



Annual Residence Hall and Dining Service Contract Fall 2019 – Spring 2020

I, the undersigned, hereby contract for a residence hall room space as a *Bachelor degree-seeking, matriculated and registered undergraduate student at The College of New Jersey. The Residence Hall and Dining Service Contract is in effect for the academic year or remaining portion thereof. This contract is subject to and according with the following terms and provisions which supersede any published previously.

- A. The College will agree to provide for space based on availability to eligible students who are at least 16 years of age at the time of moving into a residence hall room space. For those under 18, signature of parent or guardian is required guaranteeing payment of established charges for the specific school year.
- B. Occupancy shall be available to all matriculated and registered undergraduate students. However, if space is limited, students registered full time will have priority.
- C. Occupancy shall be subject to all rules and regulations of The College, including those in *A Guide to Residence Living* and the Social Agreement, which are available online.
- D. Residence halls are closed during semester break and other college closings. Residents are required to vacate the residence halls during the break periods. Dates and times that residence halls will be closed are listed in *A Guide to Residence Living* and available online.
- E. In order to maintain health, safety, and maintenance of standards, The College reserves the right to inspect student rooms and furnishings.
- F. The College accepts no responsibility for damage, theft or loss of money, valuables or personal effects of the student. Residents are encouraged to confirm that their property is covered by their family's home owner's insurance and/or purchase personal property insurance.
- G. The assignment or reassignment of rooms and roommates is an administrative decision of The College. The College has the right to assign a resident to any existing vacancy on campus at any time. When a vacancy exists in a double room, The College has the right to reassign the remaining resident to a vacancy in another room.
- H. The resident shall be responsible for the room and applicable board charges for the entire academic year or remaining portion thereof. Residents interested in a release from the housing contract must be approved through the Contract Release process. Students who are released from their contract will be subject to a contract release fee for breaking the contract. The fee schedule is available on housing.tcnj.edu under the financial tab.
- I. Residents who withdraw, take a Leave of Absence from The College or are released from the room and board program during a semester must vacate the assigned room within 24 hours of being notified. Extensions may be granted at the discretion of Residential Education and Housing professional staff. A resident who is released by the end of the third week of classes will receive a refund of approximately 75%; by the end of the fifth week of classes 50%; and 0% after the fifth week of classes.
- J. Residents who leave The College or are released from the room and board programs during a semester will be charged board at the following rates, dependent upon meal plan program selection:
 - a. A La Carte: Students who select the A La Carte board program will be refunded for board based upon the actual usage of their meal plan points. All points unused upon departure from residence past the close of a semester are non-refundable. Specifically, a student who is released from their spring term assignment will not receive any unused points from the fall semester.
 - b. Carte Blanche: Students who select the Carte Blanche board program will be refunded at a weekly rate for each week not in residence. The points will be refunded based upon the actual usage of their meal plan points. A student who is released from their spring term assignment will not receive any unused points from the fall semester.
- K. All residents will be held responsible for and billed for defacement or damage to the room, common areas, and furnishings for which he or she contracts. All residents are responsible for certifying the condition of their room by reviewing and signing the Room Condition Report (RCR) upon check-in. The RCR will be used for the basis of comparison and charges at check-out. All residents will also be billed for any damages (see *A Guide to Residence Living*) in common areas.
- L. Billing is done on a semester basis. Room and board charges which are not paid after sufficient billings will be subject to referral for collection. All unpaid bills are carried as outstanding debts and must be cleared to process both a student's registration and transcripts. The collection of room and board is pursuant to College procedures as outlined by the Office of Student Accounts.
- M. A meal plan is required for all residential students. First and second year students must select from any of the Carte Blanche Plans while students who are at least in their third year of college must select from the Carte Blanche or A La Carte Plans. Residential students of Phelps and Hausdoerffer who are at least in their third year of college are also eligible for the Apartment Plan. Meal points will carry from the fall semester to the spring semester but must be used by the end of the spring semester or otherwise forfeited.
- N. Since personnel, board, fuel, and utility expenses are not known at the time of contract printing, final room and board rates will be set for the 2019-2020 academic year at the July 2019 meeting of the Board of Trustees. Notice of the 2019-2020 rates will be indicated on the student's bill.
- O. The College reserves the right to take appropriate action against a resident, including the termination of this agreement, if a resident violates College rules or is otherwise a detriment to his/her safety or to the welfare of the residence hall environment. Any student removed from housing shall not be entitled to any refund of housing or meal plan payments.
- P. The College may terminate this agreement by written notice if the student fails to comply with the agreement. The student remains liable for room and board charges for the full academic year unless released from this agreement by the Department of Residential Education and Housing.
- Q. If any of these provisions is found to be invalid the remaining provisions shall remain in full force and effect.

BY SUBMITTING MY PAWS ID, 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.

I accept membership in RHA, the student organization of the residence halls, including all rights, privileges, and responsibilities of such membership and cooperative participation in this Residence Hall Association.

*This also includes undergraduates enrolled in a 5 year, dual certification program
