

## CLARK UNIVERSITY RESIDENTIAL LIFE AND HOUSING 2023 - 2024 UNDERGRADUATE HOUSING CONTRACT

As an academic community, Clark University provides a residential atmosphere where study and learning can take place along with recreation, relaxation and social development. This atmosphere is dependent upon the willingness of all individuals to behave in such a way that personal freedom and responsibility co-exist.

The student agrees to abide by all rules and regulations pertaining to Clark housing as outlined in the Undergraduate Student Handbook and in this document. Students do not need to submit a signed copy of this form; the act of submitting an online undergraduate housing application of any type with Clark University sign on credentials indicates acceptance of the terms of the Housing Contract.

### PLEASE NOTE THE FOLLOWING:

- This contract is a financially binding commitment to a space in University housing for the **entire 2023-2024 academic year**, or for such time as the student is enrolled.
- Housing Charges for the full 2023-2024 Academic Year are below:

Room Style	2023 - 2024 Room Rate	2023 – 2024 Full Meal Plan Rate	2023 - 2024 Total Housing and Meal Plan
Traditional Triple Spaces	\$5,500	\$4,790	\$10,290
Traditional Double Spaces	\$6,900	\$4,790	\$11,690
Traditional Single Spaces	\$8,950	\$4,790	\$13,740
Suite Double Spaces	\$7,250	\$4,790	\$12,040
Suite Single Spaces	\$9,550	\$4,790	\$14,340
Apartment Double Spaces	\$7,550	*	
Apartment Single Spaces	\$10,150	*	
Blackstone Double Spaces	\$7,850	*	
Blackstone Single Spaces	\$10,550	*	

### **Occupancy Period**

- All occupancy dates will be posted on the Clark University Website. This includes move-in and move-out dates. Please note that these dates are subject to change and will be shared via email and the Clark University website once finalized.
- Graduating seniors are permitted to remain in residence until 9:00am on May 21, 2024.
- University Housing remains open during any identified holidays and break periods within the Fall and Spring semesters.
- University Housing is **closed** during the Winter and Summer break periods. Winter or Summer Break Housing is available to students facing extenuating circumstances at an additional cost. Students can inquire about the availability of Winter or Summer Break Housing with RLH and all open applications can be accessed via the Housing & Dining Self-Service Portal. Students approved to stay on-campus during these breaks will be required to complete a Break Housing Contract and are responsible for paying all associated costs.
- In the event of severe weather, RLH may adjust opening and/or closing dates as necessary.

### **Late Stays and Early Arrivals**

Date Request Submitted	Daily Cost for Extension
Students who arrive on campus unannounced requesting their key	\$150 Fee
Students found in the halls without permission	\$250 Fee

- Students facing extenuating circumstances, such as travel conflicts, may request to arrive up to 3 days early prior to move-in or stay on-campus up to 3 days after move-out. Once available, the Early Arrival/Late Stay Request Form will be accessible via the Housing & Dining Self-Service Portal. Information will be sent out to Residential Students via email and the Clark University website.
- Dining and other services may not be available during an extended stay.

### **Residency Requirement**

- Students are required to live on campus for their first four (4) semesters. Students who reach junior status or complete their four-semester requirement mid-academic-year remain bound to the contract, as it is an academic year agreement.
- *Please note that any semester where a student is released from their Housing Contract does not count as a full semester on-campus towards the four-semester residency requirement.*
- *Students who lived on-campus at another institution and transfer to Clark are eligible to have those semesters count towards the four-semester residency requirement by filling out a Housing Appeal Form.*
- Students who study abroad in the fall and return to campus in the spring are still bound to the four-semester residency requirement and may be required to live on-campus in the spring semester.

### **Meal Plans**

\* Meal Plan price reflects one of the “full meal plans.” Students in apartment-style housing can add optional meal plans but are not required to enroll.

- Students living in “Traditional Style” or “Suite Style” housing are **required to be on a full meal plan**. Students who live in “Apartment Style” housing (where they have access to kitchen facilities located within their apartment) may choose from any undergraduate meal plan or choose to opt out of a meal plan.
  - Students who live in “Traditional Style” or “Suite Style” housing and are looking to opt out of a meal plan must work directly with Sodexo and Dining Services via the Meal Exception Process. More information about this process can be found on their webpage:  
<https://clarkdining.sodexomyway.com/my-meal-plan>
- Students who change from “Traditional Style” or “Suite Style” housing to “Apartment Style” after the first two weeks of the semester will be required to keep their full meal plan for the remainder of the semester.
- Meal plan changes or cancellations are only permitted during the first two weeks of the semester. If you are eligible to opt out of your meal plan, and wish to do so, you must email RLH within the first two weeks of the semester. Meal plans may be added at any time. Please note that meal plan cancellations are credited based on the daily rate of the meal plan. To be credited for the full meal plan, you must cancel the meal plan prior to the first day meal plans are active.
- Meal plan cancellations are credited based on the daily rate of the meal plan. To be credited for the full meal plan, students must cancel the meal plan prior to the first day meal plans are active for the semester.

### **Room Changes**

- The RLH website advertises the specific dates room changes will be accepted.
- If students change room type, they will be charged or credited the difference for staying in that space.
- All students living in RLH with a vacancy in their assignment must have the room move-in ready for potential new occupants at any given time. Students may not deny someone from moving into the vacancy.
- Students found double-occupying a room will be put through the student conduct process and subsequently fined (\$100 or more).
- RLH reserves the right to make any adjustment in a resident's housing assignment when deemed necessary or appropriate. RLH also reserves the right to terminate this contract with a student when deemed necessary or appropriate.

### **Release from Housing Contract**

- Students who withdraw from their study abroad program and have a housing contract are still bound to the terms of that contract.
- Students may be eligible to be released from their Housing Contracts for the following reasons for the fees indicated below.
  - **Without charge:**
    1. Completion of degree requirements at mid-academic-year.
    2. Official "Withdrawal" or "Leave of Absence" from the University mid-semester or mid-academic-year.
      - *Student remains bound to contract should they return before the end of the academic year.*
    3. Notification to Residential Life & Housing BEFORE being issued a Lottery Number or being assigned to a room through the same-room selection process that they do not wish to participate in the Housing Selection process.
    4. Incoming new and transfer students who apply for housing and decide not to attend Clark (note that tuition deposits are forfeited, but no additional fees are imposed).
    5. Attend a Clark University approved "study abroad" program AFTER selecting a space at the Lottery.
    6. Students who study abroad in the spring semester.
  - **For a \$100 Fee:**
    1. Elect not to select a room at Housing Lottery after receiving a Lottery Number, but before selecting a room.
  - **For a \$1,500 Fee:**
    1. Being granted a release from the housing contract or residency requirement for any other reason not outlined above.

### ***Student Status***

- Students who transition to part-time status or to the School of Professional Studies must request permission to live in campus housing by emailing the Director of Residential Life & Housing. They will otherwise be removed from housing upon transition to part-time status.
- Students who withdraw or take a leave of absence from the University and then subsequently reverse their decision or return from leave within the contractual period remain bound to the conditions of the Housing Contract and are subject to additional fees (see above).
- For a room assignment to be guaranteed, students must demonstrate clear intent and ability to return by August 1<sup>st</sup>, 2023. Determination of intent and ability is determined by the University, which considers factors such as payment of student account, registration for classes, completion of required forms, and active communication with University Officials including Student Accounts Counselors, Dean of Students Office, etc.
- Prior to moving onto campus, a student's financial obligations to the University must be satisfied. If financial obligations are delinquent, the University maintains the right to remove the student from their housing assignment.
- If a student is required to move out of housing for disciplinary reasons, or as an interim measure pending potential disciplinary sanctions, room charges will not be refunded.

### ***Room Condition & Maintenance***

All residents are responsible for verifying the condition of their room with Residential Life & Housing Staff by completing the Room Condition Report via the Housing & Dining portal.

Prior to students' arrival to campus, the RLH staff will be conducting a room inspection, noting any damages or other issues of concern with the space. Students are required to verify the condition of their room/apartment through the Housing & Dining portal and may dispute any condition issues by contacting [reslife@clarku.edu](mailto:reslife@clarku.edu). Students must review the Room Condition Report upon entering their room, and any time they move to a different on-campus room. Rooms are inspected following student departures and move-outs from the on-campus space. Students will be notified of any damage billing after move-out.

Residents will have the opportunity to appeal any charges to the Director of Residential Life & Housing if applicable. Residents will be responsible for the total repair costs, as determined by the University, as a result of any damage occurring during their period of occupancy (ordinary wear and tear excepted). Residents are also responsible for damages in common areas, including but not limited to suites, kitchens, and hallways. Students' responsibilities related to their room and common areas are outlined in the Student Handbook.

During the semester, students can report any non-emergency any facilities- or maintenance-specific issues in their room by submitting a work request to Facilities Management through the WebTMA system located on the ClarkYOU portal by clicking "Submit Work Request (Facilities Management)." For any emergency work requests such as a power outage, room lock concern, or flooding, students can contact University Police directly at 508-793-7575. We also encourage students to connect with their Resident Adviser or Community Director for any consistent issues or concerns.

### ***Keys and ID Cards***

- If you are moving out of Clark University Housing, you will be granted as 48-hour return period
  - If a key is not returned within the stated time period, a lock change will occur and the student account will be billed for \$100 for a traditional space, and \$150 for a suite, apartment, or Blackstone space.

### ***Additional Terms & Conditions***

1. The University and the RLH Office are not liable for the loss of, theft of, damage to any personal property belonging to residents, their family members or guests, or for any injury or illness to any of these individuals. You agree to hold the University harmless from and indemnify the University for any costs, including court costs and attorney fees, incurred by the University and associated with any actions brought by any of the before-mentioned individuals or 3rd-parties for any loss or injury to person or property not caused by the University's intentional or grossly negligent acts or omissions.
2. Students are advised and encouraged to purchase a personal insurance policy if belongings are not covered under family insurance (i.e., renter's insurance). Students have the opportunity to purchase GradGuard renter's insurance through the Housing & Dining portal.
3. The University and the RLH Office disclaim any liability for failure to perform any of their contractual obligations resulting from, but not limited to: any governmental order or regulation; an act of God; an act of war; a riot; or any other cause beyond their control.
4. The University reserves the right to make reasonable modifications to this contract to ensure safety or protection of property, provided reasonable advance notice is given.

**This contract shall be governed, construed, and interpreted in accordance with the laws of the Commonwealth of Massachusetts. This contract, and any rider attached hereto, constitutes the complete and final contract between the student and the University for a space in University housing. Accepting a key or submitting an Undergraduate Housing Application indicates that I have read and agree to abide by the terms, conditions and regulations of the Clark University Residential Life and Housing Contract. Clark University reserves the right to unilaterally terminate this contract if the resident breaches any of the contractual terms.**

**Applicant Signature:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_