

## V. Housing-Food Services Statement of Terms and Conditions of Occupancy

**INTRODUCTION:** The purpose of this document is to establish the terms and conditions of occupancy in the College Residence Halls and participation in the College Food Services board program. This residency/commuter contract and *The Saltire*, the St. Andrews student handbook, constitute an offer by the College to provide the student with housing facilities and food services as specified. The student agrees to the terms and conditions of occupancy by signing and returning the completed contract.

**ELIGIBILITY:** Residents must be admitted or currently enrolled and registered full-time for classes at St. Andrews. Part-time students need special permission from the Dean of Students to reside on campus.

**PERIOD OF OCCUPANCY:** The period of occupancy begins on the date the student is allowed to occupy assigned space and **will terminate 24 hours after the student's last examination for each term.** Normal occupancy and food service periods will be dictated by the college calendar. Residence halls must be vacated during specified vacation periods and term breaks. Food Services will not provide meals at these times. Students may normally leave personal belongings in their assigned rooms during these periods as specified in the official college calendar.

### GENERAL PROCEDURES AND POLICIES

1. The student agrees that college personnel may make a search of the student's room either with the permission of the student or following authorization by the Dean of Students or designee. Please refer to *The Saltire* for more information about room searches.
2. The College does not assume any legal obligation to pay for the loss or damage to the student's property if it occurs on its campus. The student or parent/guardian is encouraged to carry appropriate renters or home owners insurance to cover such losses.
3. The student agrees that any personal items, valuables, or other property left in the residence hall at the close of the academic year shall be considered abandoned property and may be retained or disposed of at the discretion of the College.
4. All student rooms have closet and drawer space with desks, beds and mattresses provided by the College. Students assigned to a room are responsible financially for any damage to the room or for the replacement costs for damaged or lost College furniture. College furniture may not be removed from the room without prior permission of the Resident Director. Students who remove College furniture without permission may be subject to fines. Personal furniture left in the hallway, suite lounge or courtyard may be removed by College.
5. Students agree to be responsible for their assigned accommodations and shall reimburse the College for all damages within or to said accommodations. Charges for damages and/or cleaning will be assessed to students by the College and must be paid promptly. Failure to pay charges will result in a hold on the student's registration for classes, graduation, and/or transcript.
6. Double rooms are to be occupied by two people. In the event that one of the occupants leaves, the student who remains agrees to find a new roommate or accept a new housing assignment by the Office of Student Affairs (OSA). If appropriate arrangements are not made within a designated period of time, the student will be subject to the single room charge. If the student wishes to keep the room as a single, a written request must be made to the OSA. Students must also provide the OSA with written approval from their parents/guardians indicating that the parents/guardians are aware of the single room charge.
7. In the event of damage to or destruction of College property, the cost for this damage or destruction will be charged to the occupants of the affected room, suite or residence hall until responsibility for such damage or destruction is determined. If responsibility is not determined, all occupants the damaged areas will share the charges. In addition, conduct hearings may be held to determine responsibility for the damage or destruction.
8. A \$75.00 fine may be made to students if they do not vacate the residence halls at the beginning of College breaks and at the end of the Spring term according to the dates set on the College calendar. Students who need to remain beyond these times must have approval from the Dean of Students at least 48 hours prior to the announced closing of the halls. This fine also will be applied should students fail to complete and sign the checkout portion of the Room Inventory Form upon departure.
9. At times the OSA may ask students to change rooms or leave the campus. If the student fails to move out of the room by deadline set, there will be a \$75.00 fine.
10. A \$75.00 fine may be made if students return before the scheduled opening of the residence halls and have not received prior approval from the Dean of Students. In addition, the student may be required to leave the campus immediately until the scheduled opening of the halls.
11. A housing fee of \$25.00 per night may be charged to students who have received permission by the Dean of Students to return early or depart late.

**HOUSING DEPOSIT/RESERVATION FEE:** New students are not required to pay the \$100 housing deposit/reservation fee because it is included in the \$250 admissions deposit. However, returning students must pay a \$100 deposit/reservation fee when they request a residence hall assignment. This fee will be credited toward the Fall Term billing.

### FOOD SERVICES

1. Students understand that while living on campus they are required to participate in the campus meal plan. Food Services provides 19 meals per week.
2. At the beginning of each term, the first meal served will be dinner on the evening prior to registration. The time for the final meal of each term will be posted outside the cafeteria.
3. Food service will not be provided during Fall, Thanksgiving, Christmas, Spring and Easter breaks.
4. A valid student ID must be presented when entering the cafeteria. **There is a \$25 replacement charge for a lost or ID damaged by the student.**
5. Board refund is allowed whenever formal withdrawal procedures are completed. It is pro-rated on the basis of the number of meals served through the day on which withdrawal is complete.
6. Whenever possible, Food Services will assist residents having special dietary needs upon receipt of a letter from the student's physician or a registered dietician detailing the problem and setting forth a dietary plan. Requests for assistance must be made in writing to the Dean of Students.
7. In general, only documented health-related conditions that require a special diet that cannot be met by Food Services, are grounds for requesting a meal plan modification. Meal Plan Modification Request Forms are available in the OSA and must be submitted 30 days prior to the first day of class. Meal plan modifications are approved by the Dean of Students or designee. Approval is not guaranteed.

### REFUNDS

1. Enrollment and housing deposits are fully refundable if requested before June 1, 2010.
2. A refund of the security deposit, less any unpaid damage/cleaning/key charges, will be made when the student graduates or withdraws, has met all of the terms and conditions of this application, and has completed official check-out procedures with a member of the residence hall staff. Refund checks will be made available within 90 days of final checkout.