

Academic Year Housing Contract

This 2018-2019 full academic year contract (the “Contract”) is made between Regis University and the signed student below, hereby referred to as “Student”.

Each student who resides on campus must agree to the terms and conditions of this agreement. By submitting the Contract electronically as a part of the on-line Regis Housing Application, the Student is committing to the terms and conditions set forth therein as if they had signed this Contract in their own hand.

This is a legally binding agreement between Regis University and the Student covering living accommodations including room and board in university housing. Now therefore, Regis University and the Student agree to the following:

I. Eligibility

The Student must be enrolled full-time (at least 12 credit hours) in undergraduate courses at Regis University to enter a Regis University Housing Contract and must maintain full-time status throughout their time in university housing or obtain written authorization from the Office of Residence Life to remain in residence with less than full-time status.

II. Contractual Agreement

Regis University agrees to assign living accommodations including room and board in university housing to the Student after completion of a housing application and payment of the housing deposit. The Regis University housing contract extends for a full academic year, so it is important that families plan well in advance of the year and commit to the year once the Student moves in. However, Regis University also reserves the right to terminate this contract by the conditions specified herein.

The term of this Contract is one full academic year (fall and spring semesters) or remaining portion thereof. However, the student may not reside in the halls during the period in which the Residence Life housing is officially closed. Any request for housing other than that which is provided for by this agreement must be requested in writing and approved by the Office of Residence Life and paid for in accordance with the Regis University Student Accounts schedule.

III. Housing Policy

The Student agrees not to enter any residence hall space until the dates designated by Regis University for the fall and spring semesters unless authorized to do so by the Office of Residence Life in writing. Students who enter their rooms during the break (winter and summer) periods will be asked to leave immediately and are subject to disciplinary action.

The Student agrees to abide by all policies pertinent to residence hall living as detailed in the current edition of the Regis University Student Handbook. The Student also agrees that Residence Life housing shall be used and remain in compliance with all applicable Federal, State, and City laws.

The Student agrees to abide by the guest policy outlined in the [Regis University Student Handbook](#).

Regis University will terminate this contract or take possession of the room at any time for violation of this contract, including incorporated provisions of Regis University student policies.

Any waivers of exceptions to this contract must be documented in writing by both the Student and the Office of Residence Life. This contract is not transferrable to another party.

IV. Housing and Other Charges

The Student authorizes Regis University to post university housing charges directly to their student account. The Student understands that the charges may include, but are not limited to, housing charges, reimbursement of damage costs, lost student ID or key replacement, and lock out fees.

Each student is issued a student ID card and/or key to gain access to the residence hall and his/her individual room. Loss of card and/or key or failure to return the key originally issued at the time of withdrawal, termination, room charge, or end of academic year will result in the Student being charged to their student account for its replacement and/or changing of locks.

V. Residency Requirement

The first-year and second-year residency requirement is published in the [University Bulletin](#), on the [University Housing](#) web site, and in the [Regis University Student Handbook](#). It requires students to live on a college campus for four complete semesters, not including summer terms, or to be 21 years of age prior to opening day of fall semester, in order to qualify to live off campus.

VI. Room Assignment and Occupancy

Room assignments will be made only when an application is completed and a non-refundable deposit is paid (\$150 for first-year and transfer students, \$300 for upper-classmen and graduate students). This contract is for space in university housing and not for a particular accommodation, room or roommate.

The Student must claim their assigned room on the date and time established and published by the Office of Residence Life by checking into the room in person or notify the Office Residence Life in writing that Student's arrival will be delayed. The Student's failure to claim their assigned room does not constitute cancellation of this Contract. See Section IX for conditions of cancellation.

Regis University reserves the right to make assignments, reassignments and temporary assignments of accommodations as it considers necessary. Regis University reserves the right to consolidate students as needed. Building or room changes may not be made without prior written approval of the Office of Residence Life.

In order to obtain a room change students must follow the documented room change process set forth by the Office of Residence Life. Prior written authorization of a Residence Life Coordinator is required to change rooms. Failure to follow the procedure prior to making a room change may result in disciplinary action and/or appropriate housing costs.

VII. Liability and Damage

The Student agrees that upon check-out, they will return the Residence Life housing assignment and its furnishings to the condition that was documented upon first assuming occupancy, normal wear and tear excepted. Hall closing policy for winter break periods must also be followed per documentation provided by the Office of Residence Life. Any alterations to the room during the term of this contract must be approved in writing by the Office of Residence Life prior to such alteration being undertaken. Failure to comply with this policy may result in disciplinary action and/or reimbursement of damage costs.

All Regis University property, including furnishings in the house, unit, room, lounge, dining, recreation and study area, and other common areas, must not be moved from the assigned areas without authorization from the Office of Residence Life.

The Student specifically agrees to be liable for damage or other loss incurred to the building, room, furniture and equipment which are not the result of ordinary wear and tear, this could be extended to maintenance and sanitation. Damage within the room is the responsibility of the student(s) assigned. Damages that occur to public areas (e.g., restrooms, lounges, study room, etc.) that are not attributable or chargeable to a specific individual or group must be equally shared by the residents of the living area where those damages occurred. The Student agrees to pay such damages to Regis University upon demand.

Regis University assumes no liability for the loss of money, clothing, or other personal property or damage to student property housed in Regis University facilities. The room rates are based upon the absence of such liability. **Students are encouraged to carry private insurance on their personal property.**

VIII. Right of Entry

Regis University respects the right of the Student to the privacy of their room. However, for reasons of safety, health, general welfare or official business, including reasonable grounds to suspect a violation of University policy, Regis University reserves the right to enter a student's room to conduct health and safety inspections.. Disciplinary action may be taken with any student(s) found in possession of such items.

IX. Meal Plan

This contract shall include for all first-year students the selection of a meal plan as provided by the food service contract. Food service privileges are non-transferable.

X. Cancellation of Contract

Contract Cancellations must be submitted to the Office of Residence Life in the form of the [Housing Cancellation Request Form](#) published by the Office of Residence Life online. All forms must include a letter from the Student detailing the specific situation that necessitates a cancellation of the housing contract and documentation as detailed in the Housing Cancellation Request Form.

Authorized Contract cancellation reasons include graduation, transferring to another school, total withdrawal/leave of absence from Regis University, study abroad, financial duress, marriage, and medical reasons. Specific requirements for each reason of cancellation are detailed in the [Housing Cancellation Request Form](#).

Students who are held to the first-year and second-year Residency Requirement, see Section IV for more details, must include a [Residency Requirement Exemption Form](#) with their [Housing Cancellation Request Form](#).

Submitting a request for cancellation of the Contract does not ensure approval. Students will be notified of approval status in writing from the Office of Residence Life.

Students who have gained approval for a Contract Cancellation will be held to the [Refund Chart](#) established and published by the Office of Residence Life.

I understand that failure to pay housing fees outlined in this contract will result in my account being sent to external collection agencies. I further understand that upon non-payment of this agreement as stated, Regis University may declare the balance due and payable. In the event that the balance is placed in the hands of an attorney for collection through legal proceedings or otherwise, I agree to pay late fees, attorney fees, court costs, collection agency fees and all other applicable charges to Regis University. I understand that this electronically signed contract is equal to a loan and is not dischargeable in bankruptcy. This agreement shall be governed by Colorado law, excluding its conflicts of law's provisions. Should I default, Regis University and its respective agents reserve the right to report defaulted information to the credit bureaus.

I understand that Regis University reserves the right to restrict and/or drop my registration if I have a financial obligation that has not been paid. The release of my transcripts and diploma will also be restricted until my financial obligation with Regis University is paid in full.

I authorize Regis University and their respective agents and contractors to contact me regarding my student account, including repayment of my student account, at the current or any future phone number that I provide for my cellular phone or other wireless device using automated telephone dialing equipment or artificial or pre-recorded voice or text messages.

I understand that it is my responsibility to update the university if my mailing address changes. I understand that I am still obligated to pay even if I do not receive a bill via USPS mail including any associated collection fees.

By signing this Regis University Housing Application, I certify that I have read and understood the terms and obligations of this Contract, and understand that this Contract is a legally binding agreement between Regis University and myself, and I agree to be bound by the provisions stated herein. I understand that if I am a minor (under 18 years of age), my parent or guardian must also read and agree to the Parent Contract and submit it to the Office of Residence Life, Housing and Event Services separately.

Student Signature _____ Date _____

Student Name (please print) _____