

2017-2018 Edgewood College Housing and Food Service Contract

Terms and Conditions

1. GENERAL INFORMATION

The College reserves the right to assign or change an assignment to a location different from the student's original assignment. If a student moves spaces for any reason, the student is responsible for the room rate of the new room/space. Students with special housing needs should notify the Office of Residence Life. No smoking is allowed in the residence halls. Rent paid for Edgewood College housing does not qualify for the Wisconsin Homestead Credit or the Wisconsin School Property Tax/Rent Credit.

2. CONTRACT PERIOD

The contract period begins when residence halls open the weekend before classes begin and ends after the resident's last Semester II (Spring) final exam. Residents are expected to vacate their rooms within 24 hours of their last final exam for both Semester I and Semester II. Residence halls are closed at 6:00pm on the last day of class before Thanksgiving, Winter, and Spring Break. Residents are expected to vacate their rooms during those periods. Exceptions are made only for students with academic commitments and students whose residence is more than 1,000 miles from the College. The College assumes no liability for residents who are permitted to remain when the residence halls are closed. Personal possessions may be left in rooms between Semester I and II at the resident's risk. All possessions must be removed when residents vacate at the end of Semester II. Students approved to live in the halls during closed periods will be billed for housing and meals. Please keep in mind that freshman and sophomores are required to live on campus (see the residency requirement below.) Weber, Siena and Dominican Co-op and Apartments do not close during academic breaks.

3. RESIDENCY REQUIREMENT

All freshman and sophomore students under the age of 21 are required to live on campus for their first two academic years unless they choose to live with a family member and/or legal guardian (who is over 25 years old and lives within commuting distance.) Exceptions to this policy will include: students who have children, live in domestic partnerships, are veterans or are part-time students. Students studying abroad are considered to be fulfilling the residency requirement. Students who sign a contract and move in to the halls for their freshman year are held to the residency requirement for their freshman and sophomore years (i.e., they may not move home after one year.)

4. ELIGIBILITY FOR ON-CAMPUS HOUSING

This contract is for a full academic year (see number 5 for exceptions). On campus housing is reserved and prioritized for degree seeking students of traditional age.

5. STUDENTS STUDYING ABROAD, STUDENT TEACHING OR GRADUATING IN JANUARY

This contract is for a full academic year. Students planning on studying abroad, student teaching, or graduating in December are strongly encouraged to seek out other students needing half semester housing to share a contract. If this is not possible, The Office of Residence Life will offer a limited amount of one semester contracts, but these must be arranged at the time of room selection. Students who do not make the necessary arrangements and break their housing contracts at semester are financially responsible for the full year contract. On campus housing is reserved and prioritized for traditional age students.

6. RESERVATION FEE INFORMATION

Residents bound to live on campus their second year by the residency requirement are not required to pay a reservation fee with their Housing and Food Service Contract.

7. FULL TIME STUDENT STATUS

Residents are expected to maintain a minimum of twelve (12) credits per semester and to attend classes on a regular basis while living on campus. Failure to do so may result in dismissal from the residence halls and forfeiture of all housing deposits and fees for the academic year. The unused portion of the meal plan is the only portion of the costs which will be refunded on a pro-rated basis from the dismissal date. Moving to part-time student status mid-contract does not void the housing contract. Residents must notify the Office of Residence Life if moving to part time status.

8. PERSONAL POSSESSIONS AND DAMAGE BILLING

The college is not liable for residents' personal property whether it is lost, stolen or damaged. Please check with your insurance agent for information on insuring your personal items (this is often included in a homeowner's policy.) Residents will be billed for any individual or hall damages along with any cleaning, key, or improper check-out charges. Residents who do not remove personal possessions after the student leaves Edgewood housing will receive a letter of notification to their permanent home address listed by the resident. The resident will be notified that they have 30 days to retrieve their belongings or the belongings will be considered abandoned and become College property. The College will then have the right to dispose of the items. Residents will be assessed a charge for labor and packing materials along with a disposal fee if necessary.

9. CONTRACT CANCELLATION (before moving into the halls)

Students no longer planning to attend Edgewood for the contracted year must notify residence life as soon as a decision is made. Students signed up for housing for the following academic year must be registered for Fall classes by May 10th. If students are not registered, they will be dropped from housing.

10. RELEASE FROM AGREEMENT (after moving into the halls)

- Individuals who complete a contract, enroll in the college and move in to the halls are obligated for the entire academic year room/board fee.
- Voluntary withdrawal from the residence halls and the College between move in and the 100% deadline or between fall and spring semesters will result in a \$250 Penalty Fee along with the cost of meals used.
- Voluntary withdrawal from the residence halls while remaining as a student at Edgewood after move in or suspension/dismissal from the residence halls will result in forfeiture of all deposits and fees and the student will still be obligated for the full price of the room rent for the duration of the contract. The unused meal dollars are the only portion of the cost which will be refunded (see refund scale in the next bullet point).

- Withdrawal from Edgewood as a student after the 100% deadline will result in forfeiture of all housing fees. The unused meal dollars are the only portion of the cost which will be refunded on a prorated basis:
 - You will be refunded 75% of your meal dollar allotment or the amount that you have remaining (whichever is less) if you withdraw by the end of the 4th week of classes.
 - You will be refunded 50% of your meal dollar allotment or the amount that you have remaining (whichever is less) if withdraw by the end of the 8th week of classes.
 - You will be refunded 25% of your meal dollar allotment or the amount that you have remaining (whichever is less) if you withdraw by the end of the 12th week of classes.
- Students declared academically ineligible will be released from their contract.
- Residents unable to return for approved documented medical reasons will have the housing costs refunded on a prorated basis and any unused meal dollars refunded (used meal dollars and the administrative fee are not refunded.)

Residents leaving for any of the above reasons must vacate their rooms within 24 hours of withdrawal or dismissal.

11. APPEALS

Students who encounter situations beyond their control and which affect their financial status may appeal to the Residence Life Appeal Committee for an exceptional release (appeal forms are available in the Office of Residence Life.) An example would be the death of a parent who was providing financial support for a resident to attend college, or sudden major medical bills which severely impact a family's budget. The committee has full decision making authority regarding any refunds made in appeal cases; refunds are based on the date of official release from the agreement and the vacating of the space.

12. INSURANCE

It is the responsibility of the resident to provide insurance for his or her personal property.

13. MEAL PLAN

Bronze Plan* (\$1,450) – This plan provides students \$1,400 to spend in any of our campus dining locations. This plan, estimating 12-13 meals per week, is a good option for those who plan to spend weekends off campus.

Silver Plan (\$1,650)** - This plan is for students who typically eat 14-15 meals per week in our residential dining facilities, plus occasional late night or between meal snacks. It is ideal for those who like to eat a quick breakfast in their room.

Gold Plan (\$1,850)** - This plan is recommended for students who eat 16-17 meals per week in campus dining facilities, plus occasional late night or between meal snacks.

The above options are based upon averages. Students are urged to pick a meal plan consistent with their own frequency and menu preferences. Students have the option to add meal plan dollars to their account during each semester by visiting the Business Office.

*Included in room and board rate

**Silver and Gold plans are invoiced as an upgrade to your student account. The account will be charged the difference between the upgrade selected and the Bronze Plan.

Dominican Junior and Senior Cooperative Living Plan: 350 meal dollars/semester*

ALL students in Dominican Junior and Senior Cooperative Living space are required to be on a meal plan of at least 350 which is included with their rate. With the 350 plan, students will receive 350 on their ID card each semester to spend on ala carte items at Phil's and the Wingra Café. **Students can add more meal dollars to their plan at any point during the semester by completing a form at Dining Services (supplemental increases are \$50 for 50 meal dollars.) Meal dollars do not carry over from semester to semester. Any unused meal dollars are forfeited at the end of each semester. Students are committed for the semester to their chosen meal plan unless they make a switch before the 100% deadline (by the end of the first week of classes each semester.) A dietician and our Food Services Director are available for consultation.*

Visit www.dineoncampus.com/edgewood for facility and menu info.

Students using their meal plan will receive a 10% discount in Phil's Dining Hall & Wingra Café!

ALL students in the residence halls are required to be on a meal plan. Students can add more meal dollars to their plan at any point during the semester by completing a form at Dining Services (supplemental increases are \$50 for 50 meal dollars.) Meal dollars do not carry over from semester to semester. Any unused meal dollars are forfeited at the end of each semester. Students are committed for the semester to their chosen meal plan unless they make a switch before the 100% deadline (by the end of the first week of classes each semester.) A dietician and our Food Services Director are available for consultation. If you are assigned to a Weber or Siena apartment, there is also a partial apartment meal plan requirement that is included in the room and board fee. Please contact the Office of Residence Life for more details.

14. ITEMS INCLUDED IN THE ROOM AND BOARD FEE

The following is included in the room and board fee: housing costs (space, heat, electricity, water, laundry, furniture including: a bed, mattress, dresser and closet space, desk, desk chair; telephone with local telephone service upon request, internet connection and a cable TV connection) and Eagle meal plan costs (meal dollars, administrative fee to cover labor and overhead costs.)

15. HEALTH REQUIREMENT

All residents are required to hand in an immunization Health History Form to the Edgewood College Health Center prior to moving in.

16. RULES AND REGULATIONS

A resident's signature on the Contract for On-Campus Housing and Food Service signifies acceptance of conditions stipulated by the College in this contract, the *Student Handbook*, *Residence Life Handbook*, and all Edgewood College publications pertaining to the governance of Edgewood College residence halls.

Complete and return to: OFFICE OF RESIDENCE LIFE, 215 PREDOLIN
 EDGEWOOD COLLEGE
 1000 EDGEWOOD COLLEGE DRIVE
 MADISON, WI 53711