

Residential Life Residence Hall Agreement

Instructions:

1. READ this agreement carefully, as it is a legal and binding document with financial obligations. Your signature acknowledges your understanding and acceptance of all of the terms and conditions stated.
2. Sign and date the document below, confirming your room/roommate assignment and agreement to the following terms.
3. Return the contract to:
University of Providence
Residential Life Office
1301 20th Street South,
Great Falls MT, 59405

Student Name: _____

Residence Hall & Room/Apt. _____

I. Introduction: This agreement is a legal and binding agreement with financial obligations between the individual student (or the parent/guardian of a student who is a minor) and the University of Providence (here-on referred to as University) and may not be transferred or assigned to another person or sublet.

II. Residence Hall Eligibility and Requirements: To be eligible for University's Housing, the student must be enrolled full-time, or with approval as a part-time student, for the upcoming academic semester. Any student who leaves the University due to either disciplinary reasons or an official leave of absence shall be required to vacate the room and remove all personal property within twenty-four hours of such action being taken, or immediately if circumstances dictate. The University does not have established graduate, married, or family housing options. All unmarried students under the age of 21, including transfers, are required to live on campus for 2 academic years. All unmarried student athletes are required to live on campus for 3 academic years and are encouraged to live on campus for all 4 years. All unmarried athlete transfer students are required to live in campus housing for a minimum of 2 academic years. Failure to live on campus for the stated times may result in loss of athletic scholarships. Requests for exception to this policy must be filed in writing to the Residential Life Office and should be made prior to housing assignments.

Exceptions may include: Student living with parents, legal guardian, or immediate relative; Student who has valid reasons with supporting professional documentation may be allowed to live off campus.

III. Meal Plan Requirements: All new students residing in University Housing are required to have a meal plan while living on campus. More information regarding meal plans can be sought at either the Residential Life or Business office, located in the Student Center on campus. Meal Plan credit can be used for Pioneer Catering, Upward Grounds, and designated events or locations.

IV. Application/Room and Board Charges: All applications must be completed and submitted to the Residential Life Office by the posted deadlines. All applications submitted after the deadlines will be dealt in a first come, first serve basis, and allocation of housing placement is not guaranteed. The Residence Hall Agreement becomes effective and binding by the receipt of the completed application of the signed agreement and payment of the housing deposit. A onetime \$250 deposit is required of each resident to secure housing arrangements, which can be submitted electronically through the ugf.edu website, or in person at the business office. Applications will not be processed until the deposit is received. The deposit may be refunded when the student has completed the proper check-out process through the Residential Life Office and has no outstanding obligation to the University. Students who break their contract after August 1 or December 1 for the upcoming semester by moving off campus or withdrawing from the University will forfeit the \$250 housing deposit. When any damage is noted, all charges will be assessed at that time and billed to the student's account. If the student is eligible to receive a refund from their housing deposit, the University will process any refund up to 30 days after the end of each semester.

V. Period of Agreement and Occupancy: All housing assignments are made for the entire academic year, or the remaining portion thereof. The Academic Year, with reference to housing, is defined as the day on which University residences open at the beginning of the fall semester through 5 p.m. on the last day of final examinations at the end of the spring semester. This contract does not provide to the student the right of occupancy between academic terms or during University holiday periods. Students may arrange for housing during the holiday break periods for an additional charge, which is required to be paid beforehand, by either check, card or cash to the business office. Students may leave their belongings in their rooms during holiday break periods at their own risk. The University of Providence is not liable for loss or damage of any property or belongings left behind by students during breaks.

VI. Assignment of Space: Students should note that housing spaces and placement is based on the time of return of the application, classification of student, GPA, past disciplinary sanctions, registration status for the next semester, and availability in that order. The Residential Life Office cannot guarantee that the housing placement and roommate selection requested by each student will be fulfilled due to limited space availability. If the student fails to occupy the assigned accommodation on or before the first day of classes (or any applicable date when the student enters after the beginning of a term) without giving the Residential Life Office notice, that space may be assigned to another student. Residents will receive instructions from the Residential Life Office prior to Move-Ins each semester. Upperclassmen move-ins will not be accommodated before the posted date, unless special circumstance or athletics require the student to reside on campus at an earlier date. Any requests to move-in early must be made in an appropriate amount of time to process the request before the posted move-in date. Move-Out dates are posted throughout Residential Hall areas at the end of each semester. For all non-graduating students, it is expected that the student arranges to check-out 24 hours after their last final. Graduating Students may remain in housing until the Sunday after graduation, no later than 5pm.

VII. Room and Roommate Assignments: Room assignments are made without regard to race, creed, color, or national origin. Roommate requests must be mutual. Every attempt will be made to honor roommate requests, but they are not guaranteed. Where no roommate request is made, assignments are made at the discretion of the Director of Residential Life. Student requests to change rooms are honored only with prior and written approval from the Director of Residential Life. All parties involved in room changes must agree to the room change, including the remaining occupants in each room. All unapproved room changes are subject to a \$100 flat fee, and possible disciplinary action. In the case that a vacancy occurs in a room, the student(s) who remain(s) agrees to pay for a private room, accept an assigned roommate, or move to another room. Where there is a vacant space, the room must be maintained by the occupant(s) in a manner that will allow another student to move in at very short notice. The University reserves the right to consolidate single occupants residing in multiple capacity residence units, assign applicants to available space, alter any assignments at any time in the case of administrative or disciplinary action, and deny the privilege of housing to any student who has demonstrated behavior which significantly disrupts the residential environment.

VIII. Responsibility for the Room: The student occupant is responsible for the condition of the room and furnishings, which are assigned to them. No alterations are to be made to furniture provided by the University. Residents are not permitted to remove any furniture provided by the University from their assigned space. Removal of common-area furnishings or equipment from their proper location is not permitted and is a violation of University policy. The University shall be reimbursed for all damages to or loss of these accommodations and furnishings. The University, at its sole discretion, shall make determination of the amount of such loss or damage. Damages to common area property or building may result in community fines, in which the residents of that building area will be fined evenly. Failure to pay fines or charges to one's student account will result in a hold on the student's registration, graduation, or transcript issuances. Each student will be required to complete a check-in form at the time of occupancy. When occupancy is terminated it will be necessary to complete the check-out portion of the form. In order to complete a check-out a resident must check-out in person with either an RA or Residential Life staff member, during the check-out the student must be present to have their room inspected, ensure all personal belongings are removed from the room, the room must be cleaned, all paperwork must be signed and the apartment and any room keys returned. Failure to complete any of the required elements of a check-out will lead to a monetary fine. Any damage, missing furniture, and missing keys will be charged to the student at the full amount to replace or repair, to the individual student's account.

IX. Right of Entry: The University recognizes the right to privacy. However, employees or designees of the University may enter a student's room without permission for health, safety, welfare, maintenance purposes, or in the event that there is reason to believe the student has violated or is violating University, State, or Federal laws or policies. Residential Life Staff members may enter a room in the event that a noise disturbance (i.e. alarm clock, loud noise, etc.) is occurring in the absence of the resident, or to check the occupancy status of a room.

X. Rights of Others/General Conduct: The University reserves the right to revoke the privilege of living in and visiting residence whenever the actions of a resident or visitor are not conducive to good study habits or when such actions interfere with the rights of others. Residents and visitors are expected to maintain reasonable level of noise in and around all campus Residence halls at all times. Violators are subject to the penalties as outlined in the Residence Hall Agreement and the Student Handbook. Not student guests are not permitted to stay in any residence hall overnight, without the written consent of the Residential Life Office. Co-habitation or sharing of space by students not assigned to the room is also prohibited. Failure to abide by the regulations set by the University both in this agreement and the Student Handbook, may result in sanctions, charges, or fines being issued. Residents are responsible to ensure the cleanliness of their own room and/or apartment. There are sporadic inspections throughout each semester to ensure cleanliness in areas and apartments.

XI. Liability: The University assumes no liability for the loss, damage to, or theft of property belonging to the student. The University shall not be liable for claims for damage by reason of an injury or injuries to any person or persons, or damage to property which in any way arises out of the use and occupancy of University Housing. This includes but is not limited to: failure of electrical power, plumbing, sewer, or presence of snow, steam or the occurrence of leakage, explosion, fire, smoke, natural occurrences, law of government action, or any rule of regulation of any government agency. The student is responsible for obtaining personal property insurance.

XII. Refund Policy: In the event a student checks-out, or is evicted from University Housing, their refund will be pro-rated up until a certain date, this schedule can be found on the UP website. There is an early departure charge of \$250, which would be applied on top of the pro-rated charge, which can only be waived under special circumstance, and at the discretion of the Residential Life Office. Refunds are processed within 30 business days.

XIII. Special Needs: If special accommodations are needed under the Americans with Disabilities Act, a letter of explanation needs to be attached to this contract. Requests for special accommodations must be forwarded as early as possible.

Spring 2021 Residential Hall Agreement Addendum



Residential Life is dedicated to implementing protocols to maintain a healthy environment for students who choose to live on campus during the Novel Coronavirus pandemic. As you can imagine this is a challenging task and requires diligence on the part of everyone, including residents. Please plan to help us by doing your part to stay in compliance with the CDC guidance on COVID-19 spread prevention (covering coughs/sneezes, regular hand washing, physical distancing, wearing a face covering, etc.). By choosing to live on campus, you agree to abide by all CDC, campus, local, state and federal guidelines for the well-being of the University of Providence community. Thank you for your cooperation and assistance to keep the Argo community healthy and safe.

This includes, but is not limited to the following:

- *Face covering/mask is required to be worn when inside the residence halls. This includes all common spaces, lobbies, restrooms, and when visiting other student's rooms. The only exception to this requirement is when a student is in his/her own residence hall room.*
- *I will not be able to have guests or visitors (non-residents) in the residence halls.*
- *Custodial staff will clean and sanitize the community restroom and shower rooms on a routine basis. During the scheduled cleaning times, utilization of these spaces will be prohibited.*
- *Students who feel sick or unwell should: 1) refrain from attending any University sanctioned event or activity (such as classes, practices, etc.); 2) stay in personal rooms unless it is necessary to leave; 3) refer to the specific guidance on reporting (posted to the University COVID webpage and posted in all residential buildings); 4) follow protocol posted in residence hall.*
- *Students will follow guidance by University COVID Response staff and health officials for the purposes of mitigation efforts to address positive cases as well as contact with positive cases, which may include moving to an alternative living space for a duration of time for the purpose of quarantine or isolation.*
- *Students will be required to be tested for the COVID-19 virus, within 24-hours of initial check-in for the spring 2021 semester.*
- *Students may be required to be tested for the COVID-19 virus randomly, or at scheduled intervals throughout the spring 2021 semester, for the purpose of University mitigation efforts.*
- *Students may be required to participate in additional efforts for the purpose of mitigation such as (but not limited to): temperature checks, symptom surveys, contact tracing, etc.).*
- *Students must follow return-to-campus protocols.*
- *Students will be required to provide details of close contacts, if testing positive for the COVID-19 virus. Please be mindful of 'close contacts' at all times. Please try to reduce the number of close contacts, to reduce the number of students who may need to quarantine, by keeping a distance of 6 feet or more from others, wearing a mask, washing hands, staying in your residence while ill, etc.*
- *I understand that failure to comply with the above will constitute a violation of University Policy and will result in appropriate accountability measures and/or disciplinary action(s) ranging from warning up to and including administrative withdrawal and dismissal from the University. Any individual deemed in violation of these policies, will undergo disciplinary review by a University established adjudicative committee.*

By signing this agreement, I hereby acknowledge contracting for a space in the University of Providence Housing complex and agree to pay rent at the rates established by the University as specified in the business regulations. I understand this agreement may not be terminated unless I withdraw from the University. I certify that I have read, understand and agree to the terms, conditions and responsibilities as noted in this contract. I also agree to read and follow all policies and guidelines found in the Student Handbook. I further understand that I am signing a contract that is binding for the academic year.

Signature of the Student (Parent/Guardian if not 18): _____ Date: _____

Contact Phone #: _____

Residential Life Office Use Only
Application Received Deposit Paid Approved by: _____