

# MONTANA STATE UNIVERSITY - NORTHERN

## Residence Hall Contract

Montana State University - Northern ["University"] and the undersigned student ["Student"] enter into this Residence Hall Contract upon the following terms and conditions:

All single Freshman (less than 30 semester credits) under 21 years of age who are not living with their parents are required to live on campus, for a minimum of one year. For exceptions to this ruling you must contact the Assistant Dean of Students.

**PERIOD OF CONTRACT:** This contract is for the full academic year (Fall and Spring Semesters). Unless canceled prior to the day the residence halls officially open for the semester, the contract will be considered in effect and housing charges (room and board) for the semester will be assessed. This contract runs from the day the residence halls officially open each semester, until 24 hours after your final exam during finals week. Those who meet exemption classification may move out of campus housing during the period of this contract, subject however, to all obligations as provided herein and with a pro-rated adjustment for a portion of the room and board costs.

**DAMAGE/RESERVATION DEPOSIT:** All students requesting residence hall rooms are required to pay \$75.00 before being assigned a room. Payment of this deposit guarantees each student a space on campus in one of our residence halls. These are accepted until all usable spaces are filled and then a waiting list will be established on a first-come/first-served basis. This amount remains on deposit, in full, for the entire duration of the student's stay in the residence halls and carries over to succeeding semesters as well as the following academic year. The \$75.00 will be utilized as a damage deposit for the assigned room and for damages incurred in any of the residence hall public areas. Montana State University - Northern acknowledges the fact that some depreciation will occur to the residence hall, rooms, furniture, and equipment due to reasonable wear and tear caused by normal usage, but it must be noted that the student hereby agrees that he/she will be liable for damages or other losses incurred to the building, room, furniture, and equipment which is not the result of ordinary wear and tear. Damages within student rooms are the joint responsibility of the students assigned, unless only one claims full responsibility for the damages.

**REFUNDS:** All housing refunds will be mailed by the Montana State University - Northern Business Office no later than sixty days after termination of the contract. The damage/reservation deposit will be refunded as follows;

**FALL SEMESTER:**

- 1) 100% if the student cancels the room reservation in writing by July 15.
- 2) 50% if the student cancels the room reservation in writing by August 15.
- 3) No refund will be paid for canceled room reservations received after August 15.

**SPRING SEMESTER:**

- 1) 100% if the student cancels the room reservation prior to the first day of class.
- 2) NO refund will be paid for canceled room reservations received after the semester begins.

The above refund schedule is applicable to all who have; 1) decided not to enroll in school at Northern, 2) turned in an application and have decided to reside off campus, 3) students who withdraw from Northern anytime during the semester, and 4) students who move off campus during the semester. To receive a refund as outlined above, all room cancellations must be made in writing to the Office of Campus Housing.

Refunds are NOT made for meals missed, but meal plan refunds based on a pro-rating scale are made to students who withdraw from school. Students who withdraw from school after the fifth day of class will receive no refund for their room. Students who move off campus after 5:00 pm on the fifth day of class for the semester will receive no refund for their room or meal plan. Students who are removed from the Residence Halls and/or Food Service for disciplinary reasons may not receive a room and/or board refund. For students living in the residence hall, check-out must be completed prior to withdrawal from college and any damages will be billed to the resident and/or deducted from the damage/reservation deposit. When a student prepays for early registration and cancels his/her contract, before the start of the semester, the full amount of the pre-payment of the housing charge will be refunded.

**MEALS:** A meal plan is required for those students who live in the residence halls. The Food Service provides a full-access meal plan for on-campus residents and any interested commuter students. This meal plan provides access during meal hours 7 days a week (there is no food service available over breaks).

**OCCUPANCY OF THE HALLS:** The residence halls will be occupied at times determined by the University for each year. The contract does not provide for housing students between Fall and Spring Semesters or during spring break. At the end of each semester, residents must be out of the residence halls within 24 hours of their final exam.

**FIRE, THEFT, AND DAMAGE:** Montana State University - Northern assumes no responsibility for the loss or damage to any resident's personal property from any cause whatsoever. Occupants and users of college property must accept responsibility for the care of the property. Repair of damage other than that of normal wear and tear is the financial responsibility of all occupants. Costs for damages in the hallways or other semi-public areas may be assessed proportionally to members of the group, if damage exceeds expected normal wear and tear. Residents will be held financially responsible for any damage caused by their guests. Residents will be held financially responsible for any excessive cleaning that is needed.

**DELIVERIES:** As a matter of accommodation, residence hall staff may sign for incoming mail packages delivered to the hall. Any such items are so handled solely at the risk of the student and not Montana State University-Northern nor its staff accepts responsibility.

**TERMINATION OF OCCUPANCY:** If the student is no longer enrolled in the university this contract will be terminated and the student will be required to vacate the residence hall. Montana State University - Northern reserves the right to terminate Residence Hall occupancy without refund, at any time, when a student is suspended or expelled.

**(OVER)**

**EMERGENCY ACTIONS:** When it is judged that a student's continual presence on campus is a danger to him or her, to the welfare of the campus, or to other students, the Chancellor or the Campus Judicial Officer may temporarily suspend a student pending disposition of the complaint. If a student is temporarily suspended they are to vacate the residence halls immediately.

**CHECK-OUT:** The Student must use the established check-out procedures upon termination of this contract. Students who fail to return a key will be charged for a lock change. Students who fail to clean the room and/or cause damage to the room and its contents will be charged the actual costs to clean and repair the premises.

**STUDENT RESPONSIBILITY:** This contract constitutes acceptance by a student of all Montana State University - Northern regulations and standards and housing regulations. It is the obligation of the student to be responsible for knowing and complying with these regulations as contained in official college publications. The student will be subject to disciplinary action by failing to adhere to these regulations and standards. This contract, or any portion of it, can be terminated by Montana State University - Northern if in the judgement of the Assistant Dean of Students or the University Chancellor the student is unfit for the campus environment. By signing this contract, students desiring to live in the residence halls affirm their intentions to abide by the following group living standards:

**"I understand that living in the residence hall is a privilege and I understand that my actions in the residence hall are intricately involved in the welfare of the entire college community. Therefore, I agree to cooperate with the residence hall staff and others in building an educational environment. I understand that actions such as the following are in direct opposition to an educational environment: disruptive and disorderly behavior, theft, dishonesty, improper use of alcohol and the use of illegal drugs or similar substances. Furthermore, that the University is distinguished from the surrounding community by its concern for personal development, but that its students are not immune from local, state and federal laws and that violation of such laws may result not only in public prosecution, but also in University disciplinary action."**

1. The University reserves the right to deny an application from a former residence hall student who was evicted, had a history of delinquent room and board payment, caused physical damage to the facility, or violated other terms of previous residence hall occupancy.
2. Cooking is not permitted in residence hall rooms, but is allowed in the kitchen areas.
3. No pets may be kept in on-campus housing or on college property by either a resident or his/her guest.
4. Firearms cannot be stored in residence hall rooms or in one's vehicle, but must be checked in and registered with the residence hall staff for safe keeping in the gun storage room.
5. **The University wishes to remind you that the possession and the use of alcoholic beverages in the residence halls for ALL those under the age of 21 is prohibited. For those of legal age, alcoholic beverages are allowed to be consumed only in the confines of a resident's room. Alcoholic beverages are not permitted in the corridors, lobbies, parking lots or any other public place on campus. For additional information regarding the use of alcohol on campus, refer to "Alcoholic Beverage Campus Policy Series 1003.1" in the Montana State University - Northern Student Handbook.**
6. The University reserves the right to change social regulations without prior notice.
7. The University reserves the right to enter student rooms or apartments for purpose of inspection, inventory, maintenance functions, protection of property, in case of emergency, for policy enforcement, and for ensuring the safety and welfare of an individual or groups of individuals, as judged by members of the residence hall staff. Maintenance of student rooms will be carried out with the permission of the residents of that particular room. When residents report and/or request maintenance this in effect is giving the college permission to enter the room. Staff members will enter all rooms during break times to ensure building security and check room temperature. Otherwise, your room will only be entered in accordance with state law, which includes written notice in all cases that are not deemed emergencies.
8. **The University reserves the right to assign students to any available space and to move or consolidate individual student or groups of students if the need arises. If a resident in a double rooms moves out of the room, the remaining resident must pay the double-as-a-single room rate or accept another roommate and/or move to another room.**
9. "I also understand that as a resident of the Montana State University - Northern residence halls, I agree to pay any and all collection costs that the college may incur in the collection of the amounts I owe."

Residence Life at Montana State University - Northern is meant to be an educational and enjoyable living experience for all students residing on campus. Trained staff members are available as qualified resource people to assist students with personal and academic adjustments and concerns. Along with providing basic necessities to the resident student (bed, desk, dresser, closet, chair, etc.), the Office of Campus Housing encourages residents to become involved in a variety of student activities. Living on campus at Montana State University -Northern will hopefully help a student grow and learn a great deal about community living.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's (or Guardian's) Signature (if student is under the age of 18)

\_\_\_\_\_  
Date