

friends

recreation

involvement



**ROCKHURST UNIVERSITY RESIDENCE LIFE
2009-2010 CONTRACT PACKET**

success

learning

community



PLEASE READ THIS DOCUMENT CAREFULLY AND COMPLETELY.

University Housing

The Office of Residence Life's goal is to provide a safe and pleasant environment for all our on-campus students. We strive to provide opportunities for residents to develop connections with fellow community members. Rockhurst University feels strongly about the on-campus living experience and believes it gives students an opportunity for continued leadership and learning.

Residential Living Requirements

Rockhurst University has a residency requirement that requires all full-time students to live with their parents or on campus unless they meet one or more of the following conditions:

- Students classified as juniors having completed 60 hours with at least a "C" average
- Students who have lived on campus for four semesters
- Declared nursing students who reside in Research Housing Complex
- Students who are age 23 or older
- Students who have completed active, full-time military service
- Students who have a spouse or dependents living with them

Residency includes participating in the regular meal plan offered by the University food service for both fall and spring semesters if the student resides in one of the traditional halls.

There are three types of residential facilities located on campus, including traditional residence halls, Townhouse Village (THV) and On-Campus Houses (OCH). Each provides a different form of group living. Traditionally, all incoming freshmen are housed in Corcoran and McGee Halls. Juniors, seniors and graduate students may continue to live in campus housing, as housing space is available. THV, Xavier-Loyola Hall (X-L) and on-campus houses are reserved for upperclass students.

Immunization Requirements

As a student who will be residing in any on-campus residential facility, you must comply with the current immunization practices as recommended by the American College Health Association and the Center for Disease Control. All required forms will be sent to you by the university.

The **Required Immunizations** include:

- Documentation of two MMR's (measles, mumps, rubella) or a serum screening titer verifying immunity to Rubella
- Documentation of the meningococcal (Meningitis) vaccination OR a signed waiver (which we will provide) stating that you have received the educational information and have decided not to have the vaccination
- Any student entering Rockhurst from outside the United States must show evidence of tuberculin (TB) screening within 12 months. Positive screens must be treated.

The **Recommended Immunizations** include:

- Tetanus booster within 10 years of admission (strongly recommended for all adults)
- Varicella vaccination (if there is no childhood history of chickenpox)
- Hepatitis B vaccination (all incoming college students)

Terms and Conditions

Occupancy

The student agrees that occupancy covered by this agreement includes that portion of the academic year beginning with the semester indicated on the Housing Contract and ending with the last day of the spring semester unless the student graduates, studies abroad or leaves the University.

Room and Board Charges

The student agrees to make payment as shown on the next page. The University reserves the right to change these rates without notice. All residents living in McGee, Corcoran and Xavier-Loyola must purchase either the light, moderate or frequent declining balance meal plans at the beginning of each semester.



Room Rates (per person)

Renovated Halls

McGee, Corcoran

Single

\$3,135/Sem

Double

\$2,090/Sem

Traditional Hall

Xavier-Loyola

Single

\$2,995/Sem

Double

\$1,995/Sem

Townhouse Village

1 bedroom/2 person

\$3,505/Sem

2 bedroom/4 person

\$3,400/Sem

3 bedroom/6 person

\$3,400/Sem

2 bedroom/6 person

\$2,920/Sem

On-Campus Houses

\$3,120/Sem

- All rates are per person.
- Single rooms are double occupancy rooms assigned to one person. All university furniture must stay in the room.
- Freshmen are normally assigned to McGee or Corcoran Halls.
- Transfers are normally assigned to McGee, Corcoran or Xavier-Loyola Halls.

Townhouse Village and On-Campus House Addenda

Residents in the Townhouse Village (THV) and On-Campus Houses (OCH) sign an additional group application/contract which takes effect the date their group is awarded the THV or OCH unit. THV and OCH residents who choose to cancel their contract after this date will automatically be charged a \$300 THV/OCH cancellation fee (regardless whether they are transferring into a residence hall or off-campus).

Semester Board Rates

All students living in a residence hall must purchase either the light, moderate or frequent declining balance plans each semester. THV and OCH residents have the option to purchase a plan if they wish to eat on campus. Meal points may be carried over from the fall to the spring semester but must be used by the end of the spring semester.

Light

\$1,450/Sem

Moderate

\$1,550/Sem

Frequent

\$1,650/Sem

Half-Plan

(THV and OCH residents only)

\$725/Sem

Payments

All room, board and laundry payments are made to the Business Office except the \$200 deposit required to process your housing contract, which is mailed to the Office of Residence Life with the Housing Application. The University reserves the right to deny students permission to take semester examinations and/or to withhold semester grades and transcripts if the student does not pay room and board or room damage charges in full, according to the payment schedule in the current Rockhurst University catalog.

Financial Aid and Housing

If a student receives a housing grant or scholarship that includes housing, it is for a double occupancy residence hall room; if a student applies for and/or receives housing other than a double occupancy residence hall room, then he or she will be responsible for the balance difference. Rockhurst housing grants and scholarships that include housing support can not be applied toward Research housing or other off-campus housing options.

Cancellation Policy/Refund Policy

Students who cancel their contract before the completion of the academic year will forfeit their \$200 housing deposit and will be automatically charged a \$300 contract cancellation fee. For Townhouse Village (THV) and On-Campus Houses (OCH) the cancellation fee is applicable the day a student is awarded residence in the THV or OCH.

For residence hall students, should the student cancel their contract prior to the move-in date, the student will only lose their \$200 deposit. After the move-in date, the student will lose their deposit and be charged the \$300 cancellation fee.

Appeals for extenuating circumstance must be submitted in writing to the Director of Residence Life.

Refund Schedule

The housing refund schedule matches the university's academic refund schedule. No refunds will be made after the fourth week of classes. Please consult the course catalog for a full refund schedule.



Board Plan Refund

Refunds for the current semester's unused meal points (less a \$150 service charge) will be offered when a student meets one of the following conditions: enrollment withdrawal, change from residence hall assignment to THV or on-campus house, or complete withdrawal from the residence life system. No refund will be offered for meal points carried over from a prior semester (i.e. fall) or at the end of the meal contract period (typically the last day of semester finals).

Termination of the Contract

The University may terminate this lease when a student leaves the University at any time prior to the expiration of these terms, for violation of the provision of these terms or for the violation of any University regulation by providing the student notice of the termination twenty-four (24) hours prior to the effective time of the termination. No room and/or board refunds will be made to a student whose occupancy is terminated.

Room Changes

Students will be able to change rooms during the specified room change period. Students changing rooms without approval from the Office of Residence Life will be billed a \$150 improper room change fee.

Damage Billing

When you check into the room, you should note all observed damages or markings, even the most minor items, on the room check-in form. Any damages incurred after check-in (including marks on the outside of the room door, stickers and tape residue on the walls or mirrors, marks on the walls, drawers with broken hinges or chains, broken Venetian blind cords, etc.) are assessed by the building staff, verified by the Office of Residence Life and charged to your student account. You must pay these charges in the Business Office to avoid having transcript requests withheld.

Remember that you are responsible for your room and its condition when you check out, so treat it with care. Students are required to check out of the residence hall following proper procedures by the deadlines given in the end-of-semester or year-closing brochure. At the end of each semester, you must check out immediately after your last final. Failure to check out results in the forfeiture of a portion or all of the room reservation/damage deposit, or extra billing.

Common Area Damages: Damages to common areas (hallways, lounges, bathrooms, stairwell, exterior of room doors, etc.) will be charged to all residents of a particular wing, floor or hall unless it can be determined specifically who is responsible. The Area Coordinator or Residence Director documents all community damages for billing purposes. Damages are posted to the resident's account when the student completes the check out process from the residence life system for the academic year. If a resident changes rooms during the year, any appropriate room damages will follow the student.

Early Arrivals

Students who have approval for early arrival will receive a letter outlining the move-in process. Students with early move in privileges who do not attend required early move in orientation activities or who allow non-approved students to move in will be fined and will not be allowed to move in early the following year.

Students who do not have approval will NOT be allowed to move any items or stay in any Rockhurst residential facility.

Late Arrivals

Students who will be arriving after the first day of classes will need to contact the Office of Residence Life. If you have not contacted the Office of Residence Life by that time, the University reserves the right to move you to another assignment if necessary.



Addenda to the Contract

Check-in/out Policy

Students are required to check in and check out of their residence hall room, THV unit, or house with a residence hall staff member. This includes checking in and out of rooms, THV units or houses when making a room change. Failure to check in and out properly or in a timely manner through a staff member during the academic year or at the close of the academic year will result in the student being assessed a \$100 improper check-out fee. Failure to return your room key at the time of checkout will result in a lock change fine of \$125.

Damage charges assessed to a student account should be paid to the Business Office within 10 days of the notification of the amount. All financial commitments (including all 30-day past due billings) must be rectified with the Business Office prior to the release of semester grades and transcripts.

When a student graduates or chooses to leave the residence life system and is granted a contract release, the deposit is credited to the student account. The Business Office will issue any refund checks after all student accounts have been reconciled.

Furnishing

Room furniture assigned to students at the beginning of their occupancy (indicated on condition card) is not to be removed for any reason from the resident's room, townhouse or house. Students must furnish lamps, linens, blankets, drapes, towels and other personal items.

Lofts and Bunks

All lofts must be rented or purchased only through approved University vendors. No wooden lofts are allowed in the residence halls, townhouses or houses. When using a loft you cannot remove any University furniture from your room. The structure must be free standing and may not be secured to walls, ceiling or any University-owned furniture. Access to the door and windows of the room must be kept free from loft/bunk structures; if not, they will be removed and/or a fine will be assessed to the resident's student account. Rockhurst is not responsible for injury to person or property resulting from construction or use of loft/bunks.

Room Entry

It is the University's intention to ensure privacy in students' rooms. The University reserves the right to enter student rooms for the purposes of inspecting the premises when an authorized agent of the University has reasonable belief, including but not limited to the following: an occupant of the room may be physically harmed or endangered, the University's property is damaged, a University policy is being violated, or maintenance and/or repair is necessary. If practical, the University will not enter a student's room unless accompanied by the student or a second authorized representative of the University.

Condition of Premises

The accepted limits of behavior in the residence halls, THV and houses are recognition of the rights and property of others and adherence to the civil law and published University regulations and Student Code of Conduct (found online and in the Student Handbook) such as, but not limited to the following: an individual or group of individuals may not interfere with the right of residents to the use of their room for study or sleep; residents may not use their room or building facilities for commercial purposes nor may they structurally modify their room or the building. Unoccupied space is reserved for use by the University. For reasons of sanitation and safety, flammable liquids (e.g. gasoline), housing of pets, and the use of sunlamps, hot plates, toasters, extension cords without a surge protector, candles, incense and other similar devices are not permitted in the residence halls. Hotplates and toasters are allowed in the kitchens of the Townhouse Village and On-Campus Houses.

Loss

All students are responsible for protecting their personal property and for ensuring that property is securely maintained. All students who live on campus should understand that the University is not responsible or liable for the loss, theft or damage of property maintained by the student while living on campus.

Keys

Each resident is issued one key to his or her room, THV or house. In the event that a key is lost, the student must report the loss to the Residence Director immediately. A fee (\$100 minimum) to replace the lock will be charged to the resident due to safety and security reasons. Should a student request a lock change for any reason (e.g. theft, loss, etc.) the student's account will be charged. It is against the law for keys to be duplicated for any reason. Possession of an unauthorized room key may result in a fine and/or a referral to the Student Disciplinary Committee. Should a student be found in possession of any other University key other than his or her assigned room key, the student will be subject to any sanctions determined by the Student Disciplinary Hearing Committee or Officer.

Break Housing

In the interest of security, staffing and energy conservation, all residence hall facilities except THV and OCH are closed during Thanksgiving, Christmas and spring breaks. There is no food service available during breaks. Detailed information, including registration deadlines for break housing in THV and OCH, will be sent to all residents prior to the beginning of each break period. Failure to be out of the residence hall at the designated break closing time will result in a monetary fine. Room payments do not cover such periods. Students desiring to stay at THV or OCH over breaks must register with the Office of Residence Life, Massman 4. Failure to register to remain over a break period by the stated deadline may result in a surcharge added to the cost of the break housing charge, or denial due to lack of space or staffing.

Graduating Seniors

Graduating seniors who do not live in the Greater Kansas City area are allowed to stay until noon on the day after graduation. Seniors who wish to stay must get approval from the Office of Residence Life by the last day of regular classes.

Keep this contract for your records. Please feel free to contact the Office of Residence Life at (816) 501-4663 if you have any questions.

AT ROCKHURST UNIVERSITY

WE BELIEVE COMMUNITY IS...

PURPOSEFUL — a place where faculty and students share academic goals and work together to strengthen teaching and learning on the campus.

OPEN — a place where freedom of expression of beliefs is uncompromisingly protected and where civility is role modeled and powerfully affirmed.

JUST — a place where the value and integrity of each person is honored and respected.

DISCIPLINED — a place where individuals accept their obligations to the group and where well-defined governance procedures guide behavior for the common good.

CARING — a place where the well being of each member is sensitively supported and where service to others is encouraged.

CELEBRATIVE — a place in which the Jesuit heritage of Rockhurst University is remembered, diversity is valued, and where rituals affirming both tradition and change are widely shared.



ROCKHURST
A Jesuit University

OFFICE OF RESIDENCE LIFE
816-501-4663