

Residential Life Housing Agreement

1. Eligibility for Housing:

- a. A student must be officially admitted, enrolled, registered and attending all classes as a full-time student carrying a minimum of twelve (12) credit hours. If a student falls below 12 hours at any time during either the fall or spring semester for any reason, **the student *must* find off-campus housing with no refund.**

2. Rules and Regulations:

- a. I agree as a condition of the Resident Application and Agreement to comply with all University housing rules, regulations and policies. I agree if, by my actions, I violate University and/or residence hall regulations, create undue disturbances, or I am uncooperative with students or the university staff, I may be dismissed from university housing and possibly suspended from the university.

3. Period of Occupancy:

- a. I may occupy assigned space from the date designated as the official opening of residence halls to 24 hours after my last final exam or by 6:00pm on the last day of final exams, whichever is first; specific dates of orientation, registration, examination and graduation will be announced each year on the Allen University Academic Calendar;
- b. I understand that I ***must*** vacate my residence hall during periods of vacation (Fall Break, Thanksgiving Break, Christmas Break, and Spring Break);
- c. I understand that this agreement is binding for the current academic year;
- d. I understand that food services will not be available when the residence halls are closed.

4. Proof of Eligibility:

- a. I understand that I ***must*** show proof of clearance from the Registrar, Business & Financial Aid offices, Health Services, submit the Resident Application & Agreement and pay a non-refundable housing fee of \$150 (one hundred fifty dollars) **prior** to receiving my housing assignment.

5. Cancellation or Suspension of the Resident Application and Agreement:

- a. Allen University ***may*** refund on a percent basis by dates as described in the University catalog. The termination of this agreement only with appropriate documentation for the following reasons:
 - i. If I withdraw from Allen University;
 - ii. If I become ineligible to continue enrollment due to failure to meet academic requirements of Allen University;
 - iii. If I complete graduation requirements;
 - iv. If I submit an official request for refund with the Division of Student Affairs within 10 days of my official check-out/withdrawal.
- b. Allen University ***will not*** refund any percent as described below:
 - i. If I fail to register for class or my enrollment and attendance drops below 12 credit hours anytime during the semester, which will require me to move off campus. Any student required to vacate student housing due to not meeting the fulltime enrollment requirement ***will not receive any refund and will be charged for the entire semester.***
 - ii. If I become ineligible to continue enrollment due to disciplinary sanctions as a result a Student Code of Conduct violation of Allen University policy or procedure.
- c. Allen University ***may*** terminate this agreement for the following reasons:
 - i. If I fail to meet all terms and conditions stated in this agreement;
 - ii. If I violate Allen University Student Code of Conduct, policy or procedure;
 - iii. If my residency will pose a danger to life, health, emotional, or general well-being of a student or other members of the Allen University community.

6. This agreement may not be assigned or transferred to any other person.

7. Check-in/Check-out Procedures:

- a. I understand that I must follow proper check-in/check-out procedures set forth by the University and that improper check-in/check-out will result in a \$150.00 fine.
- b. I understand that I am required to check-out of the residence hall no later than 24 hours after my last final exam or by 6:00pm on the last day of final exams, whichever is first.
- c. I understand that the residence hall staff will inspect all rooms and furniture at check-in/check-out for damaged and missing items.
- d. I understand that if my room is not clean at check-out, I will be assessed a \$60.00 cleaning fee.
- e. Hard keys and ID Keys will be turned in at the end of each semester (AT THE TIME OF CHECK- OUT). Failure to turn in keys will result in a \$75.00 fine.

8. Access to rooms:

- a. The University reserves the right to enter any student's room at any time that a health, safety, maintenance and/or damage inspection of the premises is deemed necessary. The University reserves the right to remove or confiscate any items that are hazardous to the building or its occupants.

- 9. Room Assignments: Roommates and Room Changes:**
- I understand that this agreement does not guarantee a particular room or roommate.
 - I understand that Allen University reserves the right to make all room assignments, to fill an open space in my room, or to relocate me as necessary.
 - I understand that single/private rooms are not guaranteed and the Office of Residence Life may place residents in private rooms if necessary.
 - I understand that my room assignment/room changes will be made without regards to race, creed, color, or national origin.
 - I may change rooms only with the approval of the Residence Coordinator (RC). If I change rooms without permission, I will be assessed an improper room change of \$50.00 per day until I move back to my original assignment, from the Office of Residence Life.
- 10. Room Consolidation:**
- I understand by signing this agreement that I must participate in the room consolidation process if I occupy a double room alone or if there needs to be room changes and building changes prior to the end of the semester.
 - I understand that the Office of Residential Life will notify me if I must participate in the room consolidation process.
- 11. Responsibility for Personal Property:**
- I understand that Allen University does not assume any obligation or responsibility for the loss or damage to items or personal property that occurs in Allen University buildings or on Allen University property.
 - I understand that I am encouraged to carry appropriate insurance to cover possible losses and damages.
 - I understand that Allen University is not responsible for any item I may leave in the residence hall after I have checked out or withdrawn.
 - I understand that items left in my residence hall will be considered abandoned property and may be retained or disposed of at the discretion of Allen University.
- 12. Room care and responsibility for University property:**
- I am responsible for furnishing my own linens, blankets, towels, pillows, curtains, etc.
 - I am required to keep my assigned room clean and in good condition at all times.
 - I am responsible for the condition of my room and furniture assigned to my room and may be billed for missing and/or damaged furniture incurred while I am assigned to the room.
 - I understand that Allen University furniture must remain in my room at all times.
- 13. Community Areas:**
- I understand that these areas include, but are not limited to, lobbies, study rooms, bathrooms, laundry rooms, hallways, and stairwells.
 - I understand that as a resident in a particular hall I share joint responsibility for all common areas.
 - I understand that hallways and stairwells must be kept free of obstructions and dry at all times.
 - I understand that the Office of Residential Life reserves the right to implement community fines for damages, trash, and/or policy violations in community areas for my floor and/or residence hall regardless if I was not in the residence hall or not on campus at the time of the incident that resulted in a community fine.
 - I understand that community fines will be applied to my student account and I must pay all fines accordingly.
- 14. Fire Safety:**
- I understand that it is mandatory to evacuate an Allen University building when a fire alarm is heard.
 - I shall not set or cause any unauthorized fire in or on Allen University property.
 - I understand that illegal or unauthorized use of fire alarms, fire extinguishers, emergency lighting systems, sprinkler head, fire doors, emergency phones and security doors is prohibited.
 - I understand that violation of these regulations will subject me to disciplinary action, housing suspension, public prosecution, and fines.
 - I understand that it is illegal to damage or hang anything on the sprinkler heads.
- 15. Food Services:**
- I understand that if I live in the residence halls I am required to have a meal plan with campus dining services.
 - I understand that food service will be provided when the residence halls are open during the academic school year.
 - I understand that food services will not be available when the residence halls are closed. (Fall Break, Thanksgiving Break, Christmas Break, and Spring Break)
- 16. Medical:**
- I understand that I am required to submit all requested medical forms.
- 17. Security:**
- I understand that it is my personal responsibility to take appropriate measures for my security such as not propping outside doors to my residence hall, locking my room door when I am in or out of my room, not allowing non-residents into my residence hall without a resident escort, escorting guests in and out of the residence hall at all times, etc.
 - I understand that if I am caught propping the door to any residence hall I will be fined \$100.00.
- 18. Student Handbook:**
- I understand that I must read the Allen University Student Handbook located at www.allenuniversity.edu and adhere to all policies, regulations, and procedures set forth by Allen University.
 - I hereby indicate my understanding of the terms and conditions stated in this Allen University Resident Application and Agreement.
 - I am completely aware that violations of this agreement shall result in fines and/or disciplinary action.
 - I agree to abide by Allen University and Residence Hall policies and procedures by signing and dating this document.

Residential Life Housing Agreement Signature Page

Print Student's Name

Student Signature

Date

Parent/Guardian (Required if the student is less than 18 years of age at the time of signing):

Print Parent/Guardian's Name

Parent/Guardian Signature

Date

For Office Use Only

Date Received: _____ Fee Received: _____

Received by: _____ Room # _____

Assigned to:

_____ Wilma D. Williams Hall (females)

_____ Preston Warren Williams Hall (males)

_____ Coppin Hall (females)

_____ Richard Allen Apt. (males)

Refrigerators are acceptable, but a **\$65 deposit** must be paid to the Office of Business and Finance before a refrigerator may be installed.

Note: The University reserves the right to change placement and/or room assignments as necessary.

Allen University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate and master's degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Allen University.