

CONTRACTS

Approved by: Residence Life

History: Updated 2023

Related Policies:

Related Forms, Procedures and References:

For Questions Contact: Residence Life | 414.382.6314 |
residencelife@alverno.edu

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.
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 (six or more credits as a graduate student) at all times during the semester. In addition, students must be making satisfactory academic progress toward their degrees. A resident who is not meeting the above requirements as defined by Financial Aid 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. 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, winter and spring breaks. Each resident is responsible for finding alternate housing 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. Standard services and desk coverage is not offered during these times.
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. **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 2–6 a.m.
8. **Room assignments:** Room assignments will be made on the basis of class standing and seniority in the hall, with Residence Life staff having final approval. Preferences that the student requests are considered but not guaranteed. Failure to honor such requests will not void this agreement.
9. **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 premises 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.
10. **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.
11. **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.
12. **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.)
13. **Withdrawal from Alverno:** Withdrawal from the College will require removal from campus housing within 48 hours of the withdrawal date.
14. **Smoking policy:** Alverno College, including residence halls, is SMOKE-FREE.
15. **Early arrivals and 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.
16. **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.
17. **Room entry:** College officials, with permission from the Assistant Director or the Director of Residence Life, have the right to enter and inspect student rooms and property for the purpose of inspection and repair, inspection if suspicion of illegal material and/or illegal activities exist, preservation of health and safety, and recovery of college-owned property.
18. **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.

19. Room responsibility: Students are responsible for maintaining a clean and healthy environment within their rooms. Failure to do so may result in a fine and loss of housing privileges.

20. Medical condition: If you have a physical limitation or medical condition that warrants special consideration for housing, please have a current letter from your treating physician and/or health care provider sent to the Department of Residence Life, accompanied by appropriate documentation and detailed history specifying the nature of the condition or disability and the restrictions or the student's needs for a 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.

21. 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.

CONSOLIDATION POLICY

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 premises 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.

The College reserves the right to consolidate vacancies by requiring any student to move to a different but comparable space. The College reserves the right to consolidate vacancies by requiring the residents to move from a single occupancy of a double room to double accommodations. New residents may be assigned to a room during college breaks; therefore, your room must always be in a roommate-ready condition (i.e. available beds and dressers) or you will be fined. Residence Life staff will give at least 24 hours' notice of a new resident moving into the space unless there is an emergency situation. Emergency situations will be determined by the Director of Residence Life.
