

# Housing/Food Service Agreement

## TERMS AND CONDITIONS

Revised: November 2016

Bloomsburg University of Pennsylvania agrees, when spaces are available, to assign residence hall or on-campus apartment accommodations to students who are eligible to live on campus. Upon execution of the agreement, the student agrees to abide by all university and residence hall/apartment rules and regulations as set forth below and in the Guide to Campus Living and other university publications. The university houses students without regard to race, creed, age, sexual orientation or handicap in compliance with state and federal legislation.

### I. ELIGIBILITY

Full-time matriculating new freshmen accepted as on-campus residents are eligible to live on-campus. All new freshmen are required to live on campus for their first two semesters (if admitted for fall) or spring semester only (if admitted for spring) unless they are over 20 years of age or are commuting from the home of their parent(s) or legal guardian(s). Full-time matriculating students currently living on campus are eligible to continue living on campus. Commuting students or students who have moved off campus are eligible ONLY on a space available basis. Students required to live elsewhere in order to complete their academic programs (interns, student teachers, co-ops, December graduates) are able to sign up on a one semester basis.

The University does not provide housing for married students with their spouses or for students with children or dependents.

**PA state law requires all students residing in campus owned facilities must either have received the meningitis vaccine or agree to a waiver based on information concerning the benefits of the vaccine.**

### II. AGREEMENT TERMS

**The Fall/Spring housing/food service agreement is binding for the period of one academic year, Fall and Spring semesters, (or remaining portion thereof) and may not be transferred, reassigned or sublet.** Housing/food service fees do not cover vacation periods when the university is officially closed. Students withdrawing from the university must vacate their room/apartment within 48 hours.

Students can request to have their agreement cancelled if they provide proof of marriage during the period of the agreement or if a student is required to live elsewhere in order to complete their academic program (internship, student teach, co-op, December graduates).

**Students needing continuous 12 month housing to cover the inter-sessions or who anticipate taking a face-to-face Winter Session course (time between fall and spring semesters) must be assigned to a Montgomery Place, Mt Olympus or Jessica Kozloff Apartment or the designated 12-month residence hall. Students need to be aware that staff and services are limited during inter-sessions. Students staying over inter-session must submit a Winter Session Housing Agreement to retain access to their assigned campus housing. Housing and dining charges will be applied.**

**Students in the Kile Apartments or non-designated 12-month residence halls ARE NOT PERMITTED to stay in their apartments or hall over breaks.**

Students who need extended housing either at the end of the spring semester or prior to the start of the fall semester must submit an Interim housing request form. Requests will be reviewed and approved for limited and specific reasons only. Students approved for extended housing will be charged an interim housing fee.

**III. HOUSING FEES/REFUNDS**

Housing and food service fees are approved by the Council of Trustees and may be changed during the agreement period only by action of the Council of Trustees. Payment of fees must be made according to deadline dates indicated on the billing statement.

Apartment residents are billed a semester utility rate based on an average of utility usage. Apartments that show excess usage will be billed additionally with the charge split equally between all residents of that apartment.

**Students who wish to cancel their Housing/Food Service Agreement to move off campus or commute must obtain the written permission of the Office of Residence Life to be released from all housing and food service obligations. Not using or underutilizing a chosen meal plan during the term of the agreement is not sufficient grounds for a refund request.**

In the beginning of each semester, it may be necessary, in the residence halls, to have triple occupancy in double rooms. The Office of Residence Life determines which incoming students will be tripled by the date the Admissions deposit is paid. The latest paid deposits are tripled first continuing in ascending order from that date to the earliest paid Admissions deposit date. When the opportunity arises to offer students a chance to de-triple, the students in a triple with the earliest paid Admissions deposit date are offered first continuing in descending order to latest paid Admissions deposit date. De-triple offers continue to be made as long as spaces are available.

Students who are placed in, or volunteer to be in, a triple room will be billed at the double room rate. Tripled NEW students who, during the course of the semester, have one student leave the room will be credited as outlined in the triple credit schedule below. If you decline the offer to de-triple during the Fall semester, you will receive the full triple room credit for the Fall semester only. For the Spring Semester, residents in a triple or voluntary triple who decline the opportunity to de-triple will receive the triple credit through the date the offer was extended.

Triple Credit Schedule:

Weeks 1-4 = \$125.00, Weeks 5-8 = \$250.00, Weeks 9-16 = \$625.00

The credit will be applied to any outstanding bills or if your account is paid in full, the difference will be refunded to you.

The credit does not apply to students in triads, suites or quads or RETURNING students who request to voluntarily triple. RETURNING students who choose to voluntarily triple will not be offered an opportunity to detriple and will not receive a triple credit.

**The room charge will be refunded in accordance with the PA State System of Higher Education Refund Policy as follows in this illustration of estimated weeks in typical semester:**

Through “drop period”	100%
Through week 2	80%
Through week 3	60%
Through week 4	50%
Through week 5	40%
After the Fifth Week	No Refund

Dining plan refunds are based on the number of days remaining in the semester.

#### IV. FOOD SERVICE

All Bloomsburg University students are eligible to have a dining plan. All residence hall students are required to purchase a meal plan. They may choose Plan A (19 meals per week), Plan B (14 meals per week), Plan C (ten meals per week), Plan E 175 Block (175 meals per semester) or Plan G 275 Block (275 meals per semester) Meal Plan, all of which include flex dollars. **Only one meal can be obtained in the designated meal “zone”, with the exception of the 275 Block Plan which allows for multiple meal redemption by the meal plan holder from a remaining balance.** See <http://reslife.bloomu.edu/mealplans.php> for full meal plan details.

Students living in apartments or residing off campus are offered the OPTION of purchasing any of the meals plan available. They may choose from the meal plans listed above or a Plan D (5 meals per week), Plan F 75 Block (75 meals per semester) or a Flex Dollar only program.

**The meal plan chosen in the fall will automatically be reassigned for the spring semester unless the student chooses to change the meal plan during the defined dates.** Flex Dollar balances carry forward from the fall to spring semesters. Any remaining balance of FLEX dollars at the end of the spring semester is forfeited.

**Students who wish to cancel their Housing/Food Service Agreement to move off campus or commute must obtain the written permission of the Office of Residence Life to be released from all housing and food service obligations. Not using or underutilizing a chosen meal plan during the term of the agreement is not sufficient grounds for a refund request.**

#### V. ROOM ASSIGNMENTS

The university will make room assignments based on responses to the personal preference questions in MyHousing and without consideration of race, color, religion, national origin, ancestry, LGBTQ/sexual orientation, physical disabilities or content observed on social networking sites. **Bloomsburg University further recognizes and appreciates the educational value of diversity at the university and does not accept differing backgrounds, races, or religions to be acceptable grounds for honoring room change requests.** Every effort is made to honor the student's preference to the extent possible. Failure to honor room preferences will not void this agreement.

**Current residents** must participate in the HOST Process to reserve a room/apartment for the Fall/Spring. Residents will be given the opportunity to select rooms/apartments for Fall/Spring by agreeing to the terms and conditions of the housing agreement in ApplyOnline and following the HOST procedure published and posted by the Office of Residence Life.

**New students** must pay an admission deposit which includes reserving space in a residence hall/campus apartment. All new freshmen are required to live on campus for their first two semesters (if admitted for fall) or spring semester only (if admitted for spring) unless they are over 20 years of age or are commuting from the home of their parent(s) or legal guardian(s) within approved commutable distance from campus. Students must complete the online housing agreement (ApplyOnline) and personal preferences (MyHousing) as soon as instructed by the Office of Residence Life to secure their space on-campus.

New students are not eligible to select their exact housing type or location. The majority of new students are assigned to coed side-by-side housing as this is the most common and preferred type of housing available. To **request** placement on a single gender wing for Fall/Spring email [buhouse@bloomu.edu](mailto:buhouse@bloomu.edu) no later than June 1. We cannot guarantee to meet your request but we will consider and accommodate it if possible.

The university reserves the right to alter housing assignments, to consolidate vacancies by requiring residents to move when necessary, to assign a new room/apartment mate and to show the room/apartment. When a vacancy occurs in a double room and administrative triples still exist, the student living in the double room will be required to accept a de-tripled student. Refusal to do so will result in the established rate for the vacant bed(s) being imposed for the remainder of this

agreement, or until such time as the student accepts a roommate. Further, the university reserves the right to reassign or remove any student who refuses to consolidate, or for judicial or administrative purposes. **In cases of room/apartment mate conflict that cannot be resolved through mediation, it may be necessary for both parties to present their issues to a Roommate Resolution Team. It will not be the policy of the Office of Residence Life to arbitrarily decide which party must move from a room/apartment in instances involving room/apartment mate life-style or personality conflicts. The Office of Residence Life will not move a room/apartment mate at the request of the other occupants or their parents.**

The Office of Residence Life reserves the right to adjust housing assignments for the purpose of meeting American with Disabilities Act requirements, conducting research, alleviating managerial problems, coping with unexpected fluctuations in the male/female ratio on campus or demand for housing.

Unauthorized room/apartment changes are not permitted. Any student who changes an assignment without receiving prior permission from their Graduate Hall Director or from the Office of Residence Life will be charged \$50.00. The student may also be required to return to the room they vacated without permission.

**Air Conditioned Rooms** – All rooms equipped with air conditioning are billed at a higher rate than regular non air conditioned rooms.

**Summer Housing** – All students will be housed in Elwell Hall which is fully air conditioned. It is not necessary to submit a request or doctor's note for summer air conditioning.

**Fall/Spring Housing** – All campus apartments, the new residential suites, Columbia and Elwell Halls are air conditioned. A limited number of rooms in our other residence halls have been designated as air conditioned rooms; either with a wall-mounted or window air conditioner. The wall-mounted units will be turned on at the beginning of each semester and will remain on throughout the semester. The window units have been permanently installed to reasonably withstand winter temperatures and will NOT be removed at any time.

- **Floor Model Air Conditioner**

- For reasons of need or convenience, you may provide your own FLOOR MODEL ONLY air conditioning unit not to exceed 10,000 BTU's with no fee charged by the university. You do not need to submit an AC Request Form or doctor's note to bring your own floor model unit. [Click here](#) to view images of a permitted floor model. Students **may not** provide or install their own window air conditioner.

- **Medical Requests for University Provided Air Conditioning**

- **ALL students who have a medical need for air conditioning:** review and complete the [AC Request Form](#) by the July 1 deadline. Requests for **MEDICAL NEED** must be accompanied by a doctor's note and received by the deadline to be assured placement in an air conditioned room. Your physician must fax a note confirming your medical need for air conditioning to the Residence Life Office at 570-389-5070 by the dates specified on the Air Conditioning Request Form.
- Air conditioning requests received after the deadline will be accommodated **ONLY** if there are air conditioned rooms or spaces available. This means roommates requests, living learning community participation or other housing accommodations may be disrupted to fulfill an air conditioning request. Once our air conditioned rooms are filled, we will not be able to accommodate your request. You may purchase your own **FLOOR MODEL ONLY** air conditioning unit not to exceed 10,000 BTU's.

**Physical/Medical Considerations** – If you have any condition or disability you believe requires special assignment consideration, you are required to submit documentation from a physician/medical professional to the Office of Accommodative Services and the Student Health Center. Documentation must state (1) your specific condition, and (2) any special needs you have related to this condition.

## VI. CONSOLIDATION OF ROOMS

The university reserves the right at any time to consolidate rooms/apartments with vacancies. If a vacancy occurs in your room/apartment, the university will assign someone to that vacancy or you will be reassigned to an existing vacancy at the university's discretion prior to, or at the beginning of the semester.

Students who find themselves without a roommate throughout the semester may, **IF SPACE PERMITS**, retain the room as a single by paying **the established rate for the vacant bed(s) for the remainder of this agreement, or until such time as the student accepts a roommate**. Students may not request their room as a single upon assignment of a roommate. All vacancies will be used and may be assigned to a student without notice to the current resident. **There is no option to keep a room as a single in the event other students are housed in tripled or temporary housing.**

**NOTE: If a student declines the request to consolidate or to accept another roommate, the student will be charged the established rate for the vacant bed(s) for the remainder of this agreement, or until such time as the student accepts a roommate.**

## VII. CABLE TV SERVICE

Basic Cable TV service and monthly charges are included in the semester room/apartment charge.

## VIII. WIFI

All residence halls and upper campus apartments (MPA, MOA and JKA) have wireless only connections. All Ethernet connections and network jacks are dormant. If you prefer to have a wired connection submit a ResComp Service Request <http://reslife.bloomu.edu/form-lan.php>. A wired connection will be re-established for you but will come with a charge. Or you may opt to purchase and install a wireless adapter (wireless network card) for your computer. Please note, Kile apartments do not have WiFi as their high speed internet is provided by a local service provider.

## IX. CARE AND USE OF RESIDENCE HALL/APARTMENT ROOMS AND FACILITIES

University, residence hall and apartment regulations are listed in the Pilot and the Guide to Campus Living. Violations of any of these regulations may lead to housing reassignment, serious disciplinary action, termination of the housing agreement, suspension, expulsion and/or arrest.

1. Student Room/Apartment Responsibility - Resident students are responsible for their own conduct and that of their guests. Each resident is responsible for his/her own room/apartment, the contents therein, and any activities that take place in the room/apartment. They are also responsible for cleaning their rooms/apartments.
  - We strongly encourage students to take home any items that could be damaged by excessive water, heat or cold over breaks when the residence halls or apartments are shut down. No items should be left on the floor of a residence hall room or apartment over breaks. In the event of a water line break, items left on the floor and damaged by water will not be replaced at the expense of the university.
2. Damages - Students will be subject to payment for damages to the room/apartment and/or its contents. Damages to public areas may be prorated to residents of a building or any of its subdivisions.
3. Room Furniture - Furniture may not be removed from a student's room/apartment without permission from the Graduate Hall Director. Students can request to have beds bunked by our staff only. Students may not take apart or alter beds or convert beds to bunks themselves. Lofts, waterbeds and other water filled furniture and non-university bunk beds are prohibited. Students are not permitted to hang their own window curtains, shades or any other window treatment. Students are not permitted to mount anything to walls or ceilings.
4. Abandoned Property - The University reserves the right, without further notice, to remove personal belongings of, or used by, student(s) that remain in a residence hall room or campus apartment or elsewhere in the area 48 hours after the termination of the agreement for any reason (withdrawal, academic dismissal, housing revocation, etc...). The University may

- dispose of any property 15 days after the student(s) vacates campus housing. The student(s) will be charged for expenses incurred in the disposal of such property.
5. Visitation Policy - The Visitation Policy for students living in Bloomsburg University's **residence halls** has been developed in an effort to balance student privileges with academic demands and the rights of occupants not hosting a guest. It should be noted that visitation on BU's campus is a privilege, not a right. Students violating this privilege or the rights of others may be subject to the loss of some or all visitation privileges up to the loss of campus housing.
    - Visitation for non- hall residents and non- student guests Monday – Thursday is from 10am - 1am. THERE ARE NO OVERNIGHT GUESTS DURING THIS TIME.
    - A 24-hour visitation period begins on Friday morning at 10am and extends until Sunday night/Monday morning at 1am. All non-BU student guests need to be registered in advance of their arrival. Hosting students may have extended visitors on no more than 2 weekends per month and prior consent among roommate(s) to host a visitor.
    - Residents of the hall have a 24 hour/7day per week visitation policy within their own hall. This policy does not extend to visiting other halls in which they do not reside. Do not confuse visitation for 24-hour visitation.
    - All student visitors to a residence hall where they do not reside must gain access from a host of the building. All non-BU students' visitors/guests must be escorted while in the hall by a BU host.
    - All weekend visitation guests must be signed in/recorded 24 hours in advance of their arrival through the Guest Registration sign-up available online. Failure to do so will result in disciplinary action, the outcome of which can include loss of visitation privileges for a designated period of time.
    - It is expected that residents will follow all visitation policies. Failure to comply with any part of the visitation policy by the host/violator will result in sanctioning through the university judicial system and may be subject to the loss of visitation privileges. Hosts are always responsible for the actions of his/her guest(s).
    - All visitations within a student's room must have prior knowledge and consent by all occupants of the room. Occupant(s) of the room not hosting the guest will in all cases have the right to refuse any guest to the room. It is highly recommended that roommates discuss in advance what their visitation agreement for the room will be. Staff will assist roommates during the first week of school on the rights/privileges and limitations related to campus visitation and appropriate behavior when hosting guests. These guidelines will be used when completing a Roommate Agreement.
    - There are no visitation restrictions at the **apartments**. Overnight guests are allowed on weekends and must register with the apartment office. COHABITATION is strictly prohibited. Guests are limited to two per resident, six weekend nights per semester. In the case of disruption to an occupant's right to sleep, study and privacy, the occupant without the guest will retain priority.
  6. Room Inspection/Searches - University officials reserve the right to enter a residence hall student room/apartment in the interests of the welfare of the individual or the institution for the performance of maintenance, or the enforcement of university regulations. Except under extreme emergency circumstances, premises occupied by students and the personal possessions of students therein shall not be searched unless the appropriate authorization from university officials is obtained.
  7. Room/Apartment Safety Inspections – Safety inspections will be announced and performed each semester. It is preferred that the occupants be present at the time of the safety inspection however the inspection will occur with or without the occupants present.
  8. Electrical Appliances - The operation and maintenance of electrical appliances are the full responsibility of the student. Only one refrigerator and one television per room are permitted. Specifications for refrigerators and televisions are as follows:
    - Refrigerators: All residence hall rooms on lower campus will have a University provided MicroFridge® installed. As a result, students are not permitted to bring their own personal refrigerator / MicroFridge® when living in campus residence halls. Students living in on-campus apartments may have a personal refrigerator / MicroFridge® in their room if they so choose provided it is no larger than 3.0 cubic feet and uses no more than 120 volts of electricity when running. The Office of Residence Life is not responsible for any food that spoils due to an electrical outage

- causing a personal refrigerator malfunction or any malfunction in a university supplied refrigerator in a campus apartment.
- Televisions: Power Input - 120 volts. Students must provide television cable. All apartments in MPA are provided a flat screen television in the living room.
  - Use of other electrical devices such as DVD/VCRs, stereos, CD players, hair dryers and personal computers are permitted, providing such devices are plugged within the room and do not exceed the amperage limits of the circuits within the rooms. All electrical appliances must be kept in good working condition and are subject to inspection by university employees. The university also reserves the right to confiscate unauthorized or dangerous electrical appliances. **OCTOPUS-TYPE ELECTRIC PLUGS AND HALOGEN LIGHTS ARE NOT PERMITTED. Electrical cords are not permitted to be run under carpets. MICROWAVE OVENS ARE ONLY PERMITTED IN CAMPUS APARTMENTS.**
9. Food Storage and Preparation - Fire safety requirements prohibit cooking in student rooms (except for MicroFridges). Cooking must be done in kitchen areas or other designated areas if provided in the residence hall. Residents who store food in their rooms do so at their own risk. All food must be kept in tightly closed containers and must be removed during periods when the residence halls are closed to ensure effective pest control.
  10. Extermination – If the University needs to exterminate bugs, fleas, ants, etc. in any rooms or apartments for any reason, students are required to follow the Facilities Services Supervisor and the exterminator's rules regarding the timing, cleaning and/or removal of personal items, and any follow up instructions. Failure to do so could result in disciplinary action, and/or cancellation of your contract and subsequent removal from campus housing. University officials will inspect all apartments once each semester to ensure that health and sanitation standards are being maintained. Students will be advised as to the time of inspections.
  11. Animals - No animals or pets, including laboratory specimens, are permitted in the residence halls/apartments with the exception of tropical fish. Students found with animals in rooms/apartments may have disciplinary action taken and/or cancellation of their contract and subsequent removal from campus housing. Service or therapy pets are approved only upon coordination with the Students with Disabilities Center.
  12. Weightlifting - Equipment may only be used in designated areas.
  13. Sales/Solicitation/ Commercial Activity - Solicitors and tradesmen - including students and employees assuming an entrepreneurial role - are prohibited from entering the grounds for the purpose of transacting business with members of the university community. See the Residence Hall Handbook for more details.
  14. All residence hall and apartment facilities are non-smoking.

## X. FIRE SAFETY

Since the potential danger posed to the residence community by fire is so severe, any resident identified as igniting any facility, furnishings, equipment, interfering with fire officials, interfering or tampering with a fire alarm system or safety equipment or placing false alarms will be subject to arrest, fines, and/or disciplinary action as well as termination of the Housing Agreement. All residents are required to participate in fire drills. Evacuation of the building by all residents is required immediately after the fire alarm sounds. Failure to evacuate will result in fines and disciplinary action.

The storage of explosive or flammable substances within any residence hall is strictly prohibited. In addition, the use of other flaming articles, including incense and candles is prohibited. The transfer, use, or possession of explosives, fireworks, firearms, dangerous chemicals, or any lethal weapons on university property is prohibited. Campus students must register hunting equipment for storage in the University Police Office. This includes firearms, ammunition, knives, and arrows related to such equipment. The use of an outdoor grill is permitted in designated areas only. Grills must never be left unattended. Grills must not be stored inside any residence hall or apartment.

## XI. SAFETY AND SECURITY

All residence halls are locked 24 hours a day, 7 days a week. Resident students must carry their BU ID card to gain access into their residence hall/room. Residents are encouraged to keep their room door locked at all times. Visitation procedures will be in effect for individual halls to maintain safety and security. All non-residents and guests must call their host from the lobby vestibule phone in order to gain entrance into a residence hall. Guests must be registered with Residence Life and escorted at all times and may only enter and exit through the main doors of the hall. Failure to comply with visitation procedures will result in disciplinary action as outlined in the Student Code of Conduct.

Apartment residents should carry their BU ID card with them at all times. Front doors to apartments and individual bedrooms (MPA, MOA, JKA) in apartments are by card access. Kile apartment front doors are card accessed. Kile bedrooms have programmable locks. Apartment residents are encouraged to keep their bedroom doors locked at all times.

## XII. LIABILITY

The university assumes no LEGAL RESPONSIBILITY for accidents or injuries incurred by students falling from beds or ladders in rooms where they have loft beds or have chosen to bunk their beds.

Bedrails are standard and installed on all bunked and lofted beds as an added safety feature for our students. They are inventoried into the room and must be present and in use while there are lofted and/or bunked beds in use in the room. We feel very strongly about the added safety the bed rails provide in the prevention of falls. Bed rails must remain on the beds and we highly recommend that you do not remove them. Students will not incur a charge for removing bedrails however, a replacement fee of \$53 per bedrail will result for any missing or damaged bedrails.

The university assumes no LEGAL RESPONSIBILITY for the loss of or damage to personal property due to insufficient or excessive heat, fire, smoke, water, the elements or actions of third persons. Therefore, **students are strongly encouraged to take computers, TVs, stereos, etc. home over semester breaks to avoid potential damage. Residents should carry insurance protection for their personal belongings.**

## XIII. TERMINATION

The university may terminate the Housing/Food Service Agreement for violations of any of the provisions herein, for violations of university regulations, residence hall/apartment rules and regulations, health or for any other reason deemed sufficient by university officials. Resident students whose agreements are terminated for any reason (withdrawal, academic dismissal, housing revocation, etc...) must vacate their rooms/apartments within 48 hours of notification.

Loss of housing could result if Residence Life staff determine that an individual's behavior is detrimental, disruptive or disorderly to community living.

**THE EXECUTION OF THIS AGREEMENT REQUIRES THAT BEFORE REGISTRATION, THE STUDENT MUST HAVE SATISFIED ALL OUTSTANDING OBLIGATIONS TO THE UNIVERSITY FROM PRIOR PERIODS OF ATTENDANCE INCLUDING BASIC ADMISSIONS, HOUSING, AND FOOD SERVICE FEES.**

I have read the above terms and conditions.