

2022 -2023 STUDENT RESIDENCE AGREEMENT

When you submit an application to live in housing managed by the University of St. Thomas Department of Residence Life ("campus housing") you agree to be governed by the terms of this Student Residence Agreement, which is a legally binding contract between you and the University of St. Thomas.

The University of St. Thomas reserves the right to make changes to the terms of this Student Residence Agreement and will post the most current version on the Web site www.stthomas.edu/residencelife and notify you of any changes. If the University makes material changes to this agreement for the upcoming academic year after you submit your housing deposit, you may cancel this Student Residence Agreement and withdraw from campus housing within thirty (30) calendar days without any cancellation fee.

You also are responsible for complying with the Resident Student Handbook, the Student Conduct Code and other applicable University policies as part of the conditions of your residence in campus housing, and these documents, as they may change from time to time, are incorporated by reference into this Student Residence Agreement.

Our primary means of communication with you is through your official St. Thomas email. Any reminders, official statements, and announcements will be communicated through email. It is expected that you check your St. Thomas email account regularly and keep up with emails from the Department of Residence Life. We are not responsible for missed deadlines or any failure to timely respond to requests as a result of your failure to read or other mismanagement of your email.

1. Application and Effectiveness

This agreement is for fall, J-term and /or spring terms, depending on your housing application and assignment. Spring term ends 24-hours after a student's last final or 24-hours after commencement for graduating students. The offer of campus housing to you is dependent on the availability of campus housing, and we do not guarantee that all applicants will be placed in campus housing. This agreement becomes effective for incoming (new first-time, first year and transfer) students when the required housing deposit is submitted. This agreement becomes effective for returning students after the application is submitted online or after a paper application is signed, therefore constituting an acceptance of all the terms and conditions within this agreement and a promise to pay all associated housing and food service charges to the University of St. Thomas.

2. Eligibility

In order to be eligible for occupancy in University housing, an undergraduate student must be:

- x A full-time degree seeking student, meaning you must be enrolled for at least 12 credit hours at the University of St. Thomas in fall and spring semesters.
- x A minimum age of 17 years old by the first day of class. Students seeking an exception to this minimum age requirement may make a request in writing to the Associate Dean of Students/Director of Residence Life who will then review all requests on a case-by-case basis. Regardless of your age, you understand that St. Thomas residence halls and any programming offered in St. Thomas residence halls are designed and intended for use by adults age 18 or older.

Transfer students who enter with one semester completed at another college/university are required to complete the remaining three semesters of the residency requirement on campus with St. Thomas. Transfers having completed two or more semesters at another college/university are waived from the residency requirement.

The University of St. Thomas recognizes that a student may want to request an exception to the residency requirement. Students seeking an exception must complete the request form and process, and the request will be reviewed by a committee, which may grant or deny the exception.

4. Enrollment Deposit

An enrollment deposit of \$400 must be submitted by all incoming (new, first-time first year) students to reserve their place in the class. This enrollment deposit also holds a space for first-time first-year students in campus housing. If the Office of Admissions receives written notification of cancellation from an incoming (new, first-time first year) student for Fall Semester that is postmarked May 1 or earlier the enrollment deposit will be refunded. Cancellations postmarked after May 1 and prior to the first Friday of class in the Fall semester will result in the forfeiture of the \$400 enrollment deposit. Transfer students may place a \$200 housing deposit with the Office of Admissions and request on-campus housing. The \$200 is applied as a credit to a student account in the first term of enrollment. If the Office of Admissions receives written notification of cancellation from a transfer student for fall semester that is postmarked by August 1 the \$200 housing deposit will be refunded. Cancellations for transfer students postmarked after August 1 will result in a forfeiture of the \$200 housing deposit.

5. Cancellation Policy and Refunds

If you wish to cancel your campus housing and this Student Residence Agreement, you must do so through the Housing Portal located in Murphy Online (or any successor system). Students who are subject to the residency requirement may not cancel their agreement except under limited circumstances consistent with the residency requirement.

Refunds

Students who cancel their housing and meal plans during the academic year may be issued a refund in the form of an adjusted credit to their student account in accordance with the [University Undergraduate Refund Schedule](#) in effect for that academic year. Should the application of the adjusted credit result in an overall credit balance on your student account, in the absence of a "keep credit" hold, the University of St. Thomas will issue an electronic refund (eRefund) to the checking or savings account designated in your eRefund profile.

Cancellation Fees

Incoming (new first-time, first-year or transfer) students who cancel their housing after the first Friday of class of the first term the student lives in housing during the academic year are billed a \$500 cancellation fee to their student account.

Returning students who are not required to live on campus under the residency requirement and are involved in campus housing

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Single Rooms

Contingent upon availability, you may request single rooms. Single room charges are billed from the date you checked in to the single room.

Break Housing

All University residence halls and apartments are open for the full academic year and do not close during holidays, breaks and J-term. To remain in the residence halls during Thanksgiving Break, Christmas Break, or Spring Break, you must sign up indicating your intention to stay during the two weeks prior to the break

Returning Students' Requirement

- x Students in their second year , having completed two (2) or three (3) full semesters at St. Thomas are required to choose an unlimited, block 150, block 135, block 70, or block 60 meal plan regardless of credits or housing assignment location .
- x Students in their third year or greater , having completed at least four (4) full semesters at St. Thomas and live in Murray, Ireland, Brady, Dowling, Cretin , Grace, Tommie East or Flynn Suites are required to choose an unlimited, block 150, block 135, block 70 or block 60 meal plan.
- x Students in their third year or greater, having completed at least four (4) full semesters at St. Thomas and live Flynn Apartments, Morrison, or mid -campus apartments and houses are encouraged, but not required, to purchase a meal plan and may select from any meal plan option.

Transfer Students' Requirement

- x Transfer students who enter St. Thomas with one (1) semester completed at another college/university are required to have the unlimited meal plan regardless of credits or housing assignment location.
- x Transfer students who enter St. Thomas with two (2) semesters at another college/university are required to choose an unlimited, block 150, block 135, block 70, or block 60 meal plan regardless of credits or housing assignment location.
- x Transfer students who enter St. Thomas with three (3) or more semesters and live in Murray, Ireland, Brady, Dowling, Cretin, Grace , Tommie East or Flynn Suites are required to choose an unlimited, block 150, block 135, block 70 or block 60 meal plan .
- x Transfer students who enter St. Thomas with three (3) or more semesters and live Flynn Apartments, Morrison, or mid -campus apartments and houses are encouraged, but not required, to purchase a meal plan and may select from any meal plan option.

8. Rates

You agree to pay all room rates for every term for which you have been assigned to campus housing and for which you have not timely cancelled your campus housing in accordance with this Student Residence Agreement. Semester charges for room and board are billed to student accounts and processed according to the Billing and Financial Procedures of the University. The University reserves the right to adjust room and board rates in advance of any academic year covered by this agreement. Room rate increases will require a 30-day calendar notice to resident students. Meal plan rates are generally established at least thirty (30) days before the beginning of an

at your expense at an hourly rate of \$50 per person -hour. The Department of Residence Life, without liability, has the right to dispose of any personal property left on the premises after you have checked out of campus housing for any term or after any other termination of this agreement. Additionally, an improper check-out charge and disposal charge may apply. The University may, in its discretion, ship and/or store removed items at your expense. The University is not responsible or liable for any loss, disposal or damage to property left in a room or apartment. Any charges will be billed to your student account.

12. Resident Responsibilities

You agree to observe all community standards of the University of St. Thomas, including the St. Thomas mission, convictions, university policies, all rules and regulations of the Department of Residence Life, and all applicable laws. The University's Resident Student Handbook and Student Conduct Code are incorporated by reference into this document. You agree to honor all terms and conditions stated in this agreement, the Resident Student Handbook, the Student Conduct Code and other University policies. Violations of applicable laws or policies, including but not limited to those related to alcohol and drugs, weapons possession, tampering with fire equipment, or pets, may result in removal from campus housing. For more information on conduct expectations and residence hall policies, please go to www.stthomas.edu/residencelife to access Resident Student Handbook.

13. Animals

No pets are allowed in residence hall rooms or apartments nor anywhere in the residence halls; except for fish confined to a private room in an aquarium. Aquariums must be no larger than 10 gallons. However, the University of St. Thomas permits service animals and approved assistance/therapy animals in campus housing in compliance with both the Americans with Disabilities Act (ADA) and the Fair Housing Act (FHA). Students with service or assistance/therapy animals must contact the Disability Resources Office at the University of St. Thomas who will work with Residence Life to review accommodations within University guidelines.

14. Damage and Costs

You agree to be liable for damage or other loss incurred to your assigned space in campus housing, and any damage or other losses caused by you or your guests to the building, apartment, room, furniture, and/or equipment, that is not the result of ordinary wear and tear. Cleaning charges may be assessed to you if your assigned space or apartment needs cleaning above and beyond a standard cleaning at the end of the agreement terms. Damages that occur to common areas and/or public areas that are not attributable or chargeable to a specific individual or group shall be shared equally by the residents of the living area where those damages occur. You agree to pay such damages and/or cleaning charges to the University upon demand and those charges will be billed to your student account.

15. Lock Changes/Lost Keys/Card Access

Lost room keys will result in your lock being changed to protect the security and safety of you and any roommates. Cost of lock changes and key replacements will be charged to your student account. Any key not returned when you check out of campus housing or relocate to a new space will be charged to you as a full lock change to the room or apartment.

Your university ID card is used for access into buildings and may be required for access to some assigned spaces in campus housing. Lost cards should be reported immediately to the Card Office with a request to have a new card issued. You contact

eligible for a partial refund for their housing or meal plan. Individuals who isolate or quarantine on campus and who do not have meal plans or do not have remaining meals on their plan will be charged for meals.

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