



# MURRAY STATE UNIVERSITY

## Residential College Contract

**This legal contract and agreement are entered into between Murray State University and the undersigned student. This contract is non-transferable.**

The University agrees under the terms of this contract to provide a space in one of the rooms in a residential college. The student agrees to pay the room rent in accordance with the Schedule of Fees which has been published for the current year. **The contractual period is for the Fall and Spring semesters of the academic year except the vacation periods which are Thanksgiving Break, Winter Break, and Spring Break. Please refer to the University academic calendar for specific dates.**

1. **Claiming of space** in the residential college is defined as accepting a key, or signing in, or placing belongings in the room, constitutes binding acceptance of this contract, and the student shall be responsible for payment of the full amount of the charges for the entire contractual period.
2. The student agrees to pay a **housing deposit** which guarantees occupancy and serves as a damage deposit. The deposit is refundable by completing the on line cancellation form by the deadlines listed in item#3. The deposit, less any pending charges against the student, will be refunded after the student moves off-campus and officially checks out of MSU housing.
3. Cancellations after June 1 for the fall semester or after December 1 for the spring semester will result in the occupant forfeiting their housing deposit. Cancellations submitted for the spring semester are subject to a liquidation fee. Refer to items #5 & #6 for more information on mid-year cancellations.
4. During the contractual period the student can be released from the contract only for the following reasons: (1) official withdrawal from the University, (2) graduation, (3) student teaching, (4) dismissal from the residential college or University, or (5) marriage. If during the contractual period the student vacates, he/she is liable for the full payment of the contract.
5. The student may **TERMINATE** this contract at the end of the fall semester of the academic year if he/she is student teaching, completing an internship or exchange program, graduating, withdrawing, academically ineligible, transferring schools, leaving for military duty, or married within the fall semester.

6. The student who has completed four (4) full time semesters lived on campus may LIQUIDATE this contract at the end of the fall semester by agreeing to pay 25 percent of the current room rate or by receiving a refund of 75 percent of his/her prepaid rent for the spring semester. THIS OPTION IS NOT AVAILABLE AFTER THE STUDENT SIGNS IN OR MOVES INTO THE ROOM FOR THE SPRING SEMESTER. THE LIQUIDATION OPTION IS ONLY AVAILABLE FOR THE SPRING SEMESTER.
7. The student **agrees to abide by all laws and Housing and University rules including those contained in the Student Life/Calendar Handbook.** The university reserves the right to deny or cancel at any time the Residential College Contract of any student evidencing an inability to abide by applicable laws or rules while living in housing at Murray State University, or believed to be a potential threat or danger to the University community, including students, faculty, or staff. A student who is denied or otherwise excluded from residence in University housing may appeal in writing with any supporting documentation to the Coordinator of Student Conduct and Special Projects in 425 Wells Hall. Appeals must be received within five (5) working days from the date of the original decision denying or canceling University housing.
8. The student accepts responsibility for, and is held liable for the condition of the room after check-in. The student accepts full responsibility for the conduct of his/her guests. The student agrees to pay the charges for any damages as determined by the University. This includes any charges billed to a group of residents as a result of vandalism taking place in any public area of their residential college.
9. **The University reserves the right to make room and college assignments.** The University also reserves the right to change that assignment when necessary to consolidate residents or to move a resident whose behavior is judged to be detrimental to the quality of the living environment. This consolidation may occur until November 15 during the fall semester and April 1 during the spring Semester. The student, in turn, agrees to accept another roommate or to move to another room, whichever is necessary (the consolidation of residents is the moving together of those students who are paying for double occupancy, but for some reason, not necessarily because of any actions of their own, are in a room by themselves without a roommate). Students who fail to cooperate with the consolidation process may be assessed a prorated private room charge.
10. The student agrees to vacate the room within 48 hours in the event that his/her status changes so that he/she is no longer a registered student.
11. **The student agrees to follow the prescribed check-out procedure before vacating the room.** The check-out procedure is (1) the student's having the responsibility for making an appointment in advance

with his/her staff members so as to be sure that a staff member will be present when the resident is ready to leave; (2) cleaning the room; (3) turning in the key(s); (4) having the room inspected by a staff member; and (5) signing out on the room condition form. Failure to complete this check-out procedure fully by the published deadline will result in the forfeiture of the residential college deposit. The student is responsible for leaving his/her room in a clean condition. Failure to do so will result in a cleaning charge.

12. The University reserves the right to have duly authorized personnel enter a residential college room under reasonable and restrained conditions for the purposes such as to provide maintenance; to insure the personal health, safety, and security of college residents; or to enforce the rules when there is reasonable cause to believe that rules are being violated.
13. Items or personal belongings which are left in the residential college after the end of the contractual period, will be considered abandoned and will be removed or disposed, and additional charges may be assessed.
14. The University reserves the right to remove (or have removed) any foreign object attached in any way to the inside or the outside of any residential college room door or window and is a potential safety/or maintenance hazard, or is deemed harmful/detrimental to the community environment in the residential college.
15. The University accepts no responsibility for losses of, or damages to, resident's property. I have read this contractual agreement, understand it, and hereby agree to all terms and conditions of the contract.