

HOUSING CONTRACT

2017-2018 Academic Year

Please select the semester for which you are applying:

Fall 2017 & Winter 2018 Winter 2018 only Spring 2018 Summer 2018

PERSONAL INFORMATION

Last Name		First Name		Middle Name
Student ID #		Birth Date (mm/dd/yyyy)		Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
Permanent Mailing Address		Apartment No.	PO Box	
City		State	ZIP Code	
Country	Preferred Phone Number <input type="checkbox"/> Cell <input type="checkbox"/> Home ()		Alternate Phone Number <input type="checkbox"/> Cell <input type="checkbox"/> Home ()	
External Email		SVSU Email		

INCOMING FRESHMEN (FIRST TIME IN COLLEGE - FTIC) AND FRESHMAN TRANSFERS

Incoming freshmen are placed in First Year Suites and one of the three (3) Living Centers (MJ Brandimore House, LC South or LC Southwest). All options may not be available when touring. Numerically rank the list 1-5 with your accommodation preference; the number 1 being the most preferred.

- ___ First Year Suites – Shared Bedroom/Shared Suite (8 students, 4 bedrooms)
- ___ First Year Suites – Single Bedroom/Shared Suite (4 students, 4 bedrooms)
- ___ LC Efficiency (2 or 3 students, shared)
- ___ LC – Shared Bedroom, Shared Apartment (6 to 8 students, 4 or 5 bedrooms)
- ___ LC – Single Bedroom, Shared Apartment (6 to 8 students, 4 or 5 bedrooms)

SECOND YEAR+, INCOMING TRANSFERS (30+ CREDITS), RETURNING, OFF-CAMPUS, NON-TRADITIONAL FRESHMEN, **NEW INTERNATIONAL**, OR GRADUATE STUDENTS

Numerically rank the list 1-9 with your accommodation preference; the number 1 being the most preferred.

- ___ Living Center Efficiency (2 or 3 person, shared)
- ___ Living Center – Shared Bedroom, Shared Apartment (6 to 8 students, 4 or 5 bedrooms)
- ___ Living Center – Single Bedroom, Shared Apartment (6 to 8 students 4 or 5 bedrooms)
- ___ Pine Grove – Shared Bedroom, Shared Apartment (4 students, 2 bedrooms)
- ___ Pine Grove – Single Bedroom, Shared Apartment (4 students, 4 bedrooms)
- ___ University Village – Single Efficiency Unit (1 student, 1 bedroom)
- ___ University Village – Single Bedroom, Shared Apartment (4 students, 4 bedrooms)
- ___ UV Single Bedroom, Shared Apartment (2 students, 2 bedrooms)
- ___ PG Single Bedroom, Shared Apartment (2 students, 2 bedrooms) - (limited vacancies for UV or PG 2 person singles)

ROOMMATE REQUESTS (NOT GUARANTEED)

In order for roommate requests to be considered, all prospective roommates must request each other (mutual) on their respective contracts. The applicant and all potential roommates need to submit their housing contract materials early and on/about the same date to be considered. Students in special programs may not have preferences honored due to the community limitations by advisor.

Roommate #1: _____ Roommate #2: _____ Roommate #3: _____
 (Last name, First Name)

All Applicants: Check the box that is most important to you. Roommate Request Room Style Request

ROOM PREFERENCES

Housing Operations and Residential Life will make every effort to honor student & roommate preferences. However, it is not possible to honor all requests. Your requests are PREFERENCES only. Final determination of room assignments rests with the University. SVSU does not make room assignments and will not consider room changes based on race, religion, color, gender, sexual orientation, national origin, age, physical impairment, disability, or veteran status. Students who forfeit rooms due to non-payment or non-registration will be reassigned pending space availability.

LIFESTYLE PREFERENCE (ALL APPLICANTS)

Do you smoke?..... Yes No
 Do you mind living with a smoker?..... Yes No No Pref
 Do you prefer substance free housing?..... Yes No
 When studying, I prefer..... Quiet No Pref

Are you considered?..... Early Riser Night Person
 Are you considered?..... Neat Disorganized
 Are you an SVSU athlete?..... Yes No Sport: _____
 Major: _____

Extracurricular Activities:

BOARD (MEAL PLANS) INCOMING FRESHMEN AND FRESHMAN TRANSFERS [MANDATORY]

Incoming Freshmen (First Time in College—FTIC) and Freshman Transfers are required to select one of three meal plan options. Declining balance dollars (DBs) are accepted at any Campus Dining location, including the C-store. Unexpended declining balance dollars roll over from fall to winter. Meals per week must be used in the period designated. Meal changes will be honored through the first five calendar days of the start of classes at each semester. Meal plans are automatically renewed for the winter semester.

- Unlimited meals per week + \$200 DBs per semester
- 14 meals per week + \$300 DBs per semester
- 11 meals per week + \$400 DBs per semester

SECOND YEAR+, INCOMING TRANSFERS (30+ CREDITS), RETURNING, OFF-CAMPUS, NON-TRADITIONAL FRESHMAN, **NEW INTERNATIONAL**, OR GRADUATE STUDENTS

Residents in this category may choose any of the options below or a combination of meals and declining balance dollars. Unexpended meals per semester roll over from fall to winter; however meals per week do not. Unexpended declining balance dollars roll over from fall to winter. Meal changes will be honored through the first five calendar days of the start of classes at each semester. Meal plans are automatically renewed for the winter semester.

Combination Plans

- Unlimited meals per week + \$200 DBs per semester
- 14 meals per week + \$300 DBs per semester
- 11 meals per week + \$400 DBs per semester

Meals per Semester Only

- 100 meals per semester
- 75 meals per semester
- 45 meals per semester
- No Meals

Declining Balance Dollars per Semester Only

- \$750 DBs per semester
- \$500 DBs per semester
- \$250 DBs per semester
- No Declining Balance Dollars

MEDICAL INFORMATION / HOUSING ACCOMMODATIONS

Information provided is confidential and may be retained in the office of Disability Services, Housing Operations, and Residential Life for use in your medical care. **Medical conditions requiring consideration for special housing for living arrangements will require documentation from a licensed health practitioner and registration with the Office of Disability Services by May 1, 2017.** For accessibility-related requests, you will be required to register with Disability Services.

Do you require any special accommodations due to a medical condition or physical/mental disability?

Yes No

Please explain. _____

FELONY DISCLOSURE

Have you ever been convicted of a felony? Yes No

Are there any pending felony charges against you? Yes No

If you answered "yes" to any of the above, you are required to submit date, place, charge, and disposition in the space below. Attach any other documents that are necessary for further explanation. Your contract will be reviewed and you will be notified in writing of the decision regarding your housing request. Failure to truthfully disclose information will subject you to potential termination of your housing contract.

EMERGENCY CONTACT INFORMATION

In compliance with the Clery Act, students must identify an individual who may be contacted in the event of a missing persons report. In addition, this information will be used in cases of mental health, medical transport, or hospitalization.

Name: _____ Relationship to You: _____

Permanent Address _____
(City, State ZIP)

Home Telephone: _____ Alternate Phone: _____

CANCELLATION PRIOR TO OCCUPANCY (SEE SECTION IV ON REVERSE FOR FULL POLICY)

The Resident is obligated to honor the terms of this Contract. **You will not be released from your Contract to move to off-campus housing or to commute during the contract period.** The University at its discretion will consider contract releases outside of the aforementioned criteria only if the circumstances are sufficiently extreme or catastrophic in nature. Requests of this nature must be submitted in writing to Housing Operations and include supporting documentation. Special requests that are approved will be charged a pro-rated amount for actual days in residence and a contract cancellation charge of \$200. You are not released from the terms and conditions of this Contract due to withdrawal from the University if you re-enroll during the contract period. Cancellations for non-enrollment received in writing prior to the official payment due date for fall or winter semesters, if approved by the University, may result in a \$100 refund. Failure to notify Housing Operations in writing by the payment due date may result in a \$200 cancellation fee.

Initial Here: _____

WAITING LIST

Students will be automatically placed on a waiting list pending space availability. The Housing Contract is binding until students are notified in writing that there are no vacancies. All vacancies will be finalized by August 2, 2017 and waitlisted students notified of status of residency.

MAILING INSTRUCTIONS

The contract materials and \$200 prepayment must be received to complete the reservation request. Please mail or deliver to the address listed. Make check payable to "Saginaw Valley State University" and include ID number.

AUTHORIZATION

Your signature acknowledges that all of the information above is correct to the best of your knowledge and that this information may be released in the event of an emergency. You acknowledge that you have read, and understand and agree to all conditions and terms herein contained as part of the Housing Contract materials.

Signature of Student: _____ Date: _____

CONTRACT TERMS

You are entering into a binding legal contract with the University. Please do not sign this Contract unless you are certain you have sufficient resources to cover the costs involved. My signature acknowledges that I have read and understood this University Housing Contract and I agree to abide by the terms of the Contract, and further agree to abide by all of the policies and guidelines set forth by the Board of Control of Saginaw Valley State University. By signing this Contract, I agree to make timely payment for housing services and dining services (if applicable) provided to me under the terms and conditions of this Contract.

The Housing Contract is undertaken for the full academic year (fall and winter semesters) or for the remainder of the academic year as indicated between Saginaw Valley State University and the student named above. The same contract will be undertaken for spring and/or summer session(s). This Housing Contract is subject to the terms and conditions as stated in the 2017-2018 Housing Handbook, Code of Student Conduct, and all other rules and regulations of Saginaw Valley State University which are presently in effect or may be adopted in the future. Please consult the Housing Handbook or www.svsu.edu/livingoncampus for specific dates and times regarding opening, closing and semester breaks. Saginaw Valley State University (herein referred to as the University) grants a license for the use of its on-campus living units to the student named (herein referred to as the Resident) upon the following terms and conditions.

Signature of Student

Date

Signature of Parent (for student under 18)

Name of Parent (for student under 18)

Date

1. Assignment and Occupancy of Units. The University reserves the right to fill vacancies in units and to require the Resident to move to another unit in order to allow for optimum utilization of space or to resolve situations regarding other students in the unit. This includes assigning a second resident to a double room to bring it to normal capacity. The University will attempt to accommodate the Resident preferences, but does not guarantee assignment to a particular building, type or accommodation, single bedroom or specific roommate(s). Resident agrees to accept any room assignment made by Housing Operations. Resident also agrees to pay the rate applicable to the assigned room according to the schedule of rates. The University also reserved the right to assign students to overflow accommodations (increased unit density), in the event that sufficient regular spaces are not available at the beginning of the semester. Final determination of room assignments is at the sole and absolute discretion of the University.

2. Reservation of Space. Room space in University Housing will be reserved for the Resident only after a signed contract and housing pre-payment of \$200 is submitted to Housing Operations. Resident is assigned to available space based on the date the signed contract and pre-payment are received by Housing Operations. Any contract received subsequent to Housing Operations reaching full capacity will be placed on a wait list and assigned to available space as it becomes available. Wait listed contracts will be assigned space based upon the date the contract and pre-payment was received.

3. Regulations: Resident agrees to abide by all federal, state and local laws, ordinances and regulations. Resident further agrees to abide by all rules and regulations enacted from time to time by the University as published including without limitation the Housing Handbook, Code of Student Conduct and all regulations relating to alcohol, controlled substances and weapons, including firearms.

4. Cancellations: The Resident is obligated to honor the terms of this Contract. The Resident will not be released from the Contract to move to off-campus housing or to commute during the contract period. The University will release a resident from the contract without any cancellation fee if the resident:

- 1) Graduates during the contract period.
- 2) Participates in an SVSU study abroad program during the contract period.
- 3) Reports for military duty before or during this contract period. The University will release a resident from the contract, subject to the below fees, if the resident:
 - 1) Is academically dismissed from the University.
 - 2) Notifies Housing Operations, in writing, of the intent to cancel by May 1st preceding this contract period.
 - 3) Completely withdraws from classes.

A Resident who is academically dismissed from the University will be charged a \$100 cancellation fee.

A Resident who notifies Housing Operations, in writing, by May 1st preceding the contract period to cancel the contract for any reason will be charged a \$200 cancellation fee.

A Resident who withdraws from the University after the official payment due date for fall or winter semesters will be charged a pro-rated amount for any actual days in residence and a \$200 contract cancellation fee. However, cancellations for non-enrollment received in writing prior to the official payment due date for the fall or winter semester will be assessed a \$100 cancellation fee.

The University at its discretion will consider contract releases outside of the aforementioned criteria only if the circumstances are sufficiently extreme or catastrophic in nature. Requests of this nature must be submitted in writing to Housing Operations and include supporting documentation. Requests that are approved will be charged a pro-rated amount for any actual days in residence and are subject to additional cancellation fees. The Contract will be reinstated for any resident who is released due to withdrawal from the University and subsequently re-enrolls during the contract period.

5. Subletting. Resident may not assign or sublet any of Resident's interest in University Housing.

6. Termination. The University at its option may terminate this Contract and take possession of housing unit promptly without notice to quit (i) upon any failure of Resident to timely pay any

charges required under this Contract; (ii) upon any failure of Resident to comply with any of the terms of this Contract; (iii) for health reasons; (iv) upon failure of Resident to register for classes by the official payment due date for fall or winter semesters; or (v) when a Resident (or in the case of a family unit the student Resident) is no longer enrolled in at least six semester hours at the University. Resident will remain responsible for all damage caused to the University as a result of Resident's breach. If removed from University Housing due to disciplinary action, you remain liable for payment of your housing contract through the entire contract term. Non-payment of charges under this Contract will result in the administrative dis-enrollment of a student Resident from classes at the University. If legal action is required to remove Resident from the unit, The University shall be entitled to collect its costs, including reasonable attorney's fees, incurred in removing the Resident.

7. Occupancy. Fall Semester – First Time in College freshman residents are placed in First Year Suites and one of the three (3) Living Centers: CMJ Brandimere House, LC South, or LC Southwest. They will be assigned specific move-in times the Thursday and Friday prior to the first day of classes. All other residents may begin occupying their assigned room at noon on Saturday prior to the first day of classes. Winter Semester – All residents may begin occupying their assigned rooms at noon on the Sunday prior to the first day of classes. Occupancy End Date – If you are not graduating at the end of the semester, occupancy ends 24 hours after your last final exam or by 5:00 p.m. on Friday of exam week, whichever occurs earlier. If you are graduating at the end of the semester, you may occupy your assigned room until 6:00 p.m. on the day of Commencement. Exceptions- Any exceptions for early or late occupancy must be submitted in advance and approved by the Director of University Housing. A resident that is approved for occupancy outside of the defined occupancy period will be charged a daily rate for the additional days of occupancy. Residents of the Pine Grove and University Village Apartments may occupy their assigned unit during the break between the fall and winter semesters. The Resident must comply with the Housing Operations check-out procedures when concluding their occupancy. A Resident failing to follow published check-out procedures will be assessed a \$100 improper check-out fee.

8. Maintenance and Use. Resident agrees to occupy the housing unit in a careful and safe manner and is responsible for the actions of his/her guest(s). Resident agrees to notify the University within seven (7) days of the commencement of this Contract if Resident discovers any defect or damage to the unit, its furnishings and appliances. Resident will notify the University of any such damage by completing a room condition report which can be provided by the University Housing Operations and returning the room condition report within the initial seven day period. In the event of a change in units, the Resident will also have seven (7) days from the beginning of occupancy to submit a room condition report of the new unit.

9. Inspection and Right of Entry. Resident agrees to permit the University immediate access to the housing unit for inspection and all other lawful purposes, including repairs, scheduled health and safety inspections, delivery of official University notifications and emergencies.

10. Insurance. Resident shall be responsible for maintaining such renter's and liability insurance as Resident chooses. The University shall have no responsibility for the personal possessions of Resident.

11. Casualty. If the housing unit is damaged by fire or other casualty, this Contract shall automatically terminate unless the housing unit is restored by the University within thirty (30) days.

12. Utilities. Electricity, gas, water and sewer service to the housing unit will be furnished by the University as part of the scheduled payments.

13. Pets. No pets of any kind shall be permitted in a housing unit except non-carnivorous fish (see Housing Policies and Procedures on web site for details).

14. Meal Plans. Incoming freshmen (First Time in College - FTIC) and freshman transfers are required to participate in one of the first year meal plans regardless of the facility in which they reside. Residents who enroll in an optional meal plan are obligated to participate for the full semester.

15. Parking. Residents may park motor vehicles only in spaces designated by the University. Sufficient parking spaces may not be available for all occupants of housing units. All motor vehicles must be registered with the University Police Department.

16. Soliciting. Resident shall not give solicitors or salespeople access to the unit, or participate in organized business or private enterprise for remunerative purposes from the unit.

17. Furnishings. The unit is provided to Resident in a furnished condition. Resident agrees to treat all appliances, furnishings and furniture in the unit with care, and to promptly report any damage or malfunction to the University Housing Operations or their designated staff.

18. Nails and painting. Resident shall not install any nails or otherwise place holes or indentations on any wall or other surface in the unit. Resident further agrees not to paint the unit or any portion thereof.

19. Time of Essence. Time shall be of the essence of this Contract.

20. Guests. Resident may not host a guest(s) for longer than two consecutive nights in any University housing facility. Hosting guest(s) for any length of time on a repetitive basis is also considered in violation of the Contract.

21. Disturbances. Resident shall not conduct activities in the unit which unreasonably interfere with the use or enjoyment of other occupants of the same unit or neighboring units. Entertainment and relaxation on the premises by the Resident will be allowed; however, loud, noisy gatherings or other activities or actions which are disturbing to other residents are specifically prohibited.

22. Michigan Laws. This Contract shall be governed by the laws of the State of Michigan.

23. Waiver of Liability. Resident waives any liability of the University with respect to injury to person (including death), loss or damage to Resident's property, or to property in which Resident may have an interest, where such loss or damage is caused by fire or any of the hazards of the type covered by extended coverage insurance and which arises out of or in connection with the housing unit.

24. Damage to Unit. Resident is liable for actual damage to the unit or any ancillary facility, including furniture, appliances, and equipment, and for maintaining the unit in a safe and sanitary manner. In the event of such damage, The University will hold each Resident of a unit jointly and severally liable for damage charges, and Resident(s) will be billed accordingly.

25. Forwarding Address. Resident must notify the University Housing Operations in writing within four (4) days after Resident moves, of a forwarding address where resident can be reached and where Resident will receive mail; otherwise the University shall be relieved of sending Resident an itemized list of damages and the penalties adherent to that failure. Any notices in connection with this Contract should be sent to the following address: University Housing Operations, Saginaw Valley State University, 7400 Bay Road, University Center, MI 48710-0001.

26. Entire Contract/Modifications. This contract represents the entire agreement of the parties. This contract shall supersede all previous communications, representations, or agreements, either verbal or written. No alteration or variation of the terms of this contract shall be valid unless made in writing and signed by you and the Director of University Auxiliary Operations, or his/her designee. The contract contains the entire agreement and no oral understanding or agreement not incorporated herein shall be binding on you or the University.

27. Severability. If any provisions of this Contract are ruled illegal or invalid by judgment or court order, such ruling shall not affect the validity or enforceability of the remainder of the provisions of the Contract.

28. Additional Provisions To Which Both The University and The Resident Agree:

- A. The University reserves the right to suspend or terminate all rights of the Resident under this Contract as part of its normal disciplinary procedures.
- B. The University reserves the right to modify room and board rates.