

## CONDITIONS OF THE HOUSING AGREEMENT

1. **Agreement Period:** This Agreement is for the entire academic year (or remaining portion thereof). Rooms may be occupied in accordance with the College Residential Hall calendar. (Note that this calendar is subject to change.) Periods of College vacations or breaks are not included in your Agreement and such periods are not covered by room fees. You should plan to vacate the facilities at the designated times. Break housing may be made available, and possibly in alternate facilities, at an additional daily fee. Your room may be used by another student(s) during Winter Break in accordance with our Winter Break Policy. Students approved for early arrival/staying late may be charged an additional fee for these accommodations. All requests for early arrival/staying late must be made in writing.
2. **Eligibility:** You must be an enrolled student at Lycoming College to remain eligible to hold this Agreement. The College reserves the right to cancel this Agreement if your course enrollment drops below 12 credit hours at any time during a semester or if you fail to occupy the assigned space by the second day of classes without prior written notice to the Residential Life Office.
3. **Assignment of Space:** The College reserves the right to make final assignment of residential hall rooms. The College will not discriminate in room or hall assignment on the basis of race, color, religion, disability, age, national origin, ancestry or any other basis prohibited by applicable law. Lycoming College further recognizes and appreciates the educational value of diversity and does not consider differing backgrounds, races, or religions to be acceptable reasons for honoring room change requests. Room assignments for returning residents are completed through a lottery process. At the time of initial assignment of students who did not participate in the lottery process, a reasonable attempt will be made to assign you to a hall, room, and roommate based on the preferences listed on your Housing Agreement and the date the Agreement is received by the College. Failure to honor room preferences will not void this Agreement. The Residential Life Office reserves the right to change residential hall and/or room assignments, to assign roommates, or to consolidate vacancies by requiring residents to move when necessary. Further, the College reserves the right to reassign any student who is infringing on the rights of his/her roommate or other members of the residential hall to sleep, to study, or to have privacy. The Residential Life Office reserves the right to alter room assignments, reassign space, or provide temporary housing based on administrative need.
4. **Cancellation of Agreement:** The College has the right to terminate the Agreement on the grounds of disciplinary or other reasons. The student may request cancellation of the Agreement for the following reasons: a) the student marries or becomes legally responsible for a dependent child during the Agreement period; b) the student elects to commute within the conditions of the College Residential policy; c) the student withdraws from the College. In all cases, the student must provide written documentation supporting the request for cancellation. No refund of the deposit will be made for cancellation. Room rent for enrolled students is not refundable after classes begin. Refer to the "Lycoming College Withdrawal Refund Policy" for refunds if you withdraw from the College. If the Agreement is terminated, the student will be required to vacate the residential halls.
5. **Check Out of Room:** When you check out of your room, follow the procedures and assigned times printed on the Residential Life Webpage. Failure to check out properly (such as at the assigned times) and/or to return keys will result in administrative fees and/or charges, the forfeiture of any damage billing appeal rights, and possible forfeiture of any remaining personal belongings.
6. **Damages:** You are responsible for loss of or damages to College property in your room, or loss of or damages to College property in public areas by you and your guests. Public area loss and/or damages that cannot be attributed to an individual may be charged to the residents of the unit. See the Residential Life Webpage for details.
7. **Fire, Theft or Other Damages:** The student is solely responsible for their property. The College will not be liable for loss of or damage to your property located within a residential hall or apartment from any cause whatsoever. In the event that your room/apartment is rendered uninhabitable, and the College does not elect to furnish other accommodations, this Agreement shall be terminated and any unused room rent shall be refunded. You are encouraged to investigate methods of insuring your property through a homeowner's or renter's insurance policy.
8. **Sanitation:** Housekeeping service is provided in hallways, common areas and bathrooms, but is not provided by the College in your room. Maintenance services are provided in all areas, and the resident agrees to notify the College of needed repairs. Residents are to maintain sanitary standards that protect the safety, health and well-being of all residents.
9. **Utilities and Furnishings:** The College agrees to provide phone service, electricity, water and heat during the periods when the residential halls are open and available for student use. Telephone service may be available to students eligible for this service. Washers and dryers are available for student use at an additional charge. Room furnishings include bed, mattress, desk, chair, drawers, mirror, closet and window treatment. College supplied furnishings may not be removed from the assigned room without prior written permission from the Residential Life Office. Public area furniture is for the use of all residents and is not permitted in student rooms either on a temporary or permanent basis and will result in an administrative fine and/or disciplinary action. Interruption of any or all of these services on a temporary basis will not be considered a breach of this Agreement and the College assumes no responsibility for damages as a result of the interruption of these services such as food spoilage.
10. **Joint Responsibility:** If the space is assigned to more than one person, each of you is responsible for damage and conduct that occurs in the space.
11. **Safety and Security:** You are required to comply with safety procedures in the residential halls and may not tamper with locked doors, prop exterior doors, or admit unauthorized people to buildings. Persons placing false reports, false fire alarms, interfering with emergency services personnel, tampering or removing fire or other safety equipment, causing a fire or fire hazard, are subject to removal from College housing and prosecution under Pennsylvania statutes.
12. **Room Entry:** The College reserves the right for authorized College representatives to enter rooms for housekeeping purposes, repair or maintenance, health or safety, at any time and without prior notice. For disciplinary reasons, authorized College representatives will enter either with the consent of the resident(s) or per policy the approval of the appropriate College Administrator.
13. **Board:** A board plan is required of all resident students. The board charges are separate from the room fee. The dining room is not in operation during Thanksgiving and Spring Breaks and when the residential halls are closed.
14. **Guests:** You are responsible for the conduct of your guests and for informing your guests of all College policies and procedures. Guests may be housed overnight in accordance with guidelines published on the Residential Life Webpage, and must be properly registered with the Office of Safety and Security.
15. **Policies and Regulations:** You are expected to comply with all College and Residential Life policies and regulations. These are published on the Residential Life Webpage, the Student Policies Manual, the Lycoming College Academic Catalog and other College publications.
16. **Use of Room:** Your room may not be sublicensed or used for any commercial purpose. All rights to occupancy shall terminate if you withdraw, are suspended, expelled, or placed on residential hall suspension.