

Housing and Residential Meal Plan Contract

2011-2012

Residence Life (please print clearly)

Name _____

*MSC Number _____

Date of Birth _____

*ID Number _____

*New students to Queens may skip this part if they do not know their MSC and/or their ID numbers yet.

Phone Number _____

Student's mobile phone is best, but if one is not available, home phone may be used. Please check below as appropriate.

Student's Mobile Phone

Home Phone

Students requesting disability related housing or dining accommodations must also contact Sandy Rogelberg at 704-337-2508 or at rogelbes@queens.edu. The Office of Student Disability Services is located in Dana 014.

I am requesting housing/dining accommodations due to a disability.

Meal Plan Selection

Select a meal plan from the choices below. Once your contract is submitted, adjustments to the selected meal plan can only be made with Dining Services, beginning the first day of the semester through the end of the drop/add class period. Board costs are below; room costs are on the next page. Students will be billed according to the room type to which they are assigned.

Main Campus Housing OR North Hall Residents-Students assigned to the main campus who do not make one of the selections below will be assigned the Unlimited Meal Plan.

- Unlimited Meal Plan—Includes \$25 Lion Dollars per semester & 5 meal exchanges per week in the Lion's Den or Coffeehouse)-\$3,712 per academic year/\$1,856 per semester.**
- 19 Meal Plan--Includes \$100 in Lion Dollars per semester-\$3,236 per academic year/\$1,618 per semester.**
- 14 Meal Plan--Includes \$150 in Lion Dollars per semester -\$3,062 per academic year/\$1,531 per semester.**

North Hall Residents Only

Only those students assigned to North Hall may select the below options. If a student selects one of these options and they are not assigned at North Hall, they will be assigned the Unlimited Meal Plan.

- 5 Meals per Week—Includes \$100 in Lion Dollars per semester -\$1,190 per academic year/\$595 per semester.**
- 3 Meals per Week—Includes \$200 in Lion Dollars per semester -\$1,010 per academic year/\$505 per semester.**
- I do not wish to have a meal plan.**

=====

I have read the Queens University of Charlotte Housing Contract in its entirety and agree to the terms and conditions stated therein. I agree to abide by University and residence hall policies and procedures.

SIGNATURE _____

*Date _____

***Parent/Guardian signature is only required if the student is under the age of 18.**

*Parent Signature _____

Date _____

***Parent/Guardian signature is only required if the student is under the age of 18.**

Forward just the completed first page of the contract to the Office of Residence Life and keep a copy of the first page and the remainder of the contract for your records.

Office of Residence Life Mission Statement

Residence Life, a unit within the Department of Student Life, fosters welcoming and inclusive communities, builds one-on-one relationships with each resident to encourage and support student success, and offers safe, comfortable, and convenient campus housing.

Contact the Office of Residence Life
1900 Selwyn Ave, Charlotte, NC, 28274

Office: Morrison 220
Phone: 704-337-2293

Email: reslife@queens.edu
Fax: 704-337-2312

Cost for Room

Students will be billed for room according to the room type to which they are assigned.

Apartment Style (North Hall)

Double: \$5,250 per year/\$2,625 per semester
Single: \$6,420 per year/\$3,210 per semester

Corridor Style (Albright, Barnhardt, Belk, & West)

Double: \$5,956 per year/\$2,978 per semester
Single: \$7,756 per year/\$3,878 per semester

Suite Style (Wireman & Hayes)

Double: \$6,476 per year/\$3,238 per semester
Single: \$8,276 per year/\$4,138 per semester

IMPORTANT DATES

FALL SEMESTER

New Student Check-In-August 19, 2011, 8 am to 1 pm

Returning Student Check-In-August 21-22, 2011, 9 am to 5 pm

Classes Begin-August 23, 2011

Final Exams End-December 15, 2011

SPRING SEMESTER

New Student Check-In-January 8, 2012

Classes Begin-January 9, 2012

End of Year Check Out-No later than 24 hours after your last final exam or May 2, 2012 at 10 am, whichever is sooner. Graduating seniors must check out by 5 pm on the day of Commencement.

Period of Contract

Campus housing at Queens University of Charlotte is offered on a contractual basis for the full academic year. The student and parent (or guardian) are therefore urged to read carefully the contents of this Housing Contract. When the official Housing Contract is signed and returned to Queens University of Charlotte, it becomes a binding agreement between the student (or parent/guardian) and the University. The University reserves the right to void the contract at any time if the student fails to meet requirements and/or follow policies and regulations. Students will not be placed in campus housing, or on campus housing waiting lists, without a current Housing Contract on file with the Office of Residence Life.

Housing Contracts are issued and binding only after the student has been admitted to the University. Failure to occupy the room assigned during the period of the contract does not release the student from the contract. Occupancy of the room must be terminated at the completion of the contract.

Terms and Conditions

Each resident is required to abide by all University policies and procedures. These policies and procedures are communicated to residents through the Honor Code Booklet and the Student Handbook. It is the resident's responsibility to be familiar with this information. Students may not use residence hall rooms and/or campus telephone numbers as a place of business or for purposes of solicitation or for any other purpose than as a residence.

The University does not assume any legal obligation to pay for the loss of or damage to items of personal property of the resident that occurs in its buildings or on its grounds. Residents (or parents/guardians) are encouraged to carry appropriate insurance to cover such losses.

If a student has not officially cancelled his/her assignment and does not occupy the assigned room within seven (7) days of opening, the student may be held responsible for the entire cost of the contract.

In the rare event a room is destroyed or made unavailable to the University and other accommodations are not available, the contract will terminate.

The University reserves the right to determine that past behavior and/or criminal activity is such that the interests of the University, the resident, and/or other residents would best be served by cancellation of the contract. If the University becomes aware that the resident has a record of criminal conviction(s) or other actions indicating behavior that could pose a risk to person or property and/or could be injurious or disruptive to the residence hall community, the University may not accept or may cancel the Housing Contract.

Any resident whose physical or mental health may jeopardize the safety or well-being of that individual or any other resident may be required to have an examination by a health care provider or consultation with a University official. Should it be determined that a health or safety concern exists, the University reserves the right to suspend the resident's Housing Contract.

Who Qualifies for Campus Housing

Only full time (12 credits or more) matriculated Traditional Undergraduate Students (TUGS) seeking bachelor degrees qualify for campus housing. In addition, only those with student accounts in good standing with Student Financial Services are permitted to live in campus housing. If a student's enrolled credit hours for a particular semester drops below full-time status, or a student withdraws from the university, the student will be asked to move out of the residence halls. Additionally, if a student moves from being a TUG to an Associate or Master's degree seeking student, they are not permitted to remain in residence.

Residency Requirements

Students meeting the criteria above are **required** to live in campus housing until they reach senior standing unless they are local residents living with a parent or guardian, or are over the age of 24, married, or have children living with them. Students starting at Queens before the fall 2011 semester are only required to live on campus until they reach junior standing.

Room Damage Deposit

A \$150 Room Damage Deposit will be billed to each residential student account, by the Queens University of Charlotte Business Office, the first semester they live on campus. This deposit is only charged if there is not a deposit on file, and may occur after the first semester of occupancy if it is discovered no deposit is on file. The University will hold the Room Damage Deposit until the student separates from University housing.

For any room damage, full payment will be required and charges will be billed to the student account. The resident is responsible for the condition and proper care of the accommodations assigned and shall reimburse the University for all damages incurred. The resident's responsibility includes, but is not limited to, damaged or missing room furnishings and damage caused from either inside the room or outside the room to doors, windows, and screens. Residents are not permitted to paint or wallpaper any residence hall room, bathroom or common area. Residents are subject to pro-rated charges for damage to public areas in the assigned hall as well as for community fines. The balance of the Room Damage Deposit will be refunded by the Business Office within eight weeks of moving out of University housing, less any room damage costs incurred in the student's final semester.

Access to Campus Housing by University Officials

The University reserves the right to enter resident's rooms for health and safety inspection purposes at any time. Each resident is required to maintain his/her room in a safe and sanitary condition. The residence hall staff will periodically inspect rooms to ensure this condition is being met. The University reserves the right to enter the

resident's room to perform routine or emergency repairs or maintenance. The University also reserves the right to enter a resident's room to enforce federal, state, University, or residence hall policies.

Students with Disabilities-Requesting Accommodations

Queens University of Charlotte provides accessible housing and access to participate in all the benefits of university life in accordance with Section 504 of the Rehabilitation Act of 1973 and ADA legislation. Students who require housing and/or meal plan accommodations must self identify and request accommodations through the Office of Student Disability Services. The Office of Student Disability Services and Residence Life will work together to grant reasonable accommodations. Students with mobility, visual, hearing, medical or psychological disabilities necessitating accommodations including (but not limited to) rooms with ADA accessible bathrooms, ADA accessible rooms with automated doors, first floor or elevator accessible rooms, single room, strobe lights, etc. should contact the Office of Student Disability Services at 704-337-2508 or by email at rogelbes@queens.edu.

Queens Dining Services Meal Plan Options

Students living on the main campus are required to have a meal plan, while North Hall residents have additional options including not having a meal plan. Once your contract is submitted, adjustments to the selected meal plan can only be made at the Dining Services Office, beginning the first day of the semester through the end of the drop/add class period. Details, including meal plans, are below.

Main Campus Housing OR North Hall Residents

(Students assigned to the main campus will be assigned the Unlimited Meal Plan if no meal plan is selected when the contract is completed.)

- **Unlimited Meal Plan—Includes \$25 Lion Dollars per semester & 5 meal exchanges per week in the Lion's Den or Coffeehouse**—\$3,712 per academic year/\$1,856 per semester.
- **19 Meal Plan—Includes \$100 in Lion Dollars per semester** - 3,236 per academic year/\$1,618 per semester.
- **14 Meal Plan—Includes \$150 in Lion Dollars per semester** - \$3,062 per academic year/\$1,531 per semester.

North Hall Residents Only

(Only those students assigned to North Hall may select these options. If a student selects one of these options and they are not assigned at North Hall, they will be assigned the Unlimited Meal Plan.)

- **5 Meals Per Week—Includes \$100 in Lion Dollars per semester** - \$1,190 per academic year/\$595 per semester.
- **3 Meals Per Week—Includes \$200 in Lion Dollars per semester** - \$1,010 per academic year/\$505 per semester.
- North Residents may chose not to have a meal plan.

***Lion Dollars are similar to a debit account and can be used at any dining location on campus. Each time you make a purchase with your student ID card using Lion Dollars, the amount is automatically deducted from your account. Lion Dollars attached to meal plans expire each semester. However, additional Lion Dollars, that never expire as long as you are a registered student at Queens, can be purchased at anytime by visiting the website below.**

For more information about Dining Services or meal plan options to www.dineoncampus.com/queens or contact Queens Dining Services at (704) 337-2409. Additional information is also available in the Queens Dining Services Brochure.

Break Housing

Students are allowed to stay in their rooms during University breaks. University breaks are defined as periods when classes are not in session. These breaks include Thanksgiving Break, Winter Break, and Spring Break.

In addition to the standard rules and regulations outlined in the Honor Code Book, the following additional rules apply for students staying in the halls during the break periods: The campus is considered dry (meaning no student, regardless of age, is allowed to possess or consume alcohol on campus during the break period) and students are not allowed to host non-Queens students as guests.

Room Assignments

Specific room assignments are not guaranteed and the University reserves the right to change room assignments at its discretion. If vacancies exist in campus housing, residents without roommates may be required to move in together (consolidate) as deemed necessary by the Office of Residence Life. In the event one of the occupants moves from the assigned space, the student who remains agrees to accept an assigned roommate or move to another space where a vacancy exists. Where there is a vacant space, the room must be maintained in a manner by the occupant(s) that will allow another student to move in immediately. Residents, who misrepresent the truth, intimidate assigned or prospective occupants, or otherwise attempt to manipulate the housing assignment process are subject to judicial action and/or contract termination.

Mutual requests for assignment with a specific roommate will be honored when possible, but are not guaranteed. Room assignments and roommate matches are made without regard to race, religion, creed, ethnic or national origin, disability, or sexual orientation. The Office of Residence Life will not honor requests for a change of assignment based on such factors. The Roommate Matching Survey may be used to match prospective roommates. Students who misrepresent themselves on the Roommate Matching Survey may be subject to Honor Code charges as well as contract cancellation.

Some rooms may be designated for expanded occupancy on a temporary basis. Only the people officially assigned to the room by the Office of Residence Life may occupy such rooms. Occupancy by a student or other person without authorization is not permitted.

Room Changes

Residents may change rooms only with the prior approval of the Office of Residence Life. Students who fail to obtain prior approval for a room change, or do not follow the proper check-in/check-out procedures may be assessed a \$50 administrative fee and/or be required to return to their original assignment.

Cancellation of Contract

Room and board charges accrue beginning the day students are permitted to move into the residence halls (see schedule above). Vacating the premises does not release the student from contractual obligations. No adjustments in the charge for the room will be made for late entrances or extended absences.

- **Before April 20, 2011:** Students may cancel their Housing Contract, without penalty, by submitting a written request to the Office of Residence Life.
- **Between April 21 and June 30, 2011:** Students may cancel their Housing Contract by submitting a written request. Students are not financially obligated to the Housing Contract; however, a contract breakage fee of \$350 will be assessed.
- **Between July 1, and July 31, 2011:** Students may cancel their Housing Contract by submitting a written request. Students are not financially obligated to the Housing Contract; however, a contract breakage fee of \$500 will be assessed.

After July 31, 2011: Residents may **request** to be released from their Housing Contract. To request a release, students must complete a Contract Cancellation Request Form and turn it into the Office of Residence Life. The completed form will be forwarded to the Housing Contract Appeals Committee. The Committee will review the student's request and determine whether he/she may be released from the contract. **Requests to be released from Housing Contracts will be granted only when there is a verifiable change in financial or medical conditions.** Documentation of changes to financial or medical conditions must be submitted with the Contract Cancellation Request Form.

It is rare that students will be released from their Housing Contract after July 31st.

If the request is approved, the student will be responsible for paying the \$500 contract breakage fee, as well as any charges for dates of occupancy. A student who is approved to be released from their Housing Contract is eligible for a prorated refund of room and board charges. The effective refund date will be determined based on the date the student officially checks out of the residence hall.

If the request is denied, the student will be expected to fulfill their financial commitment to the Housing Contract. If a resident is not satisfied with the Committee's decision, he or she may appeal the decision to the Dean of Student Life. The Dean of Student Life's decision is final.

Moving Out

At the termination of the contract period, or when moving out of a room assignment, residents must schedule a check-out appointment with a member of the Residence Life staff, have the condition of the room documented, and turn in their room key. The other option is to complete an Express Check-Out envelope and return it, as well as their key, to a drop off box located outside of Campus Police. Residents who move out without properly checking out will be billed an improper checkout fee of at least \$25.

Students released from their contracts or students who withdraw from the university, must check out within 48 hours of being notified. In the event a student does not vacate within the allowed time period, any property remaining in the room will be treated as abandoned property. All charges for removal and disposal will be assessed to the student.