

Fall 2025 - Spring 2026

Housing and Dining Service Contract

Mercer County Community College Partnership

HOUSING AND DINING SERVICE CONTRACT

ACADEMIC YEAR: FALL 2025 - SPRING 2026

Housing License Period: August 24, 2025—May 19, 2026

STATEMENT OF AGREEMENT

I, THE UNDERSIGNED, HEREBY CONTRACT FOR A RESIDENCE HALL ROOM SPACE AS A MERCER COUNTY COMMUNITY COLLEGE (“MCCC”)-MATRICULATED STUDENT IN A SPECIALIZED HOUSING PROGRAM (“MCCC STUDENT”) AT THE COLLEGE OF NEW JERSEY (“COLLEGE”). THE HOUSING AND DINING SERVICE CONTRACT (“CONTRACT”) IS IN EFFECT FOR THE ACADEMIC YEAR, SEMESTER, OR REMAINING PORTION THEREOF. THIS CONTRACT IS SUBJECT TO THE FOLLOWING TERMS AND PROVISIONS WHICH SUPERSEDE ANY PUBLISHED PREVIOUSLY.

HOUSING AND DINING SERVICE CONTRACT

1. The College will agree to provide residential space based on availability to eligible MCCC Students who are at least 16 years of age at the time of moving into a residence hall room space and have had their MCCC conduct record reviewed by MCCC. TCNJ reserves the right to reject any applicant based on its review of the applicant’s disciplinary history. For those under 18, signature of a parent or guardian is required guaranteeing payment of established charges for the term of this Contract.
2. For the duration of their occupancy, MCCC Students shall be subject to all rules and regulations of The College, including but not limited to those in TCNJ’s Student Conduct Code; Sexual Harassment, Misconduct, and Discrimination Policy; Policy Prohibiting Discrimination in the Workplace/Educational Environment; the Guide to Residence Living; Shared Living Agreements; special interest housing or Living Learning Community Agreements; and additional health and safety policies implemented as a result of a public health emergency. MCCC Students are aware that TCNJ will share information regarding conduct violations and process outcomes with MCCC for Clery Act reporting purposes and for accountability of students to MCCC standards. TCNJ may adjudicate alleged violations of its policies and impose sanctions on MCCC students, including, but not limited to, removal from housing, in accordance with those policies.
3. A meal plan is required for all residential students. MCCC students may choose among any of the meal plans available for TCNJ residential students.
4. Residence halls are closed during semester break and other College closings. Students are required to vacate the residence halls during the break periods. Dates and times that residence halls will be closed are available online and will be communicated during the academic year. It is the responsibility of the Student to apply via MyHousing for break housing immediately if they have an emergency need for housing during College closures. There is an additional fee associated with break housing during

Winter Break.

5. MCCC academic dates might not always align with when TCNJ's residence halls are open. When there are conflicts, MCCC Students will continue to receive housing during Mercer's academic semesters; however, it may be in a temporary or break housing space and not in their academic year room. MCCC Students will be responsible for relocating to the assigned space within the deadlines provided.
6. In order to maintain health, safety, and maintenance standards, The College reserves the right to inspect Student rooms and furnishings at any time. The College will give residents reasonable notice of inspection when possible, but reserves the right of inspection without notice in situations constituting a health or safety emergency. The MCCC Student acknowledges their responsibility to keep personal living space in a sanitary condition and to adhere to sanitation standards in shared spaces.
7. The College accepts no responsibility for damage, theft or loss of money, valuables or personal effects of the Student. MCCC Students are encouraged to confirm that their property is covered by their family's homeowners insurance and/or purchase personal property insurance.
8. The assignment or reassignment of rooms and roommates is an administrative decision of The College. The College has the exclusive right to assign or reassign a student to another unit within any residence hall or unit owned or controlled by The College for any reason at its sole discretion. All room reassignment requests need to be approved, in writing, by Residential Education and Housing prior to a physical move taking place.
9. The MCCC Student shall be responsible for the housing and applicable food (meal plan) charges for the entire academic year or remaining portion thereof. MCCC Students interested in a release from this Contract must request approval from Residential Education and Housing. MCCC Students who are released from their Contract may be subject to a contract release fee for terminating the Contract or may lose their housing deposit. The fee schedule is available online.
10. Students who withdraw, take a leave of absence from Mercer County Community College, withdraw from Mercer, or are released from the Housing and Dining Service Contract during the semester must vacate the assigned room within 24 hours of being notified. Extensions may be granted at the discretion of Residential Education and Housing. A Student who takes a leave of absence or withdraws from Mercer before the start of TCNJ's semester will receive a 100% refund for housing and food (meal plan) charges, less their \$600 deposit. A Student who withdraws, takes a leave of absence, or is released by the end of the third week of TCNJ's classes will receive a refund of the room portion of the room and board charges of approximately 75%; by the end of the fifth week of classes 50%; and 0% after the fifth week of classes. Students no longer enrolled at MCCC, forfeit their TCNJ Housing and will need to move out within 24 hours of their dismissal, withdrawal or other separation from MCCC.
11. Students who leave The College or are released from Housing and Dining Service Contract during a semester will be charged food (meal plan) at the following rates, dependent upon meal plan program selection:
 - A La Carte:* Students who select an A La Carte plan will be refunded based upon the actual usage of their meal plan points and Campus Town Dollars (if applicable). All meal plan points and Campus Town Dollars unused upon departure from residence past the close of a semester are non-refundable.
 - Meals Per Week:* Students who select the Meals Per Week plan will be refunded at a weekly rate for each week not in residence after release. Meal plan points and Campus Town Dollars will be refunded based upon the actual usage of their meal plan points and Campus Town

Dollars. All points and Campus Town Dollars unused upon departure from residence past the close of a semester are non-refundable.

12. All Students will be held responsible for—and billed for—defacement or damage to the room, common areas and furnishings for which they contract. All Students are responsible for certifying the condition of their room and reporting any damages to Residential Education and Housing via the Room Condition Report within the first two weeks of occupying their assigned space.
13. Billing is done on a semester basis. Housing and food (meal plan) charges which are not paid after sufficient billings will be subject to referral for collection. All unpaid bills are carried as outstanding debt and must be cleared, if an MCCC student wishes to reside in on-campus housing and/or matriculate at the college in the future.
14. Final housing and food (meal plan) rates will be set for the 2025-2026 academic year at the July 2024 meeting of the Board of Trustees. Notice of the 2025-2026 rates will be posted on the TCNJ Housing website when the rates are established and will be indicated on the Student's bill. Room rate is dependent on assignment type (single, double, triple occupancy). TCNJ will offer a discounted room rate (25% off of their room rate) for MCCC Students deemed eligible in accordance with our housing policies by TCNJ for two (2) additional years if the student transfers to TCNJ after receipt of an Associate Degree from MCCC and continues as a full-time, matriculated student at TCNJ in good academic and conduct standing.
15. The College reserves the right to take appropriate action against a MCCC Student, including an interim removal from the residence hall, the termination of this Contract, or deny housing in the future, if a MCCC Student violates College rules or is otherwise a detriment to one's own or another's safety or to the welfare of the Residence hall environment. Any MCCC Student removed from housing shall not be entitled to any refund of housing or meal plan payments. In the event of an emergency or immediate removal, TCNJ will promptly notify the MCCC Campus Safety Office (by TCNJ Campus Police) and the MCCC VP for Student Affairs (TCNJ Liaison). In the event of a medical or mental health emergency in which a MCCC student refuses transport to a medical facility, or if the individual presents a danger to themselves or others, the proper authorities and the MCCC Campus Safety Office may be notified and the MCCC Student may immediately be removed from TCNJ.
16. The College may terminate this Contract by written notice if the MCCC Student fails to comply with the Contract. The MCCC Student remains liable for housing and food (meal plan) charges for the semester unless released from this Contract by Residential Education and Housing.
17. MCCC Students are required to comply with all College health requirements required to live on campus, including demonstrated proof of receipt of all required vaccines. MCCC Students will not be permitted to move in (early arrivals, pre-arrival events/programs, Drop & Go, or opening) until all health requirements, as set forth by TCNJ Student Health Services, have been met.
18. Occupancy shall be available to all matriculated and registered undergraduate Students. However, if space is limited, TCNJ Students registered full time will have priority. In some instances, housing may be

offered to Students in specialized housing programs, specifically designed to meet the needs of that population (i.e. Graduate Students, Career & Community Studies students, and other targeted College populations). The TCNJ/Mercer County Community College partnership is an educational program geared towards providing MCCC students with a residential college experience.

19. A Community Advisor will be hired and trained to manage the floor, support students and help them connect to the community, but they will not be fully trained for navigating MCCC resources. As a result, it will be the MCCC student's responsibility to engage with Mercer County Community College resources and staff as needed.
20. MCCC Students will receive and are expected to review and complete the Orientation materials in Canvas in a timely manner so they are aware of the resources and opportunities available as a residential student in this program. Additionally, students will be required to complete Catharsis online programming for Title IX and alcohol education.
21. As a MCCC Student living on TCNJ's campus, students will have access to the Brower Student Center, R. Barbara Gitenstein Library, Fitness Center, Bookstore, food venues and participation in student activities; however, Mercer Students are ineligible to run for elected positions, or participate in varsity athletics, or fraternity and sorority life. Mercer Students may have limited access to intramural sports. Mercer Students also may use the Student Health Center, Counseling and Prevention Services and the Community Counseling Collaborative.
22. All communication from The College of New Jersey, including important housing information, facilities updates, programmatic information or conduct outreach, will go to the MCCC Student's TCNJ email address and MCCC Students are expected to check it daily.
23. This agreement requires TCNJ and MCCC relevant officials to sometimes communicate private information about an MCCC Student, such as enrollment, eligibility for the housing program and behavior. This communication will be limited only to the college administrators who need to know and both institutions will make all efforts to protect the MCCC Student's privacy.
24. MCCC Students are welcome to have guests, however, each MCCC Student serving as residential host assumes responsibility for their guests' behavior and actions during their visit. Refer to the Guide to Residence Living for Guest Policies. The MCCC Student acknowledges that in times of health or safety emergencies, the College has the right to alter the guest policy to adhere to guidance from the CDC and New Jersey Department of Health or to otherwise protect the health and safety of the residential community. In such times the College may restrict the full use of spaces and amenities within the residential community including, but not limited to:

No guests will be permitted in the residence hall or a resident's room, including, but not limited to, students from the same residence hall, other residence halls, and family.

For move in and move out, a resident may only be permitted to bring up to two support persons. Exceptions may be reviewed by the Accessibility Resource Center.

Access to residential spaces may be restricted to residential students, College staff, and approved vendors.

Access to and use of amenities/space may be restricted or limited in capacity (community space, lounges, kitchen, laundry rooms, elevators, etc.).

25. The Student acknowledges the building or room assignments may be changed prior to arrival or at any time during the term of this Contract should the College, in its sole discretion, deem such change necessary.
26. The Student acknowledges resident-initiated room change requests may be restricted or limited after occupancy.
27. In the event of an unforeseeable cause beyond the control of and without the negligence of the College, including but not limited to fire, flood, other severe weather, acts of God, interruption of utility services, acts of terrorism, the College reserves the right to maintain the safety of the premises by any means, including but not limited to temporarily or permanently removing a Student or Students from the residence halls.
28. If a part of or all of residence halls are closed due to an emergency or natural disaster, the College may terminate this Contract without prior notice. In no event shall the College be obliged to provide alternate housing to a Student or to rebuild or replace any affected premises. Refunds will be at the discretion of the College.
29. The Student acknowledges the Student may not be eligible for a refund of housing and food (meal plan) rates if residence halls close, access is restricted during the term, or if the length of Contract is adjusted.
30. If any of these provisions is found to be invalid the remaining provisions shall remain in full force and effect.
31. The College of New Jersey holds as paramount the health, safety and welfare of its community. Taking steps to reduce the risk of communicable infectious diseases is the shared responsibility of every member of our community.
 - a. Updates on any health and safety protocol changes will be posted on the Current Health and Safety Updates section of our webpage. (link: <https://housing.tcnj.edu/current-health-and-safety-updates/>). Students are expected to abide by the protocols listed on this page and updated in real time.
 - b. The Student acknowledges the inherent elevated risk associated with living in a community environment and the Student's shared obligation to prioritize health and safety for the benefit of the entire community. The Student acknowledges they have considered their own personal health status and increased risk factors inherent with community living, including the risk of exposure or infection by communicable infectious diseases, when deciding to live on campus.
32. The Student agrees to adhere to College requirements and expectations intended to minimize risk of exposure to communicable infectious diseases consistent with current health and safety guidance including, but not limited to, practicing social distancing as recommended by CDC and wearing appropriate face coverings in common spaces throughout the Residence halls when the College determines that such a practice is required by current health and safety conditions.
33. TCNJ staff retain the right to conduct health and safety inspections of the living space.
34. The Student acknowledges they may be required to submit to symptom checking, communicable infectious diseases testing/surveillance testing, or other health protocols as a condition of residing in the residential community.

35. The MCCC Student agrees to disclose to the appropriate College medical official and contact tracing team immediately upon notification of positive communicable infectious diseases test status or contact from New Jersey Department of Health about exposure and instruction to isolate.
36. The MCCC Student agrees to comply with the College's direction requiring isolation/quarantine. Isolation/quarantine may require removal from the assigned room and/or a requirement to isolate/quarantine off-campus. Isolation/quarantine does not constitute cancellation of the Contract nor does it entitle the MCCC Student to a refund. Failure to comply may result in removal from housing.
37. MCCC Students are required to comply with all health and safety laws, orders, ordinances, policies, regulations, and guidance adopted by the College or the New Jersey Department of Health as it relates to communicable infectious diseases. This guidance may evolve as circumstances warrant. The College may require the MCCC Student to leave College housing in the event the MCCC Student's continued presence poses a health or safety risk to the housing community.

BINDING AGREEMENT

BY SIGNING BELOW, SUBMITTING MY PAWS ID ONLINE VIA MYHOUSING, OR BY MOVING INTO AN ASSIGNED ACCOMMODATION, I UNDERSTAND THAT I AM ACCEPTING ALL TERMS OF THIS CONTRACT AND THAT THE CONTRACT IS FOR THE ENTIRE ACADEMIC YEAR OR REMAINING PORTION THEREOF.

(If a physical copy is signed, please use the section below)

Student (Print Full Name): _____

Student Signature: _____

Date: _____

If under the age of 18, please provide a parent or guardian signature below:

Parent/Guardian (Print Full Name): _____

Parent/Guardian Signature: _____

Date: _____