

# 2020-2021 Edgewood College Housing and Food Service Contract Terms and Conditions

## 1. GENERAL INFORMATION

The College reserves the right to assign or change an assignment to a location different from the student's original assignment. If a student moves spaces for any reason, the student is responsible for the room rate of the new room/space. Students with special housing needs should notify the Office of Residence Life. No smoking is allowed in the residence halls. Rent paid for Edgewood College housing does not qualify for the Wisconsin Homestead Credit or the Wisconsin School Property Tax/Rent Credit.

## 2. CONTRACT PERIOD

The contract period begins when the student moves in to the residence halls. Typically, the halls open the weekend before classes begin for the Semester I (Fall) and close after the resident's last Semester II (Spring) final exam. Residents are expected to vacate their rooms within 24 hours of their last final exam for both Semester I and Semester II. Residence halls are closed at 6:00pm on the last day of class before Winter and Spring Break. Residents are expected to vacate their rooms during those periods (belongings not needed during the break may remain in the room). Exceptions are made only for students with academic commitments and students whose permanent residence is more than 1,000 miles from the College. The College assumes no liability for residents who are permitted to remain when the residence halls are closed. Personal possessions may be left in rooms between Semester I and II and during Spring Break at the resident's risk. All possessions must be removed when residents vacate at the end of Semester II. Students approved to live in the halls during closed periods will be billed for housing and meals. Please keep in mind that freshman and sophomores are required to live on campus (see the residency requirement below.) Weber, Siena and Dominican Co-op and Apartments do not close during academic breaks.

## 3. RESIDENCY REQUIREMENT

All freshman and sophomore students under the age of 21 are required to live on campus for their first two academic years unless they choose to live with a family member and/or legal guardian (who is over 25 years old and lives within commuting distance.) Exceptions to this policy will include: students who have children, live in documented domestic partnerships, are veterans or are part-time students. Students studying abroad are considered to be fulfilling the residency requirement. Students who sign a contract and move in to the halls for their freshman year are held to the residency requirement for their freshman and sophomore years (i.e., they may not move home after one year.)

## 4. ELIGIBILITY FOR ON-CAMPUS HOUSING

This contract is for a full academic year (see number 5 for exceptions). On campus housing is reserved and prioritized for degree seeking students of traditional age.

## 5. STUDENTS STUDYING ABROAD, STUDENT TEACHING OR GRADUATING IN JANUARY

This contract is for a full academic year. Students planning on studying abroad, student teaching, or graduating in December are strongly encouraged to seek out other students needing half semester housing to share a contract. If this is not possible, The Office of Residence Life will offer a limited amount of one semester contracts, but these must be arranged at the time of room selection. Students who do not make the necessary arrangements and break their housing contracts at semester are financially responsible for the full year contract.

## 6. FULL TIME STUDENT STATUS

Residents are expected to maintain a minimum of twelve (12) credits per semester and to attend classes on a regular basis while living on campus. Failure to do so may result in dismissal from the residence halls and forfeiture of all housing fees for the academic year. The unused portion of the meal plan is the only portion of the costs which will be refunded on a pro-rated basis from the dismissal date. Moving to part-time student status mid-contract does not void the housing contract. Residents must notify the Office of Residence Life if moving to part time status.

## 7. PERSONAL POSSESSIONS AND DAMAGE BILLING

The college is not liable for residents' personal property whether it is lost, stolen or damaged. Please check with your insurance agent for information on insuring your personal items (this is often included in a homeowner's policy.) Residents will be billed for any individual or hall damages along with any cleaning, key, or improper check-out charges. Residents who do not remove personal possessions forfeit them. The College has the right to dispose of the items. Residents will be assessed a charge for labor and packing materials along with a disposal fee if necessary. It is the responsibility of the resident to provide insurance for their personal property.

## 8. CONTRACT CANCELLATION (before moving into the halls)

Students no longer planning to attend Edgewood for the contracted year must notify Residence Life as soon as a decision is made. Students signed up for housing for the following academic year must be registered for Fall classes by May 10th. If students are not registered, they will be dropped from housing.

## 9. RELEASE FROM AGREEMENT (after moving into the halls)

- Individuals who complete a contract, enroll in the college and move in to the halls are obligated for the entire academic year room/board fee.

### **Students withdrawing from the residence halls and the College**

- Voluntary withdrawal from the residence halls and the College between move in and the 100% deadline or between fall and spring semesters will result in a \$250 Penalty Fee along with the cost of meals used.

### **Students withdrawing from the residence halls**

- Voluntary withdrawal from the residence halls while remaining as a student at Edgewood after move in or suspension/dismissal from the residence halls will result in forfeiture of all deposits and fees and the student will still be obligated for the full price of the room rent for the duration of the contract. The unused meal plan amounts are the only portion of the cost which will be refunded (see refund scale in the next bullet point).
- Withdrawal from Edgewood as a student after the 100% deadline will result in forfeiture of all housing fees. The meal plan will be refunded on a prorated basis:
  - You will be refunded 75% of your meal plan or the value remaining (whichever is less) if you withdraw by the end of the 4<sup>th</sup> week of classes.

- You will be refunded 50% of your meal plan or the value remaining (whichever is less) if you withdraw by the end of the 8<sup>th</sup> week of classes.
- You will be refunded 25% of your meal plan or the value remaining (whichever is less) if you withdraw by the end of the 12<sup>th</sup> week of classes.
- Students declared academically ineligible will be released from their contract.
- Residents unable to return for approved documented medical reasons will have the housing and board costs refunded on a prorated basis.

Residents leaving for any of the above reasons must vacate their rooms within 24 hours of withdrawal or dismissal.

#### 10. APPEALS

Students who encounter situations beyond their control and which affect their financial status or health may appeal to the Residence Life Appeal Committee for an exceptional release (appeal forms are available in the Office of Residence Life.) An example would be the death of a parent who was providing financial support for a resident to attend college, or sudden major medical bills which severely impact a family's budget. The committee has full decision making authority regarding any refunds made in appeal cases; refunds are based on the date of official release from the agreement and the vacating of the space.

#### 11. MEAL PLAN

**160 Block Plan\*** – This plan provides 160 meals/semester and \$525 dining dollars and is included in the room and board rate.

**220 Block Plan\*** - This plan provides 220 meals/semester and \$100 dining dollars and is included in the room and board rate.

**280 Block Plan\*\*** - This plan provides 280 meals/semester and \$50 dining dollars and is an upgrade to your meal plan so your student account will be charged an extra \$200/semester.

**Dominican Junior and Senior Cooperative Living Plan: 10 meals per semester and \$105 dining dollars per semester\***

ALL students in Dominican Junior and Senior Cooperative Living space are required to be on a meal plan of at least 10 meals/semester which is included with their rate. *Students can add more meal dollars to their plan at any point during the semester.*

*Meal blocks and dining dollars do not carry over from semester to semester. Any unused meals or dollars are forfeited at the end of each semester. Students are committed for the semester to their chosen meal plan unless they make a switch before the 100% deadline (by the end of the first week of classes each semester.) Our Food Services Director is available for consultation. Visit [www.dineoncampus.com/edgewood](http://www.dineoncampus.com/edgewood) for facility and menu info. ALL students in the residence halls are required to be on a meal plan. Students can add dining dollars to their plan at any point during the semester at [onecard.edgewood.edu](http://onecard.edgewood.edu) or the Business Office. Please contact the Office of Residence Life for more details.*

#### 12. ITEMS INCLUDED IN THE ROOM AND BOARD FEE

The following is included in the room and board fee for traditional residence halls spaces: housing costs (space, heat, electricity, water, laundry, furniture including: a bed, mattress, dresser and closet space, desk, desk chair; telephone with local telephone service upon request, internet connection and a cable TV connection) and Eagle meal plan costs (meal dollars, administrative fee to cover labor and overhead costs.) Residents in Weber, Siena and the Dominican Co-op and apartments have a different meal requirement (see #11) and additional furniture included in the room and board fee (couch, chair, table, etc.)

#### 13. HEALTH REQUIREMENT

All residents are required to submit an immunization Health History Form to the Edgewood College Health Center prior to moving in. International students must complete and submit the International Student Health Form.

#### 14. RULES AND REGULATIONS

An electronic or paper signature submitted on the application signifies acceptance of conditions stipulated by the College in this contract, the *Student Handbook*, *Residence Life Handbook*, and all Edgewood College publications pertaining to the governance of Edgewood College residence halls.

#### 15. MADISON COLLEGE INTERNATIONAL EDUCATION DUAL DEGREE PROGRAM HOUSING

International students with F1 or J1 visa status who choose to live at Edgewood College during their full-time enrollment at Madison College have the following additional requirements:

- Students must apply for conditional admission at Edgewood College by completing the online International Student Undergraduate Application. This is an expression of intent to complete the dual degree program through Madison College and Edgewood College. If a student decides not to transfer to Edgewood College, they will be allowed to complete the current year housing agreement but cannot continue subsequent years of housing without an intent to transfer to Edgewood College.
- Students must pay Edgewood College directly for half of their semester housing and board fees prior to move in/the start of the semester and must pay the second half by the end of the 6<sup>th</sup> week of each semester.
- Students must stay in good academic and student status at Madison College as well as good resident status at Edgewood College. Edgewood College will adjudicate any conduct issues and communicate related information with Madison College.
- Students who move in to a residence hall at Edgewood College are obligated for the entire academic year room and board fee which is billed on a semester basis.
- Benefits of Madison College students living at Edgewood College include: access to the fitness center, weekend downtown shuttle, Oscar Rennebohm Library, the ability to purchase an Edgewood College resident student parking permit as well as close access to the Madison Metro bus line.
- Madison College students living at Edgewood College are also bound by the policies outlined in the Residence Life Handbook and all College publications pertaining to the governance of the Edgewood College residence halls.