

HOUSING CONTRACT

STUDENT INFORMATION (Please print)

Name (Last, First)

Andrew ID

Gender

Permanent Address (including city, state, zip and country)

Contact Phone Number

DATES OF OCCUPANCY:

Summer Session 1: May 12 – June 24, 2023

Summer Session 2: June 30 – August 12, 2023

Summer Sessions 1 & 2: May 12 - August 12, 2023

This Housing Contract (“Contract”) provides for the occupancy of an assigned accommodation in campus housing and is a binding agreement between you, the Student, and Carnegie Mellon University (“University”), and governs your occupancy for the session(s) you have elected during the dates listed above for the relevant session(s). Unless otherwise specified in this Contract, students may not take up residence for a session prior to the commencement date listed above for that session. All residential areas must be vacated, and all personal belongings must be removed at the close of the session(s) you have elected in accordance with published schedules, unless otherwise specified in this Contract.

ROOM CHARGES:

Unless otherwise specified, this Contract covers the session(s) you have elected (Session 1, Session 2 or Sessions 1 & 2). Do not send payment with this Contract. By signing this Contract, you agree to pay the housing rate as published by Housing Services for the type of accommodation to which you are assigned. Rates are posted on the Housing Services website.

STUDENT HOUSING TRANSITION:

Summer housing assignments will be emailed by mid-May (and may occur after the start of Summer Session 1 for students living in campus housing during the Spring 2023 semester or who have elected campus housing for Summer Session 2 only). Students living in campus housing during the Spring 2023 semester may be asked to stay in their spring assigned space past the academic year move out date of May 10, 2023 until Summer Session 1 move-in occurs. These students may also be asked to remain on campus until they have completed their move to their summer housing assignment. Students living in campus housing for Summer Session 2 and for Fall 2023 housing will be asked to stay in their Summer Session 2 assigned space past the Summer Session 2 move out date until directed to move into their Fall 2023 semester assigned space. These students will be notified via email from Housing Services with direction on moving dates and times.

CANCELLATION POLICY:

If you need to or would like to cancel this Contract, you should notify Housing Services on or before May 1, 2023. After May 1, 2023, you are not permitted to cancel this Contract unless you receive approval from Housing Services, and any approved cancellations will be subject to your payment of a \$200 Housing Cancellation Fee, as well as the applicable prorated charges for the period of occupancy (beginning May 10, 2023 for Spring Semester 2023 campus housing students who have elected Summer Session 1 or Sessions 1 & 2 campus housing assignments). If you are not permitted to cancel this Contract, you understand that you are liable and responsible for the payment of your assigned room charges for the summer session(s) for which you elected.

ROOM ASSIGNMENTS/LEAD BASED PAINT DISCLOSURE:

Housing Services has the sole right to make room assignments in campus housing, determine the occupancy of any room, fill any vacancies, consolidate room assignments, and approve room changes. Housing Services may change a student’s room assignment at any time if the University feels it is in its own best interest or in the best interest of the student. A person who has not been assigned a room by Housing Services is not permitted to reside in campus housing.

The University does not have any report or records pertaining to lead-based paint hazards in campus housing. Information on lead-based paint can be reviewed online at <http://www.epa.gov/lead/pubs/leadpdf.pdf>

RULES AND REGULATIONS; AGREEMENT:

You agree to abide by all rules and regulations established by Housing Services, the Division of Student Affairs, and the individual living units relating to your assigned accommodation. Copies of “The Word,” the University’s undergraduate student handbook, and all housing policies are available through the University’s website and in hard copy upon request. This Contract goes into effect when your signed Contract is received by Housing Services. By affixing your electronic or written signature to this Contract, you acknowledge and agree that you have read and understand the terms and conditions specified in this Contract (including the terms and conditions specified on page two) and agree to them, with the intent to be legally bound, and certify that you are 18 years of age or older.

Student Signature

Date

Parent/Guardian (if student is under 18)

Date

HOUSING CONTRACT TERMS AND CONDITIONS

1. **GENERAL:** The University grants to the Student the personal right, license and privilege to occupy and use an assigned accommodation in University housing together with at least a bed, desk, dresser and chair situated therein on the date the Student takes possession of the accommodation, subject to the terms and conditions set forth in this Contract (including those terms and conditions specified on page one).
2. **IMMUNIZATION STANDARDS:** The University requires all students entering the University to show proof of immunization. A failure to meet immunization requirements may prevent the Student from checking in and/or being asked to vacate housing.
3. **CANCELLATION OF CONTRACT:** This Contract is for the session(s) specified (i.e., Summer Session 1, Summer Session 2 or Sessions 1 & 2). This Contract may not be cancelled by the Student except for the reasons outlined below. Students are responsible for notifying Housing Services of their need to cancel by completing a Housing Cancellation Request form. Any permitted cancellation is not effective until the Student has completely vacated their space of all belongings, returned their key to Housing Services (if applicable), and submitted a Housing Cancellation Request. Students moving from campus housing as a result of permitted cancellations must pay the applicable prorated room charges (beginning May 10, 2023 for Spring Semester 2023 campus housing students who have elected Summer Session 1 or Sessions 1 & 2 campus housing assignments) for the period of occupancy prior to moving, and must move from the accommodation within 72 hours following notice of cancellation/termination by the Director of Housing Services or their designee. Students must also pay the Housing Cancellation Fee.

Change in Enrollment Status: A Student who has a verified change in enrollment status (leave of absence, withdrawal from the university, academic or financial suspension or dismissal, or any non-enrolled status) may be permitted to cancel their Contract, but must contact Housing Services about their cancellation within 48 hours of the change in enrollment status.
Withdrawal from Summer Courses: A Student who has withdrawn from all summer courses may be permitted to cancel their Contract, but must contact Housing Services about their cancellation within 48 hours of the change in enrollment status.
Cancellation by University: The University reserves the right to cancel the student's Contract (including for one or both session(s)) and a student's room assignment in the event of force majeure. In the event of a University contract cancellation for this reason, the student is liable for the applicable prorated room charges for the period of occupancy prior to moving and must move from the accommodation within 72 hours following notice of cancellation by the Director of Housing Services or their designee.
4. **HOUSING CANCELLATION FEE:** Students who are permitted to cancel this Contract after May 1, 2023 are required to pay to the University the Summer Housing Cancellation Fee. The Summer Housing Cancellation Fee is \$200. Students agree to pay this fee at the time it is billed, even if at the end of a session. Pre-payment is not required as the fee is billed to the Students' student account at the time of cancellation. The cancellation of this Contract prior to the Housing Cancellation Fee being billed to the Student does not relieve the Student from the obligation to pay the fee once it has been billed to the Student's account.
5. **CONSOLIDATION:** After summer assignments are made, Housing Services will consolidate students without roommates or whose roommates cancel. Whenever possible, students will be consolidated within their assigned building and specific room type and efforts will be made to provide the Student with as much advance notice as possible. If necessary, consolidation will be determined by application date. The consolidation process will continue until summer move-in has occurred. The University will also exercise its right to consolidate students who share similar habits and activities if no compatible roommates exist on waiting lists. Being consolidated to a different room, room type, or building, is not cause for cancellation, and contracts will not be cancelled in such event.
6. **EARLY ARRIVALS AND EXTENDED STAYS:** Occupancy in an assigned space is for the dates specified in the Contract except as noted for spring and fall residents. Students participating in University-sponsored events may be approved to arrive early or depart late. These requests are submitted in writing by the sponsoring department of the event and approved by Housing Services. Approved requests to arrive early or stay past the residence hall close dates may be assessed a fee of up to \$100 USD per night through the student's student account.
7. **SMOKE-FREE LIVING POLICY:** By University policy, the smoking of tobacco products (or any other substance, such as e-cigarettes) is prohibited in University buildings, including campus housing. Residents are responsible for ensuring that any violation of this policy is reported to the proper University authorities.
8. **VACANCIES:** The University has the right to assign an occupant to any vacant space in campus housing. When vacancies occur during the term of this Contract in a multiple-occupant accommodation, the vacant set of furniture must be kept clear of personal belongings. At the discretion of Housing Services and based on availability and demand, the Student may request to be given the option to pay for the vacancy and reduce the occupancy of the room. During the period of reduced occupancy, the room furnishings must remain in place and become the responsibility of the remaining occupant(s).
9. **KEYS:** All keys issued to the Student by Housing Services are the property of the University and cannot be exchanged with or given to another person. If the Student departs prior to the end of the term of this Contract, the Student must return all keys, including Student ID card access, to Housing Services within 24 hours of vacating their assigned space or a fee (as published by Housing Services) will be assessed to cover costs of a lock change and key replacements. Students may not duplicate residential keys under any circumstances. Students are charged for lock-outs at rates as published on the Housing Services website.
10. **HOUSEKEEPING:** The University will provide daily bathroom cleaning for all communal bathroom facilities and public areas of the residence halls. Students residing in semi-suite style rooms, suites, apartments, or other accommodations with private bathrooms are responsible for cleaning their own bathrooms. (See Housing Services website for details.)
11. **COOKING:** The University provides working kitchens in all apartments and house accommodations. Public kitchen facilities are provided in select residence halls. In all other areas, cooking is only permitted with a University-approved MicroFridge or similar microwave unit.
12. **SPECIAL NEED:** Medical or special accommodations, or the need to alter this Contract for medical or disability reasons will be evaluated by Disability Resources professional staff. To begin this process, visit <https://www.cmu.edu/disability-resources/students/service-requests.html>
13. **AIR CONDITIONERS:** Only a student with documented medical necessity, approved by the University's medical accommodation process, will be authorized to have an air conditioner in their room. Students with medical accommodations on file will be placed in an air-conditioned room. Accommodations received mid-year will be prioritized for a room change to an air-conditioned space. Any necessary window units must be provided, installed, and removed by Housing Services' personnel. Refer to the Accommodations Policy: <https://www.cmu.edu/housing/resident-services/special-accommodations.html>.
14. **PROHIBITED USES AND ACTIVITIES:** None of the following are permitted in student accommodations: water beds, refrigerators larger than 4.3 cubic feet, unauthorized air conditioners, unauthorized home-constructed loft units, unauthorized animals, exterior radio/television aerials, controlled substances, ammunition or other explosives, firearms or other weapons, and highly combustible substances. Additionally, the operation of any business venture within the accommodation is expressly prohibited. Students interested in seeking exceptions to this policy may contact Housing Services.
15. **UNIVERSITY RIGHT OF ENTRY:** The University reserves the right for authorized representatives of the University to enter an accommodation at any time to plan or perform maintenance, in an emergency or whenever the University's policies, rules or regulations requires or authorizes such entrance. Such entrance may occur unannounced and/or without notice.
16. **FURNITURE:** University provided furniture, window screens (in buildings where they are provided), and other University furnishings are not to be removed from their assigned locations. Non-University furnishings must be removed from the accommodation at the earlier of the close of the Spring Term or when the Student leaves the University or campus housing. The University will not be responsible for furniture or other personal property left in an accommodation (see PERSONAL PROPERTY below).
17. **RESIDENCE HALL AND ROOM DAMAGE; RENTERS INSURANCE:** The Student is responsible for all damage in the assigned area and/or Residence Hall or loss of furniture or equipment therein caused directly or indirectly by the Student's negligent or intentional acts or omissions (including injury or damage cause by the Student's defective property) and will be charged for the cost of any resulting repairs and/or replacements and/or custodial services not normally provided. The Student is also responsible for leaving the assigned area in reasonably clean condition (broom swept with no articles of any kind left remaining in the accommodation) at the conclusion of occupancy. The University reserves the right to charge the Student a fee for custodial services not normally provided in the event that the assigned area is not left in a reasonably clean condition, free of articles. Further, unless responsible individual(s) are held accountable, each Student in the Residence Hall is jointly responsible for and will be charged a prorated share of the cost of any loss or damage from any cause to the public and semi-public areas of their Residence Hall (excluding ordinary wear and tear). Student residents should consider purchasing renters insurance for college students to assist the Student in paying for any associated charges for any renters insurance insured losses or damages to property caused by the Student's acts or omissions.

18. **PERSONAL PROPERTY; RENTERS INSURANCE:** The Student is responsible and liable for, and shall hold the University harmless from, any and all injury and damage to persons or property caused, directly or indirectly, by the Student's negligent or intentional acts or omissions (including injury or damage caused by the Student's defective property). The Student is responsible and liable for insuring the Student's own personal property, including for losses or damages due to fire, smoke, water and theft. The University is not responsible or liable for any loss or damage to the Student's personal property and does not provide any property or liability insurance coverage for Student's benefit. Student residents should consider purchasing renters insurance for college students to assist the Student in paying for the repair or replacement of any of the Student's renters insurance insured belongings if they are lost or damaged. The University reserves the right to store at no liability for a limited period of time (for a period not to exceed 30 days), discard or donate personal property or any other belongings remaining in an accommodation after the accommodation has been assigned to another student or has not been vacated by a prescribed time. The University reserves the right to charge the Student a fee for any storage of personal property or other belongings provided by it.

19. **RULES AND REGULATIONS:** The Student must comply with the rules and regulations of the Residence Hall in which he/she resides and the University, which are now or hereafter in effect. These rules and regulations are specifically made part of this Contract by reference. The right, license and privilege granted in this Contract is subject to such additional rules and regulations governing the conduct of occupants of specific Residence Hall areas which are promulgated by the University and/or University-recognized student government groups. Violation of such rules and regulations or the terms of this Contract may result in whatever disciplinary and punitive action the University believes is reasonable and warranted, including immediate cancellation of this Contract and removal of the Student from campus housing.

20. **ELECTRONIC SIGNATURE:** The Student's submission of and signature to this Contract takes place on-line and involves an electronic signature via authentication using University WEB Initial Sign-on protocol. The electronic signature serves as the Student's official signature to this Contract and is kept on file by the Department of Housing Services.

21. **STATEMENT OF ASSURANCE:** The University does not discriminate in admission, employment, or administration of its programs or activities on the basis of race, color, national origin, sex, handicap or disability, age, sexual orientation, gender identity, religion, creed, ancestry, belief, veteran status, or genetic information. Furthermore, the University does not discriminate and is required not to discriminate in violation of federal, state, or local laws or executive orders.

For more information, please refer to "Policies" section of the Housing website (<https://www.cmu.edu/housing/our-communities/policies.html>)