WITTENBERG UNIVERSITY
2011-2012 NEW STUDENT HOUSING AND BOARD CONTRACT
THIS CONTRACT IS BINDING FOR THE FALL AND SPRING SEMESTERS OF THE ACADEMIC YEAR

STUDENT NAME ____________________________________________________________

LAST ______________________ FIRST ___________________ MIDDLE INITIAL ________________

I HEREBY CONTRACT WITH WITTENBERG UNIVERSITY FOR THE FOLLOWING SERVICES:

NOTE: IF MAILING CONTRACT, PLEASE SEND TO THIS MAILING ADDRESS ONLY:
STUDENT DEVELOPMENT OFFICE-HOUSING CONTRACT, WITTENBERG UNIVERSITY, PO BOX 720, SPRINGFIELD, OH 45501

1) Boarding Accommodations for the academic year (please check desired meal plan):

( ) Carte Blanche Meal Plan (Unlimited dining in the CDR) and 100 Bonus Points: $2,234 per semester; TOTAL $4,468

( ) 225 Flex Meal Plan (average of 14 meals per week) and 100 Bonus Points: $1,954 per semester; TOTAL $3,908

Each bonus point is valued at one dollar ($1.00) and can be spent at any dining location.

Additional points may be purchased at the Student Center, Coordinator’s Office

2) New Student Housing Accommodations for the Academic Year (Hall assignments are based on survey selections/paid deposit date):

Standard Double Room: $2,413 per semester; TOTAL $4,826  New Hall Double Room: $2,663 per semester; TOTAL $5,326

THE HOUSING AND BOARD CONTRACT IS BINDING FOR FALL AND SPRING SEMESTERS OF THE ACADEMIC YEAR

Registration as a full-time student at the University during any academic year constitutes your acceptance of the Housing and Board Contract and the rates then in effect unless you have received prior written approval from the Associate Dean of Students for Residence Life to live elsewhere in accordance with the University housing policy. Your failure to reside in a residence hall or to secure exemption from housing requirements shall make you liable for a minimum of the double room rate and possible dismissal from the University.

3) CONTRACT SIGNATURE
I acknowledge that I have read BOTH pages of this agreement, and I understand that this is a legal contract. I agree to the conditions set forth herein. See back page for important information on termination.

STUDENT SIGNATURE ___________________________ DATE __________________________

PARENT/LEGAL GUARDIAN SIGNATURE ___________________________ (required for students under age 18)

4) VACCINATION STATUS STATEMENT
It is a requirement of Ohio law that students residing in on-campus housing must submit a Meningitis and Hepatitis B vaccination status statement form. BOTH SECTION A AND SECTION B MUST BE COMPLETED AND SIGNED AT BOTTOM

A: MENINGITIS
Meningococcal meningitis is a rare but potentially fatal bacterial infection of the brain and spinal cord. For more specific information about meningococcal meningitis, please visit the following website: http://www5.wittenberg.edu/administration/health_wellness/meni.html

☐ I have received the meningococcal meningitis vaccine

☐ I have reviewed the information on the above website and have chosen not to receive the meningococcal meningitis vaccine

☐ I will be receiving this vaccine prior to entering school in the Fall

B: HEPATITIS B
Hepatitis B is a serious infection of the liver that can lead to chronic liver disease or cancer of the liver, and can be prevented by a vaccine. For more specific information about Hepatitis B, please visit the following website: http://www5.wittenberg.edu/administration/health_wellness/meni.html

☐ I have received the Hepatitis B vaccine Please indicate how many doses and the date(s) given:

☐ one dose Date given________________

☐ two doses Date given________________

☐ three doses Date given________________

☐ I have reviewed the information on the above website and have chosen not to receive the Hepatitis B vaccine

☐ I will be receiving this vaccine prior to entering school in the Fall

STUDENT SIGNATURE ___________________________ DATE __________________________

PARENT/LEGAL GUARDIAN SIGNATURE ___________________________ (required for students under age 18)

ROOM & BOARD REQUIREMENTS: Unless released by the Associate Dean of Students for Residence Life to live in different accommodations, all students, other than those who are married or those commuting from the homes of their parent/legal guardian, are required to live in a University residence hall. All new students are required to purchase a University approved meal plan.

BOARD POLICIES: The University dining program is available seven (7) days per week, open Monday-Friday 7:30 a.m. – 8 p.m., Saturday - Sunday, 11 a.m. – 7 p.m. New students living in residence halls are required to contract for at least the Carte Blanche Plan, which includes unlimited meals and snacks plus 100 Bonus Points, or the 225 Flex Plan plus 100 Bonus Points, which is an average of 14 meals/week. Three guest meals per academic year are also available; Guest passes may not be applied toward Special Events or for meals taken by the meal plan holder. Additional meals are not transferable to other students or guests. Bonus Points are credited programmatically on each meal card and can be used for a la carte purchases in the Post 95, Barbara Deer Kuss Science Center, Founders and/or additional meals in the Center Dining Room (CDR). Each bonus point is valued at one dollar ($1.00). Additional bonus points may be purchased – see above. Parents eat free in the CDR when accompanied by a student using a meal plan, with the exception of Parents’ Weekend, Homecoming, Thanksgiving, and Valentine’s Day. Meals and Bonus Points do NOT carry over from one semester to another.

BOARD DROP/CHANGE: Students who wish to change one boarding plan to another must complete a Board Drop/Change form in person at the Student Center before 4 p.m. on the fourth day of classes: FALL - Thursday, August 25, 2011; SPRING - Thursday, January 12, 2012. Students who fail to file the Board Drop/Change form before the deadline will be obligated to their original contract for that semester.
**Students with special medical or dietary needs** are expected to discuss their needs with the Director of Dining Services by Thursday of the first week of classes of each semester. If Dining Services is unable to accommodate the special need, the student may request special permission to not participate in the University dining program by submitting the following to Residence Life: a statement from his/her physician specifying the accommodations needed and a statement from Dining Services confirming that the dining program cannot accommodate the specified medical or dietary condition. The Associate Dean of Students for Residence Life will review all meal plan drop requests with the Director of Business Services prior to waiving the board requirement.

**RESIDENCE HALL DAMAGE:** In order to promote care of the facilities, residents are financially responsible for damages that occur in common areas. Residents are billed for damages in these areas, with charges assessed against individuals when individual responsibility can be determined. When responsibility cannot be determined, charges are assessed against all residents in the hall. The costs of damages that occur in an individual residence hall room are charged to the occupants of the room.

**WITHDRAWAL:** Students who withdraw from the University within the semester must move out of University housing within 48 hours following the exit interview. If leaving at the end of the semester, the normal closing schedule is followed. Exceptions must be approved by the Associate Dean of Students for Residence Life. Before leaving campus, students must check out of their room with the appropriate staff member (AC or RA). Upon checking out, students must turn in the appropriate paperwork along with their key. For students withdrawing on a voluntary basis, housing and board refunds are granted on a pro-rated basis through the 5th week of the term and are based on the date of the exit interview and proper checkout. After the 5th week, no refund is granted. Charges are refunded according to the following schedule. The refund calculation will be based upon the date in which the student submits the appropriate withdrawal paperwork and properly checks out of the room as stated above:

<table>
<thead>
<tr>
<th>Timeframe</th>
<th>Refund Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>One week or less: 90% refund</td>
<td>Two weeks or less: 80% refund</td>
</tr>
<tr>
<td>Four weeks or less: 40% refund</td>
<td>More than five weeks: no refund</td>
</tr>
</tbody>
</table>

**ROOM ASSIGNMENT:** The housing section of this contract is for living unit space and does not guarantee the student any particular room or specific accommodations. The University reserves the right to: move or reassign a student to other facilities; assign roommates; consolidate vacancies by requiring residents to move from single occupancy of double rooms to double occupancy or requiring students occupying double rooms as singles to pay the single rate; and consolidate vacancies by closing parts of or entire halls. The Residence Halls will be closed whenever classes are not in session, and students are not permitted to remain in the halls during these periods.

**ROOM FURNISHINGS:** It is the policy of the University that NO furnishings be removed from the room unless special circumstances prevail in which case permission for removal of furnishings can be granted in writing by the Associate Dean of Students for Residence Life. The student accepts full responsibility for the University-installed furnishings and fixtures in the room at the time the student checks into the room and any furnishings or fixtures added to the room by the student. The student is responsible by the duration which the furnishings and fixtures remain in the room and any removal or permission of the Associate Dean of Students for Residence Life will be presumed lost, and the student will be charged the full replacement cost for items missing from the room at check out. The University will not be responsible for loss or damage from any cause to the personal property of the student. The University recommends that each student be covered by a sufficient homeowner’s or personal property insurance policy. Students who choose to bunk their beds do so at their own risk. Students who choose to rent lofts from Open Space Concepts do so at their own risk. The University is not liable for accidents relating to bunk beds or rental lofts.

**ROOM ENTRY:** The University reserves the right to enter any student’s room at any time for the purposes of law enforcement, enforcing University policies, inspection, maintenance or repair. By signing this contract, the student specifically authorizes the Dean of Students, or his/her designee, a law enforcement officer, or any worker authorized or employed by the University to enter his/her room for the purposes listed above. The Dean of Students, a designated representative of the Dean of Students, or a law enforcement officer may conduct a room search 1) to investigate suspected illegal activity, violation of University policies, and/or violation of health or safety regulations; 2) in case of emergency; or 3) to recover University property.

**POLICY/PROCEDURE:** As part of the consideration for this contract, the student agrees to follow all rules, regulations, policies, and procedures set forth by the Board of Directors, Administration, Student Senate, Faculty, Residence Hall Association, or any other University body authorized to make rules, regulations, policies, or procedures and to follow rules, regulations, policies, and procedures that are set forth or changed after the student is accepted. The student understands that the actions prohibited are some of the grounds for termination of this contract by the University: unauthorized use of alcoholic beverages; illegal use of drugs; illegal distribution of drugs; gambling of any sort; possession of weapons, firearms, fireworks, or other explosives; use of facilities for commercial purposes; and the keeping of pets, except tropical fish. Setting of false fire alarms and/or tampering with fire alarms, smoke detectors, or other fire equipment is prohibited. Any student involved in such activity will be referred for legal prosecution according to state law and/or local fire codes. Students must evacuate a residence hall when the fire alarm sounds. Students are not permitted to remain in the halls during these periods. Students who remain in the halls when the fire alarm sounds will be referred for legal prosecution according to state law and/or local fire codes. Residents are not permitted to remain in the halls during these periods. Students who remain in the halls when the fire alarm sounds will be referred for legal prosecution according to state law and/or local fire codes.

**ROOM SECURITY:** The University recommends that each student be covered by a sufficient homeowner’s or personal property insurance policy. Students who choose to bunk their beds do so at their own risk. Students who choose to rent lofts from Open Space Concepts do so at their own risk. The University is not liable for accidents relating to bunk beds or rental lofts.

**ROOM SECURITY:** The University recommends that each student be covered by a sufficient homeowner’s or personal property insurance policy. Students who choose to bunk their beds do so at their own risk. Students who choose to rent lofts from Open Space Concepts do so at their own risk. The University is not liable for accidents relating to bunk beds or rental lofts.

**Housing Availability/Rate Changes:** The student understands that the Wittenberg University Board of Directors determines the rates for board and housing. The student further understands that the rates in effect are valid only for the current academic year, and that the University does not guarantee that the rates will remain the same for future academic years, or that particular board or housing options will be available. The University guarantees housing only to freshmen and sophomore students.

**Contract Termination:** This contract is between the student named herein and Wittenberg University and is binding upon both parties for the Fall and Spring semesters of the current academic year. If the student voluntarily withdraws from the University during the Fall and Spring semesters of the current academic year, the University reserves the right to cancel this contract at any time. In the event of a student’s failure to participate in the dining program, the Associate Dean of Students for Residence Life and the Dean of Students will work together to place the student in alternative housing arrangements. The University also may cancel this contract if a disaster, fire, act of God, or other event shall prevent performance.

**Revised Code 5321.031 Termination Process:** If the student voluntarily withdraws from the University, or ceases to attend classes, the University may cancel this contract. If the student violates the law, any provision of this agreement, or any University rules, regulations, policies, or procedures, the University may cancel this contract following a hearing in which such violation is determined. The student will receive written notice of such hearing and have the right to be heard in accordance with the University’s published disciplinary policies. Termination of the University housing and board contract does not relieve the student of his/her obligations or entitle the student to a refund of amounts previously paid. The University also may cancel this contract if a disaster, fire, act of God, or other event shall prevent performance.