

4. General Information

- a. **PURPOSE:** The primary purpose of the housing contract is to provide a framework for the occupancy agreement between the individual resident student and **Lincoln University of Missouri**. In addition to the provisions outlined in this contract, resident students agree to abide by all provisions and regulations outlined in the Residential Life Handbook and Student Code of Conduct, as well as any other adopted and distributed policies by the University. **ADDITIONALLY, THE STUDENT AGREES TO ABIDE BY ALL STATE, LOCAL, AND FEDERAL LAWS.**
- b. **RESIDENT INFORMATION:** The resident (and parent if under age of 18) must provide accurate and correct information at the time of filling out the contract. Failure to do so may be grounds for the termination of the contract and immediate revoking of the right to occupancy of the resident. If someone requests information on the resident or resident's rental history for law enforcement, governmental or business purposes, we can provide it without notice to you or any further consent.
- c. **ELIGIBILITY:** Only full-time Lincoln University students may reside in residence halls unless prior written approval is granted by the Director of Residential life and Housing or Associate Vice President – Dean of Students. **A student may not live on campus if they are not enrolled in or attending classes.**
- d. **ENTITLED:** Students are not entitled to a housing assignment and the placement in University housing is contingent upon available space. If space is not available, the University may terminate this contract. The student agrees to accept any accommodation the University assigns, including temporary space.
- e. **OCCUPANTS AND SUBLET:** The contract is between the student and the University for the sole use of the assigned bed space and common areas. The contract may not be sold, subleased, or assigned to another individual. The assigned space is to be used as a residence and for no other purpose such as running a business or solicitation. Lincoln University reserves the right to place a new resident in any unoccupied bed space that is not occupied. Residents may not use the bed space, closet, furniture, etc... of an unassigned bed space so that another student may be placed in that space.
- f. **ENFORCEMENT:** The University reserves the right to enforce any part of this contract and any regulation relating to the proper maintenance or the general well-being of its residents. Violations of the University, Contract, or Residence Hall regulations or expectations may result in student conduct action according to the procedures outlined. Lincoln University also reserves the right to dismiss any student from the residence halls, terminate any housing contract, or sanctions residents as deemed necessary.
- g. **CHANGES:** The University, by action of the Board of Curators, reserves the right to alter any conditions of this contract, including rates, upon 30 day notice. The University reserves the right to change the room assignment and require the student to move to other accommodations when it is deemed necessary, in which case, the student's account shall be credited or charged with any difference in room rates.
- h. **OCCUPANCY TERM:** Unless otherwise put in writing, residential spaces are available for move in starting from 8:00 a.m. on the official first day the Residence Halls open. Residential spaces must be vacated and personal property removed within **24 hours** after the resident's last scheduled final examination /academic commitment or by 2:00 p.m. on the day the official closing date of the Residence Halls; whichever is earlier.
- i. **BREAK PERIODS:** Unless otherwise put in writing, the Residence Halls close over breaks.
- j. **TEMPORARY ACCOMMODATIONS:** The University reserves the right to assign students to temporary living accommodations when deemed necessary.
- k. **VISITORS/GUESTS:** Residents are responsible for their guests and visitors' behavior and adherence to the rules and regulations in the residence halls. Failure to follow those rules may result in the revoking of visitation privileges and/or banning of individuals from campus, residence halls, or off campus properties owned or maintained by the University.

5. Provisions Pertaining to Cancellations

- a. **RELEASE:** Requests for cancellation by the student are at the sole discretion of the University as well as any payment or settlement fee. A written request is required for all cancellations. A "**Cancellation Request Form**" may be obtained from Office of Residential Life.
- b. **NO SHOWS:** Two (2) weeks after the official move in date, incoming students who **fail to contact** the Office of Residential Life for a late check-in date, move-in, or fail to cancel the contract properly will be automatically assessed a cancellation fee of **\$1000** and may have their room reassigned to another individual. Other appropriate charges may also apply.
- c. **THREE (3) WEEKS:** Cancellations that are approved for students who have moved into the residence halls at the beginning of each academic semester may include a prorated amount calculated by the University for the room and board for the resident's stay in housing. This prorated amount will begin on the day that the residence halls open or the day the resident was allowed to move in, whichever is earlier. The prorated amount will end on the approved move-out date listed on the cancellation form. After the first three weeks from the starting date of the academic semester, the University reserves the right to charge the semester or contract price in full as applicable.
- d. **BOARD:** As room and board are mutually inclusive. Prorated amounts will include the costs of both.
- e. **INCOMING STUDENTS:** Students who have not yet moved into the residence halls may cancel this contract without penalty only after a written request has been received by the Office of Residential Life on or before the following dates:

Fall Semester:	On or Before July 1
Spring Semester:	On or Before December 1
Summer Semester:	On or Before May 1

Incoming Students that have not yet moved in may cancel after these dates but before the first day of classes for the upcoming semester and pay a cancellation fee of **\$250**. After classes have begun, a cancellation fee of **\$1000** will be assessed as long as the incoming student has not moved in and has officially canceled with the Office of Residential Life.
- f. **PRIOR TO END OF FALL:** Contracts are for the FULL academic year or the REMAINDER thereof. If you are assigned housing at any time, your contract will continue to the end of the Spring Semester. There is NO FALL ONLY lease contracts available. You must complete the terms of your contract unless the following specific criteria are met:

