

# HOUSING CONTRACT

## 2018–2019 Academic Year

Please select the semester for which you are applying:

- Fall 2018 and Winter 2019   
  Winter 2019 only   
  Spring 2019   
  Summer 2019

### PERSONAL INFORMATION

Last Name		First Name		Middle Name	
Student ID #			Birth Date (mm/dd/yyyy)		Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
Permanent Mailing Address			Apartment No.		P.O. Box
City		State	ZIP Code		
Country		Preferred Phone Number (    )		Alternate Phone Number (    )	
		<input type="checkbox"/> Cell <input type="checkbox"/> Home		<input type="checkbox"/> Cell <input type="checkbox"/> Home	
External Email			SVSU Email		

### INCOMING FRESHMEN (FIRST TIME IN COLLEGE – FTIC) AND FRESHMAN TRANSFERS

Incoming freshmen are placed in First Year Suites and one of the three (3) Living Centers (MJ Brandimore House, LC South or LC Southwest). All options may not be available when touring. Numerically rank the list 1–4 with your accommodation preference; the number 1 is the most preferred.

Room rates vary per room style. See [svsu.edu/housing](http://svsu.edu/housing)

- \_\_\_ First Year Suites – Single Bedroom/Shared Suite (4 students, 4 bedrooms)
- \_\_\_ Living Center Efficiency (2 or 3 students, shared)
- \_\_\_ Living Center – Shared Bedroom, Shared Apartment (6 to 8 students, 4 or 5 bedrooms)
- \_\_\_ Living Center – Single Bedroom, Shared Apartment (6 to 8 students, 4 or 5 bedrooms)

### SECOND YEAR+, INCOMING TRANSFERS (30+ CREDITS), RETURNING, OFF-CAMPUS, NON-TRADITIONAL FRESHMEN, NEW INTERNATIONAL, AND GRADUATE STUDENTS

Numerically rank the list 1–9 with your accommodation preference; the number 1 is the most preferred.

Room rates vary per room style. See [svsu.edu/housing](http://svsu.edu/housing)

- \_\_\_ Living Center Efficiency (2 or 3 students, shared)
- \_\_\_ Living Center – Shared Bedroom, Shared Apartment (6 to 8 students, 4 or 5 bedrooms)
- \_\_\_ Living Center – Single Bedroom, Shared Apartment (6 to 8 students, 4 or 5 bedrooms)
- \_\_\_ Pine Grove – Shared Bedroom, Shared Apartment (4 students, 2 bedrooms)
- \_\_\_ Pine Grove – Single Bedroom, Shared Apartment (4 students, 4 bedrooms)
- \_\_\_ University Village – Single Efficiency Unit (1 student, 1 bedroom)
- \_\_\_ University Village – Single Bedroom, Shared Apartment (4 students, 4 bedrooms)
- \_\_\_ University Village – Single Bedroom, Shared Apartment (2 students, 2 bedrooms)
- \_\_\_ Pine Grove – Single Bedroom, Shared Apartment (2 students, 2 bedrooms) - (limited vacancies for UV or PG 2 person singles)

### ROOMMATE REQUESTS (NOT GUARANTEED)

In order for roommate requests to be considered, all prospective roommates must request each other (mutual) on their respective contracts. The applicant and all potential roommates need to submit their housing contract materials early and on/about the same date to be considered. Students in special programs may not have preferences honored due to the community limitations by advisor.

Roommate #1: \_\_\_\_\_ Roommate #2: \_\_\_\_\_ Roommate #3: \_\_\_\_\_  
(Last name, First Name)

All Applicants: Check the box that is most important to you.     Roommate Request     Room Style Request

## ROOM PREFERENCES

Housing Operations will make every effort to honor student and roommate preferences. However, it is not possible to honor all requests. Your requests are PREFERENCES only. Final determination of room assignments rests with the University. SVSU does not make room assignments and will not consider room changes based on race, religion, color, gender, sexual orientation, national origin, age, physical impairment, disability, or veteran status. Students who forfeit rooms due to non-payment or non-registration will be reassigned pending space availability.

## LIFESTYLE PREFERENCE (ALL APPLICANTS)

Do you smoke?..... Yes  No  
 Do you mind living with a smoker?..... Yes  No  No Pref  
 Do you prefer substance-free housing?..... Yes  No  
 When studying, I prefer..... Quiet  No Pref

Are you considered?..... Early Riser  Night Person  
 Are you considered?..... Neat  Disorganized  
 Are you an SVSU athlete?..... Yes  No Sport: \_\_\_\_\_  
 Major: \_\_\_\_\_

Extracurricular Activities:

\_\_\_\_\_

\_\_\_\_\_

## BOARD (MEAL PLANS) INCOMING FRESHMEN AND FRESHMAN TRANSFERS [MANDATORY]

Incoming Freshmen (First Time in College – FTIC) and Freshman Transfers are required to select one of three meal plan options. Declining balance dollars (DBs) are accepted at any Campus Dining location, including the C-store. Unexpended declining balance dollars roll over from the fall semester to the winter semester. Meals per week must be used in the period designated. Meal changes will be honored through the first five (5) calendar days of the start of classes at each semester. Meal plans are automatically renewed for the winter semester.

- Unlimited meals per week + \$200 DBs per semester
- 14 meals per week + \$300 DBs per semester
- 11 meals per week + \$400 DBs per semester

## SECOND YEAR+, INCOMING TRANSFERS (30+ CREDITS), RETURNING, OFF-CAMPUS, NON-TRADITIONAL FRESHMAN, NEW INTERNATIONAL, AND GRADUATE STUDENTS

Residents in this category may choose any of the options below or a combination of meals and declining balance dollars. Unexpended meals per semester roll over from the fall semester to the winter semester; however, meals per week do not. Unexpended declining balance dollars roll over from the fall semester to the winter semester. Meal changes will be honored through the first five (5) calendar days of the start of classes at each semester. Meal plans are automatically renewed for the winter semester.

### Combination Plans

- Unlimited meals per week + \$200 DBs per semester
- 14 meals per week + \$300 DBs per semester
- 11 meals per week + \$400 DBs per semester

### Meals per Semester Only

- 100 meals per semester
- 75 meals per semester
- 45 meals per semester
- No meals

### Declining Balance Dollars per Semester Only

- \$750 DBs per semester
- \$500 DBs per semester
- \$250 DBs per semester
- No declining balance dollars

## MEDICAL INFORMATION / HOUSING ACCOMMODATIONS

Information provided is confidential and may be retained in the Office of Disability Services, Housing Operations, and Residential Life for use in your medical care. **Medical conditions requiring consideration for special housing for living arrangements will require documentation from a licensed health practitioner and registration with the Office of Disability Services by May 1, 2018.** For accessibility-related requests, you will be required to register with Disability Services.

Do you require any special accommodations due to a medical condition or physical/mental disability?

Yes  No

Please explain. \_\_\_\_\_

## FELONY DISCLOSURE

Have you ever been convicted of a felony?  Yes  No

Are there any pending felony charges against you?  Yes  No

If you answered "yes" to any of the above, you are required to submit date, place, charge, and disposition in the space below. Attach any other documents that are necessary for further explanation. Your contract will be reviewed and you will be notified in writing of the decision regarding your housing request. Failure to truthfully disclose information will subject you to potential termination of your housing contract.

\_\_\_\_\_

## EMERGENCY CONTACT INFORMATION

In compliance with the Clery Act, students must identify an individual who may be contacted in the event of a missing persons report. In addition, this information will be used in cases of mental health, medical transport, or hospitalization.

Name: \_\_\_\_\_ Relationship to You: \_\_\_\_\_

Permanent Address: \_\_\_\_\_  
(City, State and ZIP Code)

Home Telephone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_



## CANCELLATION PRIOR TO OCCUPANCY (SEE SECTION 4 ON REVERSE FOR FULL POLICY)

I have read and understand the Cancellations (Section 4) provision on Page 4 of the Housing Contract. I understand I can cancel for any reason and will be charged a \$200 cancellation fee if I notify Housing Operations in writing by May 1st. General cancellation requests, will not be accepted after May 1st for a student to live off campus or commute during the contract period. After May 1st, cancellation requests will be considered only for non-enrollment or if the reasons meet the criteria outlined in Section 4 (graduation, SVSU study abroad, and military duty). The University at its discretion will consider contract releases outside the criteria only if the circumstances are sufficiently extreme or catastrophic in nature with supporting documentation.

Initial Here: \_\_\_\_\_

## WAITING LIST

Students will be automatically placed on a waiting list (pending space availability) should the University have demand that exceeds availability. The Housing Contract is binding until students are notified in writing that there are no vacancies. All vacancies will be finalized by August 1, 2018 and wait-listed students will be notified of status of residency.

## MAILING INSTRUCTIONS

The contract materials and the \$200 pre-payment must be received to complete the reservation request. Please mail or deliver to the address listed. Make check payable to "Saginaw Valley State University" and include your Student ID number.

## AUTHORIZATION

Your signature acknowledges that all of the information above is correct to the best of your knowledge and that this information may be released in the event of an emergency. You acknowledge that you have read, and understand and agree to all conditions and terms herein contained as part of the Housing Contract materials.

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

## CONTRACT TERMS

You are entering into a binding legal contract with the University. Please do not sign this Contract unless you are certain you have sufficient resources to cover the costs involved. My signature acknowledges that I have read and understood this University Housing Contract and I agree to abide by the terms of the Contract, and further agree to abide by all of the policies and guidelines set forth by the Board of Control of Saginaw Valley State University. By signing this Contract, I agree to make timely payment for housing services and dining services (if applicable) provided to me under the terms and conditions of this Contract.

The Housing Contract is undertaken for the full **academic year (fall and winter semesters)** or for the remainder of the academic year as indicated between Saginaw Valley State University and the student named below. The same Contract will be undertaken for spring and/or summer session(s). This Housing Contract is subject to the terms and conditions as stated in the **2018-2019** Housing Handbook, the Code of Student Conduct, and all other rules and regulations of Saginaw Valley State University which are presently in effect or may be adopted in the future. Please consult the Housing Handbook or [www.svsu.edu/livingoncampus](http://www.svsu.edu/livingoncampus) for specific dates and times regarding opening, closing and semester breaks. Saginaw Valley State University (herein referred to as the University) grants a license for the use of its on-campus living units to the student named (herein referred to as the Resident) upon the following terms and conditions.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent (For student under 18)

\_\_\_\_\_  
Name of Parent (For student under 18)

\_\_\_\_\_  
Date

**1. Assignment and Occupancy of Units.** The University reserves the right to fill vacancies in units and to require the Resident to move to another unit in order to allow for optimum utilization of space or to resolve situations regarding other students in the unit. This includes assigning a second resident to a double room to bring it to normal capacity. The University will attempt to accommodate the Resident's preferences, but does not guarantee assignment to a particular building, type of accommodation, single bedroom or specific roommate(s). The Resident agrees to accept any room assignment made by Housing Operations. The Resident also agrees to pay the rate applicable to the assigned room according to the schedule of rates. The University also reserves the right to assign students to overflow accommodations (increased unit density), in the event that sufficient regular spaces are not available at the beginning of the semester. Final determination of room assignments is at the sole and absolute discretion of the University.

**2. Reservation of Space.** Room space in University Housing will be reserved for the Resident only after a signed Contract and a housing pre-payment of \$200 is submitted to Housing Operations. The Resident is assigned to available space based on the date the signed Contract and the pre-payment are received by Housing Operations. Any Contract received subsequent to Housing Operations reaching full capacity will be placed on a wait list and assigned to available space as it becomes available. Wait-listed Contracts will be assigned space based upon the date the Contract and pre-payment were received.

**3. Regulations.** The Resident agrees to abide by all federal, state and local laws, ordinances and regulations. The Resident further agrees to abide by all rules and regulations enacted from time to time by the University as published in, including without limitation, the Housing Handbook, the Code of Student Conduct and all regulations relating to alcohol, controlled substances and weapons, including firearms.

**4. Cancellations.** The Resident is obligated to honor the terms of this Contract. The Resident will not be released from the Contract to move to off-campus housing or to commute during the contract period. The University will release a Resident from the Contract without any cancellation fee if the Resident:

- 1) Graduates during the contract period.
  - 2) Participates in an SVSU study abroad program during the contract period.
  - 3) Reports for military duty before or during this contract period.
- The University will release a Resident from the contract, subject to the fees below, if the Resident:
- 1) Is academically dismissed from the University.
  - 2) Notifies Housing Operations, in writing, of the intent to cancel by May 1st preceding this contract period.
  - 3) Completely withdraws from classes.

A Resident who is academically dismissed from the University will be charged a \$100 cancellation fee.

A Resident who notifies Housing Operations, in writing, by May 1st preceding the contract period to cancel the Contract for any reason will be charged a \$200 cancellation fee.

A Resident who withdraws from the University after the official payment due date for the fall or winter semester will be charged a pro-rated amount for any actual days in residence and a \$200 contract cancellation fee. However, cancellations for non-enrollment received in writing prior to the official payment due date for the fall or winter semester will be assessed a \$100 cancellation fee.

The University at its discretion will consider contract releases outside the aforementioned criteria only if the circumstances are sufficiently extreme or catastrophic in nature. Requests of this nature must be submitted in writing to Housing Operations and include supporting documentation. Requests that are approved will be charged a pro-rated amount for any actual days in residence and are subject to additional cancellation fees. The Contract will be reinstated for any resident who is released due to withdrawal from the University and subsequently re-enrolls during the contract period.

**5. Subletting.** The Resident may not assign or sublet any of the Resident's interest in University Housing.

**6. Termination.** The University at its option may terminate this Contract and take possession of the housing unit promptly without notice to quit (i) upon any failure of the Resident to timely pay any charges required under this Contract; (ii) upon any failure

of the Resident to comply with any of the terms of this Contract; (iii) for health reasons; (iv) upon failure of the Resident to register for classes by the official payment due date for the fall or winter semester; or (v) when a Resident (or in the case of a family unit the student Resident) is no longer enrolled in at least six semester hours at the University. The Resident will remain responsible for all damage caused to the University as a result of the Resident's breach. If removed from University Housing due to disciplinary action, the Resident remains liable for payment of the Housing Contract through the entire contract term. Non-payment of charges under this Contract will result in the administrative dis-enrollment of a student the Resident from classes at the University. If legal action is required to remove the Resident from the unit, the University shall be entitled to collect its costs, including reasonable attorneys' fees, incurred in removing the Resident.

**7. Occupancy.** Fall Semester – First Time in College freshman residents are placed in First Year Suites and one of the three (3) Living Centers: MJ Brandimonte House, LC South, or LC Southwest. They are assigned specific move-in times the Thursday and Friday prior to the first day of classes. All other residents may begin occupying their assigned room at noon on Saturday prior to the first day of classes. Winter Semester – All residents may begin occupying their assigned rooms at noon on the Sunday prior to the first day of classes. Occupancy End Date – If the Resident is not graduating at the end of the semester, occupancy ends 24 hours after the Resident's last final exam or by 5:00 p.m. on Friday of exam week, whichever occurs earlier. If the Resident is graduating at the end of the semester, he/she may occupy his/her assigned room until 6:00 p.m. on the day of Commencement. Exceptions – Any exceptions for early or late occupancy must be submitted in advance and approved by the Director of University Housing. A Resident who is approved for occupancy outside the defined occupancy period will be charged a daily rate for the additional days of occupancy. Residents of the Pine Grove and University Village Apartments may occupy their assigned unit during the break between the fall and winter semesters. The Resident must comply with the Housing Operations check-out procedures when concluding his/her occupancy. A Resident failing to follow published check-out procedures will be assessed a \$100 improper check-out fee.

**8. Maintenance and Use.** The Resident agrees to occupy the housing unit in a careful and safe manner and is responsible for the actions of his/her guest(s). The Resident agrees to notify the University within seven (7) days of the commencement of this Contract if the Resident discovers any defect or damage to the unit, its furnishings and appliances. The Resident will notify the University of any such damage by completing a room condition report which can be provided by the University Housing Operations and returning the room condition report within the initial seven (7) day period. In the event of a change in units, the Resident will also have seven (7) days from the beginning of occupancy to submit a room condition report for the new unit.

**9. Inspection and Right of Entry.** The Resident agrees to permit the University immediate access to the housing unit for inspection and all other lawful purposes, including repairs, scheduled health and safety inspections, delivery of official University notifications and emergencies.

**10. Insurance.** The Resident shall be responsible for maintaining such renter's and liability insurance as the Resident chooses. The University shall have no responsibility for the Resident's personal possessions.

**11. Casualty.** If the housing unit is damaged by fire or other casualty, this Contract shall automatically terminate unless the housing unit is restored by the University within thirty (30) days.

**12. Utilities.** Electricity, gas, water and sewer service to the housing unit will be furnished by the University as part of the scheduled payments.

**13. Pets.** No pets of any kind shall be permitted in a housing unit except non-carnivorous fish (see Housing Policies and Procedures on the SVSU website for details).

**14. Meal Plans.** Incoming freshmen (First Time in College – FTIC) and freshman transfers are required to participate in one of the first-year meal plans regardless of the facility in which they reside. Residents who enroll in an optional meal plan are obligated to participate for the full semester.

**15. Parking.** Residents may park motor vehicles only in spaces designated by the University. Sufficient parking spaces may not be available for all occupants of housing units. All motor vehicles must be registered with the University Police Department.

**16. Soliciting.** The Resident shall not give solicitors or salespeople access to the unit or participate in organized business or private enterprise for remunerative purposes from the unit.

**17. Furnishings.** The unit is provided to the Resident in a furnished condition. The Resident agrees to treat all appliances, furnishings and furniture in the unit with care, and to promptly report any damage or malfunction to the University Housing Operations or their designated staff.

**18. Nails and Painting.** The Resident shall not install any nails or otherwise place holes or indentations on any wall or other surface in the unit. The Resident further agrees not to paint the unit or any portion thereof.

**19. Time of Essence.** Time shall be of the essence of this Contract.

**20. Guests.** The Resident may not host a guest(s) for longer than two consecutive nights in any University housing facility. Hosting guest(s) for any length of time on a repetitive basis is also considered in violation of the Contract.

**21. Disturbances.** The Resident shall not conduct activities in the unit which unreasonably interfere with the use or enjoyment of other occupants of the same unit or neighboring units. Entertainment and relaxation on the premises by the Resident will be allowed; however, loud, noisy gatherings or other activities or actions which are disturbing to other residents are specifically prohibited.

**22. Michigan Laws.** This Contract shall be governed by the laws of the State of Michigan.

**23. Waiver of Liability.** The Resident waives any liability of the University with respect to injury to person (including death), loss or damage to the Resident's property, or to property in which the Resident may have an interest, where such loss or damage is caused by fire or any of the hazards of the type covered by extended coverage insurance and which arises out of or in connection with the housing unit.

**24. Damage to Unit.** The Resident is liable for actual damage to the unit or any ancillary facility, including furniture, appliances, and equipment, and for maintaining the unit in a safe and sanitary manner. In the event of such damage, the University will hold each Resident of a unit jointly and severally liable for damage charges, and Resident(s) will be billed accordingly.

**25. Forwarding Address.** The Resident must notify the University Housing Operations in writing within four (4) days after the Resident moves, of a forwarding address where the Resident can be reached and where the Resident will receive mail; otherwise the University shall be relieved of sending the Resident an itemized list of damages and the penalties adherent to that failure. Any notices in connection with this Contract should be sent to the following address: University Housing Operations, Saginaw Valley State University, 7400 Bay Road, University Center, MI 48710-0001.

**26. Entire Contract/Modifications.** This Contract represents the entire agreement of the parties. This Contract shall supersede all previous communications, representations, or agreements, either verbal or written. No alteration or variation of the terms of this Contract shall be valid unless made in writing and signed by the Resident and the Director of University Auxiliary Operations, or his/her designee. **The Contract contains the entire agreement and no oral understanding or agreement not incorporated herein shall be binding on the Resident or the University.**

**27. Severability.** If any provisions of this Contract are ruled illegal or invalid by judgment or court order, such ruling shall not affect the validity or enforceability of the remainder of the provisions of the Contract.

**28. Additional Provisions to Which Both the University and the Resident Agree.**

A. The University reserves the right to suspend or terminate all rights of the Resident under this Contract as part of the University's normal disciplinary procedures.

B. The University reserves the right to modify room and board rates.