

# WILLIAM PENN UNIVERSITY

## Housing Contract for Academic Year \_\_\_\_\_

### I. Personal Information

Name \_\_\_\_\_ Social Security # \_\_\_\_\_ Gender M/F  
Last First Middle

Home Address \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_  
Street City State Zip Code

Home Phone Number(\_\_\_\_\_) \_\_\_\_\_ Class Rank Fr. \_\_\_ So. \_\_\_ Jr. \_\_\_ Sr. \_\_\_

If you are a full-time student and meet one of the following criteria, you may live off-campus: 1) Live with spouse and/or children; 2) Commute from the home of parents or legal guardian; 3) Served as military veteran; 4) Reach twenty-one years of age as of first day of official classes of a particular term; 5) Have completed at least 58 semester hours of credit or AA Degree. If you choose to live off campus after the first 2 weeks of the semester, you will be charged for the entire semester.

### II. Terms and Conditions

1. ELIGIBILITY: To be eligible to live in a residence hall you must be an enrolled student at William Penn University, or otherwise deemed eligible by Student Affairs.
2. DATES OF CONTRACT: This housing contract begins three days prior to the first day of classes for returning students and four days prior to the first day of classes for new students, the actual dates to be determined from the official calendar as published. Housing is closed during Christmas break, reopening three days prior to the first day of classes in January. Room occupancy concludes on Friday before commencement in May. Christmas recess is excluded from this agreement and the individual student is responsible to find accommodations during this period.
3. DEPOSITS: In order to be assigned a room, a student must have a \$100 housing deposit on account. Request for refund of housing deposit must be postmarked by May 1 for the fall semester and December 1 for spring semester.
4. OCCUPANCY: It is agreed that only the undersigned student (and other students assigned by the University in case of multiple occupancy units) will occupy said premises during the terms of the lease. Students may occupy a private room upon payment of \$300 per semester above the regular room rate.
5. VACANCIES: If vacancies occur in the room, the remaining student agrees to accept other students as assigned or be reassigned unless the single occupancy charge has been paid. The University reserves the right to consolidate all vacant spaces.
6. FURNISHINGS: The University agrees to provide housing space that meets college standards. Standard equipment will include one set of residence hall room furniture: bed, dresser, wardrobe (in Lewis Hall), desk, chair and either curtains or blinds at the windows. The University further agrees to provide and maintain windows and working door locks.
7. DAMAGES: Residents are not permitted to decorate or use the room in a manner that will cause damage to the room. Students will be assessed for damages caused by the use of tape, nails, screws, or tacks in walls, furniture, or fixtures. An assessment of the room's condition will be made by the student upon moving into the room. The room will be checked by a residence hall staff member when the students leave. All students occupying a room are liable for damages occurring to the room. All residents are liable for damages to common areas of the building in which they reside. Damage due to vandalism that cannot be attributed to a specific person will be divided among the residents of that particular floor or housing unit.
8. STUDENT CONDUCT: Students assume responsibility for themselves and their guests in following University regulations as outlined in the William Penn University Student Handbook.
9. NO ALCOHOL/ILLEGAL DRUGS: William Penn University is a "dry" campus. The use of these substances on campus is strictly prohibited.
10. NO FIREARMS, WEAPONS AND EXPLOSIVES: Firearms or any type of weapon (knives, hatchets), or explosives of any kind, including illegal items such as firecrackers and bottle rockets, are strictly prohibited at William Penn University.
11. KEYS: Students will be issued a key for both their room and, if applicable, for unit, wing or outside door to the residence hall. Lost keys should be reported promptly. There will be a \$50 replacement charge for each room key, and \$50 for wing or outside door keys.
12. PERSONAL PROPERTY: The University does not assume liability for students' personal items that are stolen, lost or damaged. Students may wish to insure their personal property through their own or family insurance plans. The University specifically accepts no responsibility for any property left after termination of occupancy.
13. ACCESS TO PREMISES: The University will make a room check or search only under the most extreme conditions, and then in accordance with the conditions stated in the Student Handbook. The University shall have access to the premises at all reasonable times for purposes of safety inspection, damage, cleanliness, and for maintenance requirements. The University reserves the right to enter premises without consent of the student if the University believes that an emergency exists with respect to the life of the student, or to maintain property, or so that repairs may be affected.
14. MEALS: Students living on-campus are required to be on the University meal plan. Meals are not served during Thanksgiving and Spring Breaks.
15. CANCELLATION: This contract shall be in effect for the full contract period. Students will be excused at the end of a term under the following conditions:
  - a. Withdraw from school
  - b. Graduate
  - c. Live with spouse or child
  - d. Live with your parent or legal guardian
  - e. Have 58 or more semester hours – or AA Degree
  - f. Reach age 21 by first official day of classes for next term
16. *The University has the right to refuse housing or revoke housing privileges for discipline reasons.*

The signing of this document establishes a contractual relationship between the student and the University. The Student Handbook is an integral part of this relationship. I also understand that if I am ever released from the residence halls due to a Judicial Board hearing that I will lose my deposit, as well as my room fees.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Parent's Signature (if student is under 18) \_\_\_\_\_ Date \_\_\_\_\_

(White copy – sign and return to Student Affairs: Yellow copy – for student's records)