

## **Additional Contract Details Sea Gull Square 2011-2012**

### **ELIGIBILITY FOR RESIDENCY**

Students who are matriculating for a degree at the University and who are registered for 12 semester hours or more may reside in the residence halls. Full-Time students that withdraw from a course and are attending less than 12 credits worth of courses will be placed on Residence Life Probation and may be at risk of termination of contract. Exceptions will be made on a case-by-case basis. Sea Gull Square residents are required to maintain full time enrollment status for fall and spring semesters. Residents are not required to be enrolled in classes during winter or summer sessions.

### **MEAL PLAN REQUIREMENT**

With the exception of Chesapeake Hall and Sea Gull Square residents, all students residing on campus are required to have one of the following meal plans: A, B, or C. For detailed meal plan information, visit Dining Services.

Chesapeake Hall and Sea Gull Square residents have the following options:

- Meal Plan A, B, or C; or
- D Meal Plan (10-meal Plan); or
- E Meal Plan (5-meal Plan); or
- No meal plan at all.

### **DURATION OF THE CONTRACT**

Sea Gull Square contracts are 12-month, financially and legally binding contracts. The term for the 2011 – 2012 year is August 27, 2011 to August 6, 2012 at 12 noon. Residents of Sea Gull Square will be allowed to remain in their assigned room during the duration of the contract. Check-in will take place upon the designated move-in day and Residence Life staff will inspect and check out the resident upon completion of the contract period. **Transfer from Sea Gull Square to another residence hall on campus is not permitted.**

#### **Returning Students Seeking To Cancel Contracts For the Next Year**

During the spring semester, current students who wish to continue living on campus will sign up for housing during the sign-up period (February). Should these students decide to cancel their housing after signing said contract, the following timeline exists for refunds and additional penalties:

1. **MAY 1<sup>st</sup>**: Those canceling their housing contract on or before May 1<sup>st</sup> will be refunded their housing deposit.
2. **May 2<sup>nd</sup> through June 1<sup>st</sup>**: Students canceling their housing contract during this period will forfeit their housing deposit and have no additional breach charge.
3. **BEGINNING JUNE 2<sup>nd</sup>**: Students canceling their housing contract on or after June 2<sup>nd</sup> will forfeit their housing deposit and be \$500 breach-of-contract fee.

All requests to cancel housing must be done in writing to the Office of Housing and Residence Life and include the following: name, ID#, reason for cancellation (transfer, withdraw, moving off campus, etc. . .) It is acceptable to submit this by letter (postmark), email (day/time stamp) or filling out a form in the

office (date received). Appeals of forfeited deposits and breach fees can be made in writing to the Director of Housing and Residence Life.

### **PETITION FOR RELEASE FROM CONTRACT FOR SPRING SEMESTER**

Those eligible for release are:

1. Students graduating in December.
2. Student teachers or those involved in full-time internships for University credit, beyond a 20-mile radius of campus
3. Students studying abroad for University credit.
4. Students transferring or withdrawing from the University.

All petitioners requesting release from the housing contract for the spring must speak with their Resident Director, Area Director or Housing Office and fill out a form with him/her present.

- Requests received by **October 15<sup>th</sup>** the student will receive a deposit refund and the breach of contract fee will be waived.
- Requests received from **October 16<sup>th</sup> to November 22<sup>nd</sup>** the student will forfeit their deposit but the breach of contract fee will be waived.
- Requests received **after November 22<sup>nd</sup>** the student will forfeit their deposit and be assessed a \$500 breach-of-contract fee.

Once a student cancels their housing contract they have the right to withdrawal the cancellation request within two days to remain eligible as an on campus student.

### **HOUSING DEPOSIT USE AND REFUND**

Payment of the \$500 room deposit reserves the student's space for the ensuing contract period. The deposit will be held in escrow from the time of payment until the spring semester of the academic year to which it applies; the deposit will then be moved from the escrow account to the student's account and credited to the total tuition, fee, and room and board bill for the spring semester.

Students who are coming into SU for the first time and cancel their housing contract must let the Housing Office know in writing. **New students are not eligible for a refund** of the \$500 housing deposit, including cases where they withdraw from SU or go to another school. Furthermore, should the new student remain enrolled at SU but decide to live off-campus after paying the housing deposit, she/he will both lose that deposit and also be charged a \$500 breach-of-contract fee. If a student's admission is revoked due to failure to meet academic standards, they will lose their housing deposit.

Returning or current students who need to terminate their contracts must follow requirements listed elsewhere in this booklet, at "Returning Students Seeking to Terminate Contract."

Any cancellation notice and/or request for a deposit refund, whether from a new student or a current student, must include:

- student's name
- student's SU ID number
- contact information (home address, phone number)
- the specific reason for termination (transfer, withdrawal, moving off campus,

- etc.)
- an indication of whether or not the student will remain enrolled at the University.

### **REFUND POLICY FOR ROOM COST FOR ENTIRE SEMESTER**

The University has established a refund policy for semester room cost that is based on the number of days the student has occupied a residence hall. Please be aware that the student who checks in and stays even one day forfeits the \$500 housing deposit and incurs an additional \$500 breach-of-contract fee.

### **BUILDING SPECIFIC INFORMATION**

- All Sea Gull Square apartments are fully furnished. Residents are not allowed to bring additional furniture into any apartment. Bedrooms feature a double bed, dresser, desk, and desk chair. Kitchens include full size refrigerator, dishwasher, microwave, oven/stove, and dining area/chairs. Common living areas include two (2) couches, coffee table, and entertainment stand.
- ***Hanging televisions on any wall is not allowed.*** Additionally, nailing or screwing anything into a wall is not permissible. All housing guidelines previously described in the contract regarding decorating apartment/rooms is applicable to Sea Gull Square.
- Residents are not permitted to remove any furniture from any common area lounge or location.
- Residents will be allowed a maximum of 2 guests each. Exceeding this number in any apartment will result in discipline action. Residents must also communicate with each other about overnight guests. At any time a resident may request that the guest of another roommate leave the apartment and that guest and resident must comply.
- Residents are not allowed to use any bathroom or kitchen sink or tub as a common source alcohol container. Additionally, large parties will result in an immediate higher level discipline and could result in the housing contract being terminated.
- Residents are subject to the Salisbury University Code of Conduct and Housing and Residence Life's Judicial process during the full period of the contract, regardless of summer or winter class enrollment. Failure to behave accordingly could result in contract termination.