

College Housing and Dining Services Contract

Terms of Agreement and Conditions of Occupancy

This agreement is made by Alverno College and the student. A **\$100 Housing Security Deposit** is required when submitting this contract. Submitting the contract commits the student to an academic year agreement and respective fees. Exceptions may be given if the student is released from the contract by housing administration personnel. If Alverno is unable to provide housing by the official enrollment date, the student can choose to remain on the waitlist or a refund will be given. The student and the College agree with each other as follows:

1. **Housing Deposit:** The Housing Security Deposit is retained on file with the College until such time that the student moves off campus. Thus, 30 days after the contract period, if the student does not submit a new housing contract, a return of the deposit is processed, less any charges owed to the college. (See page 4 for the housing deposit refund schedule.)
2. **Student Status:** Students must be regularly attending classes full time in order to live on campus. This means they must be registered for and regularly attending 12 or more credits as an undergraduate student (6 or more credits as a graduate student) at all times during the semester. In addition, students must be making satisfactory academic progress toward their degree. If a resident is not meeting the above requirements, she must notify a residence life staff member immediately and must apply for an exception.
3. **Contract Period:** This agreement is binding for the **entire academic year**. If the student appeals to be released from the contract, charges will be determined by the Alverno College Room and Board Charges schedule. (See page 4 for this schedule.) Additional charges may also apply for second semester releases.
4. **Use of Room:** This contract is between the College and the student only. No other individuals will be allowed to reside in the campus housing room/space.
5. **Residence Hall Closings, Holidays and Break Periods:** Residence halls close during college breaks, including Thanksgiving, Christmas, Spring and Easter breaks. Each resident is responsible for finding alternate housing for herself over the breaks. In the event that alternate housing is not available, residents may APPLY to stay in the halls during college breaks. Approval is not guaranteed and residents are responsible for all charges incurred. No mail/package delivery is available during breaks.
6. **Handbooks:** The College agrees to provide housing and board (food service) under the terms stated in this agreement and described in the student and residence life handbooks, which are, by reference made a part of this contract.
7. **Registration:** Student must be registered by December 1 to hold a spot for 2nd semester.
8. **Parking:** Parking permits are required for all vehicles on campus overnight. Students are required to park in designated lots with a valid, visible hang tag between the hours of 2:00 a.m. and 6:00 a.m.
9. **Room Assignments:** Room assignments will be made on the basis of class standing and seniority in the hall, with Residence Life hall staff having final approval. Preferences that the student requests are considered, but not guaranteed. Failure to honor such requests will not void this agreement.
10. **Reassignment and Consolidation:** The College reserves the right to change room assignments for health, safety repair services, economic, or disciplinary reasons involving the student or for irresolvable incompatibility of roommates. The College further reserves the right to cancel this agreement, enter the premise and remove a student for any violation of the terms of this agreement or in the interest of health, discipline, or the general welfare of campus housing, student or other students. In the event a student is removed for these reasons, the student forfeits all room and board costs for the semester. The College reserves the right to consolidate vacancies by requiring any student to move to a different but comparable space.
11. **Non-discrimination policy:** The College will not discriminate in room assignment on the basis of race, color, creed, religion, sexual orientation, national origin, status with regard to public assistance, or disability.
12. **Payment:** Unless the student is paying in cash, a satisfactory payment plan must be set up with the Business Office before a student will be allowed to move in. Failure to follow through on any portion of that payment plan at any time may result in loss of housing privileges. This means students must keep payments current or risk loss of housing privileges.
13. **Financial Aid:** Your financial aid must be awarded by June 1 to maintain your housing. (A promissory note may be satisfactory – this is at the Business Office's discretion.)
14. **Withdrawal from Alverno:** Withdrawal from the College will require removal from campus housing within 48 hours of the withdrawal date.
15. **Smoking Policy:** Alverno College, including residence halls, is SMOKE FREE.
16. **Early Arrivals & Late Departures:** Early arrivals or late departures must be approved in advance and a fee may be charged. This applies to move-in, move-out, and breaks.
17. **First Year Student Requirement:** Alverno College requires all Weekday College students entering the college within one year of their high school graduation, who are single with no dependents, to live on campus for their first two semesters unless the student is living with parents or a legal guardian. All first year students living on campus are required to be on Meal Plan 1 and live in a Double room.

18. **Room Entry and Inspection:** College Officials, with permission from the Director of Residence Life or designee, have the right to enter and inspect student rooms and property for the purpose of inspection and repair, inspection if suspicion of illegal activities exists, preservation of health and safety, and recovery of college owned property.
19. **Fire, Theft, or Other Damages:** The College is not responsible for damage or theft of students' personal property, or money, including cars. The College encourages students to carry appropriate property insurance.
20. **Room Responsibility:** Each student is responsible for maintaining a clean and healthy environment within her room. Failure to do so may result in a fine and loss of housing privileges.
21. **Medical Condition:** If you have a physical limitation or medical condition that warrants special consideration for housing, please have a current letter from the treating physician and/or health care provider sent to the Office of Residence Life, accompanied by appropriate documentation and detailed history specifying the nature of the medical condition or disability and the restrictions or needs of the student in her living environment. The College will review the documentation, and at its discretion, consult with appropriate College staff and other professionals external to the College who can assist in reviewing the request.
22. **Soliciting/Sales:** Soliciting, canvassing, or the use of College housing as a location for selling and advertising is prohibited. Students may not operate any "for profit or personal gain" enterprise from College housing, including but not limited to, web based and/or e-commerce businesses.

Alverno College Room and Board Charges for Contract Cancellation

	For Housing Deposit	For Housing	For Meals
Before July 1	\$0 (less any charges owed to the college)	\$0	\$0
July 1 – August 1	\$50 (less any charges owed to the college)	\$0	\$0
August 1st / December 1st to 1st day of semester	Non-refundable	\$0	\$0
1-7 days	Non-refundable	\$115	\$170
8-14 days	Non-refundable	\$230	\$340
15-21 days	Non-refundable	\$345	\$510

Dining Services

1. The meal plan is nontransferable. No one else is eligible to use your card. Students must present meal card at the time of purchase.
2. Alcoholic beverages cannot be purchased through the meal plan.
3. The meal plan may be used in the Commons and the Café.
4. During vacation breaks, the meal card is in effect, but there may be limited hours and meal choices.

Immunization Statement

By federal law, each year all resident students must acknowledge that they have been informed about the risks and benefits of receiving the meningitis and hepatitis B vaccinations. These vaccinations are recommended, but not mandatory. If students want to have these vaccinations they may do so, at their cost, through their public health agency, their private physician, or through Alverno College Health Services. Please read these information sheets regarding the meningitis and hepatitis B vaccines:

- [Meningitis Information Sheet](#)
- [Hepatitis B Information Sheet](#)

Alverno College is requiring all of its students to receive the COVID Vaccine. Resident Students must appropriately submit documentation of their COVID Vaccine prior to moving into the Residence Halls.

Once accepted by the College, this contract may only be terminated if unanticipated circumstances arise. A student may request release from this agreement by submitting a contract release appeal to the Residence Life office along with sufficient documentation evidencing the basis upon which she seeks release. Such releases are subject to the approval of the Director of Residence Life, Dining Services Committee or Dean of Students.

By entering my Student Number below, I certify that I have read and understand the terms and conditions stated on this contract and agree to the conditions stated herein.