7/15</td>
<td>75% - 1/19/16-1/25/16</td>
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<tr>
<td>50% - 9/8/15-9/14/15</td>
<td>50% - 1/26/16-2/1/16</td>
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<tr>
<td>0% after 9/21/15</td>
<td>0% after 2/8/16</td>
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6. Personal preference, taste and economic status are not criteria for modifying this agreement. These issues are addressed through the Student Policies Committee, the Food Committee and the Financial Aid office. The resident remains bound by this agreement for charges until a modification has been approved in writing.

7. A Room or Apartment Condition Report is to be completed by the resident and approved by the RA on the first day of occupancy. The Report is used in “checking out” a resident at the end of occupancy under the direction of the Residence Life staff. Damage to the room, apartment, or its equipment subsequent to moving out will be charged to the room occupant(s). Residents are also responsible for checking out with an RA, cleaning the room/apartment, and
removing all trash. Failure to do so will result in fines. Any abandoned items will be disposed of and the resident may be charged a disposal fee. Final damage and cleaning fines will be made by the Residence Life Manager.

8. Keys and card access are available on the first day of occupancy. Keys are the property of the University and must be returned to the designated location (may vary) on the last day of approved occupancy. Residents must present a photo ID in order for keys to be released. Residents who lose or have their keys or University ID stolen must report the loss to Card Services and/or Security within 48 hours. Failure to report lost or stolen keys or University ID may result in disciplinary action. Additionally, the resident will be subject to a core change charge and a key and/or ID replacement processing charge. Residents who return keys after the announced deadline are subject to a fine and will be responsible for any re-keying charges. The duplication of keys is prohibited. Possession of unauthorized keys or card access and/or the sharing of keys, University ID and card access is forbidden and will result in disciplinary action.

Residents are to carry their room key and Student ID with them at all times. Residents who lock themselves out of their room must contact their RA. Lock-outs may result in disciplinary sanctions and/or fines.

9. In accordance with University policy, first and second year students are required to live in university-owned housing. First- and second-year is defined as the first and second full-time academic year in which the student enrolls. PSEO does not count towards full-time enrollment. A petition form must be filled out by any first- or second-year student not wishing to live on-campus. Exceptions to this policy include enrollment in less than 12 credits, living with parent/guardian, 21+ years of age, married, or having children.

10. The resident agrees to meet the deadline for payment of all fees due the University as specified in the Catalog and/or on billings.

11. The resident agrees to abide by all University policies, rules and regulations as outlined in the Student Policies Handbook. Residential students should specifically note that:
   a. smoking (tobacco, narcotics, and synthetics) is not allowed in any residence hall. This applies to all interior space including rooms, lounges, corridors, and stairwells;
   b. alcohol, narcotics, and controlled substances are prohibited. Alcohol is permitted in Holst Hall on a privilege basis. Empty alcohol containers are not allowed in any residence hall, even when used for decorations. See the Student Policies Handbook for more information and the full Alcohol Policy.
   c. possession of firearms or other weapons*, explosives, fireworks or dangerous chemicals on University premises is prohibited.

*Weapons include, but are not limited to, any knife (other than an ordinary pocketknife carried in a closed position, with a blade of three inches or less or cutlery of a reasonable size, when used in a kitchen or other food preparation).

12. Guests of the opposite sex may be invited into residence hall rooms only within established visitation hours for that hall. Visitation hours for Luther and Wollaeger Halls and Hyatt Village are 10 a.m. – 12 midnight Sunday-Thursday and 10 a.m. – 1 a.m. Friday-Saturday. Holst Hall does not have set visitation hours; however, guests of the opposite sex are not allowed to spend the night.

13. In Luther and Wollaeger Halls and Hyatt Village in-room resident use of radios, stereos, televisions, coffee pots, small refrigerators (4 cu. ft. or less) and the like is permitted. The use of refrigerators larger than 4 cu. ft., electric heaters, microwave ovens, toaster ovens, hot plates, grilling machines, window air conditioning units and the like are not permitted. The University provides microwave ovens for student use. St. Paul city ordinances prohibit food preparation in residence hall sleeping rooms.

14. The University provides each resident with a bed, desk, desk chair, closet and dresser space, and the room with window coverings. In addition, Holst Hall apartments are provided with living room furniture, dining table and chairs. Furnishings are not to be removed from the room or apartment in any residence hall.

15. The resident will furnish all bed linens (extra long twin), personal towels, blankets, and pillows.

16. The resident agrees to keep the room clean and tastefully decorated. Equipment and furnishings must be kept in good repair. Garbage and refuse must be promptly taken by the resident to the proper receptacle designated for that purpose. Leaving garbage in the hallway may result in an individual or collective fine or other sanctions. No painting or wall repair is to be done. Tape and/or nails should not be used to hang pictures. Decorations and other items may not be hung from the suspended ceiling or sprinkler heads.

17. The resident may not keep or bring pets other than fish anywhere in the residence hall. Aquariums may be no larger than 10 gallons. Modifications to this policy for individuals requiring the use of a service animal will be considered on a case by case basis. Please contact Student Accessibility Services.

18. Room changes cannot take place without the prior approval of the Residence Life Manager. Changes made without the proper authorization will result in disciplinary action and those involved may be required to move back to their assigned room.

19. The resident must take part in all fire drills and severe weather drills and must not tamper with or disable any fire safety equipment. Such equipment includes but is not limited to smoke detectors, carbon monoxide detectors, fire extinguishers, door closers and sprinkling systems. Tampering with or disabling fire equipment will result in judicial sanction.

20. The resident is expected to attend routine and special meetings called by the RA and is encouraged to take part in the social, recreational, and devotional activities arranged for members of the living unit.

21. If a student is hospitalized for any reason (illness, surgery, mental health, injury, etc) a release is needed from the doctor in order to come back to campus. The release and more information can be found on the Health Services webpage.

22. All residents are expected to check-out in person with an RA. All personal belongings should be out of the room and the room should be clean. Failure to follow check-out guidelines will result in an improper check-out fine of $50. Any personal belongings left in the room will be disposed of and the resident may be charged a disposal fee. Residents will also be charged a cleaning fee if the room is not clean. Damages that cannot be assessed to one person will be split amongst all roommates.

23. Screens and glass inserts are not to be removed from windows.
24. The University lounge and common area furniture are for the use of all residents in common. Residents may not move furniture from a lounge area to his or her room.

25. Residents are responsible for their guests and their actions. Guests are to be escorted by a host resident at all times. A guest is any person not assigned to live in the room or apartment. Roommate(s) must agree with the guest being in the room. The total number of people allowed in each residence hall room: Hyatt Village – 6 (double), Luther Hall – 6 (double), Wollaeger Hall – 6 (double); 9 (triple); Holst Hall – 12 (4-bedroom); 6 (2-bedroom); 3 (studio)

26. Opposite gender guests are not permitted to stay over-night in the residence halls. The resident is to inform the RA if he/she intends to host a guest. Not more than two guests may stay up to three consecutive nights, or a total of 10 days per semester. Roommate(s) must approve of the guest staying over.

27. Appropriate dress is to be worn at all times in residence halls common areas. These areas include lounges, stairwells, entryways, laundry rooms, etc. Inappropriate dress is such that the attire could be considered provocative or would make others uncomfortable in your presence.

28. Guests are not permitted to use the shower in the bathroom of any room, suite, apartment, or building occupied by students of the opposite gender. Guests of the opposite gender visiting Luther and Wollaeger Halls should use the designated guest bathroom as they are not permitted to use the designated resident bathroom.

29. In case of prolonged absence from the residence hall, with approval in advance from the Residence Life Manager, a pro-rated weekly charge may be assessed, and appropriate credit authorized. The amount of credit is determined by the Residence Life Manager.

30. Unusual furnishings and modifications to the room (lofts, room dividers) must be approved by the Residence Life Manager. The University reserves the right to make the final determination regarding whether or not such modifications are appropriate, and if determined inappropriate, the resident will be required to remove such furnishings and modifications. No part of the building other than the floor may be used for structural support of a loft.

31. Entry and Search of Rooms
The University recognizes residents’ desire for privacy, particularly in the context of their living situation, and will do all it can to protect and guarantee their privacy. However, the University’s designated staff member reserves the right to enter a resident’s room at any time for the following purposes:
   a. To determine compliance with all relevant health and safety regulations (e.g. fire alarms, lock downs, health and safety checks, etc.),
   b. To provide cleaning and/or pest control,
   c. To conduct an inventory of University property,
   d. To silence unattended loud alarms and music,
   e. Where there is an indication of danger to life, health, and/or property,
   f. Where there is a reasonable cause to believe that a violation of University policies is occurring,
   g. To search for missing university property,
   h. To perform maintenance work. For most maintenance concerns, prior notice will be given whenever possible.

A room search by a designated staff member is possible but rare. For such a search to take place, the conditions for room entry must exist, and permission from the Residence Life Manager or a designee must be obtained. Items that violate university or housing regulations may be confiscated. A room search by law enforcement officials must be accomplished through the use of a valid search warrant, or the student may sign a release (or give verbal permission) to allow the room to be searched by law enforcement.

Failure to admit authorized individuals investigating probable violations in a timely manner obstructs the University’s attempt to provide an orderly, safe living environment and is considered a serious breach of this agreement.

32. The University accepts no responsibility for personal items which may be lost, stolen, or damaged (including normal wear and tear). The University urges the resident to arrange for adequate insurance of personal property.

33. The University holds residents responsible for University property entrusted to their individual and collective care. Residents will be charged, individually when identifiable, or collectively in the alternative, for excessive cleaning, replacement or repair of University property lost, stolen, or damaged.

34. While every effort will be made to grant student preferences for roommate, hall, and room choices, the University reserves the right to make the final determinations. The University reserves the right to reassign if deemed necessary or desirable.

35. If space is available, Luther and Wollaeger Halls and Hyatt Village residents may request a single room. An additional charge of $1025 is assessed per semester to those who request and are granted a single room.

There are a limited number of studio and two-bedroom apartments available in Holst Hall. An additional charge of $1025 is assessed per semester to those whose request is granted. Interested residents should request the room at the time of application. Residents who request but are not assigned a studio or two-bedroom apartment may be placed on a waiting list.

36. If one resident vacates a room, the remaining resident agrees to accept another roommate, or to move to another room, if requested. The resident may remain in his or her room without a roommate by paying the additional charge for a single room.

37. Factors of race, color, or national origin will not be considered in making hall, room, or roommate assignments.

38. Requests for specifically named roommates must be reciprocal and received before the room assignment has been made.

39. Violation of any University policy or regulation, or any conduct deemed to be such as to require removal (e.g. danger to self or others) of the resident from the residence hall, shall be grounds for the termination of this agreement and could lead to disciplinary action, including the loss of rights and privileges (e.g., visitation rights), disciplinary probation, and/or the loss of the privilege of living in University housing.

40. Residence halls are for residential purposes only. Residents may not conduct business or other activities inconsistent with this purpose.
   - Students should not use their CSP email address or residence hall apartment information for conducting business. CSP should in no way be mentioned with the business.
   - Students should not host or conduct meetings, gatherings, or other means of selling product out of a residence hall room/apartment.
   - Students should only store items in their room as long as they have the OK of their roommate(s) and the product does not take up a large portion of the common area(s) in the room/apartment.
- If students wish to host or conduct meetings, gatherings, or other means of selling products they should request the reservation of a room on campus using the footprints application on the portal page.

41. For fire safety reasons halogen lamps, candles and incense are not permitted.

42. St. Paul city ordinance prohibits the use of multi-plug adapters or extension cords. UL-approved (with surge protection) power strips may be used. Refrigerators are to be plugged directly into an outlet, not into a power strip.

43. The University cable television and computer network (including wireless internet).

44. ‘Sports’ may not be played in the hall (throwing frisbee, football, kicking soccer ball, playing hockey, etc).

45. Storage space is not available in the residence halls.

46. The resident is not to permit anyone into the residence hall unless that person is his/her guest. The resident is responsible to see that his/her guest follows all university policies. Guests are to be escorted or accompanied by a resident at all times.

47. Residents are not allowed to prop open entry or wing doors and are to lock their room door whenever leaving the room and at night.

48. The use of live or resin-bearing Christmas trees or wreaths is not permitted in the residence halls. Christmas/holiday lights may only be used from November 1st until the halls close for Christmas break, may not be strung over ceiling grids, and must be turned off when unattended. Decorations may not cover exit or emergency signs, or fire extinguishers. All Christmas decorations must be taken down before the Christmas break. No other holiday lights may be used at other times throughout the year.

49. Quiet hours for all halls are Sunday – Thursday 10 p.m. – 9 a.m. and Friday-Saturday 12 midnight – 10 a.m. During these hours music, voices, etc are to be contained within the room or apartment. Courtesy hours are always in place and noise levels need to be kept at a reasonable level.

50. Bicycles may only be stored in student rooms or on provided racks. Bicycles may not be left in common areas or chained to stairwells, lights poles and the like.

51. Ceilings may not be tampered with. Residents may not hang anything from ceilings in any Residence Hall. Drop ceiling tiles should not be moved for any reason.

52. Hookahs, pipes, e-cigarettes and other smoking devices are not permitted in the Residence Halls.

53. For information about Concordia’s food service contract please check the Dining Services website for up-to-date schedules and options. [http://www.cspdining.com](http://www.cspdining.com)