This is a legally binding document that describes the terms under which you may reside in Residential Life Managed Housing. This Agreement sets forth specific financial terms and penalties. Your electronic signature on the 2018-2019 Student Housing Application signifies your acceptance of all of the terms of this Agreement. By submitting the housing application and signing these Terms and Conditions, you are agreeing to accept an assignment in any Residential Life Managed Housing. You are also agreeing to all the Terms and Conditions of Occupancy set out below. Students and/or guardians are urged to review them carefully.

1. ELIGIBILITY
Washington University in St. Louis has a residency requirement for all first-year students. First-year students, therefore, must reside in Residential Life Managed Housing. In addition, subject to availability, any full-time, undergraduate student may live in Residential Life Managed Housing. Any student who signs a housing Agreement enters into a contractual obligation with the University. In addition, all undergraduate students are also required to participate in a University Dining Services Meal Plan. The Terms and Conditions governing Residential Life Managed Housing and the Dining Services Mean Plans are contained in this document.

2. TERM OF HOUSING AGREEMENT
The term of this Agreement is for the entire 2018-19 Academic year (including both the fall of 2018 and spring of 2019 semesters).

   a. For incoming first-year students, the term of the Agreement commences for the fall semester on August 23, 2018 at 8:30 a.m. (Fall Move-in Date), and terminates on December 20, 2018 at 5:00 p.m. (Fall Move-out Date). It commences again for the spring semester on January 11, 2019 at 8:30 a.m. (Spring Move-in Date), through May 9, 2019 at 5:00 p.m. (Spring Move-out Date).

   b. For all returning upperclass students, the term of the Agreement commences for the fall semester on August 25, 2018 at 8:30 a.m. (Upperclass Fall Move-in Date), and terminates on December 20, 2018 at 5:00 p.m. (Upperclass Fall Move-out Dates). It commences again for the spring semester on January 11, 2019 at 8:30 a.m. (Upperclass Spring Move-in Date) through May 9, 2019 at 5:00 p.m. (Upperclass Spring Move-out Date) (except as otherwise provided for graduating seniors as outlined by the Office of Residential Life).

   c. Students requiring accommodations before or after any applicable Move-in Date or Move-out Date must request approval from the Office of Residential Life. If approved there will be fees for early arrivals and late stays.

   d. Students requiring accommodations during winter break must request approval from the Office of Residential Life. Only students returning for the spring semester will be able to submit a winter break stay request. If approved, there will be no additional housing fees.

3. FEES AND PAYMENT
   a. Room and board fees may be paid in full for the 2018-19 Academic year, or on a semester basis with payment due on the same date as tuition. Any requests for exception to this policy must be directed in writing to the Office of Residential Life.
b. No housing application will be accepted by the Office of Residential Life without an accompanying, advance housing fee in the amount of:
   i. For first-year and transfer students: $250.00 non-refundable
   ii. For all returning upperclass students: $450.00. (Note: Returning upperclass students who receive financial aid or scholarship may be exempt from providing payment).
c. The advance housing fee will be applied towards the student’s balance owed for the upcoming semester.
d. Any student who enters into a housing Agreement must be able to provide proof of enrollment to the Office of Residential Life within seven (7) days after classes begin.

4. OCCUPANCY
   a. Undergraduate students enrolled full-time are permitted to reside in Residential Life Managed Housing. Undergraduate students who fall to part-time status must be approved by the Office of Residential Life to remain in housing.
   b. Students who are approved for a leave of absence during the semester must vacate their current room within three (3) days of the approval of that leave.
   c. Building and room assignments will be made at the discretion of the Office of Residential Life. By turning in the housing application for Residential Life Managed Housing, you are agreeing to accept an assignment in any Residential Life Managed Housing.
   d. Failure to occupy an assigned room on or before the first day of classes or failure to give advance notice of late arrival may result in that particular room being assigned to another student.
   e. Students must remove all belongings from their rooms on the Spring Move-out Date or upon cancellation of their Agreement.
   f. Failure to remove one's belongings from a room as of the Move-out Date shall constitute an abandonment of that property. The Office of Residential Life may then dispose of the property as it sees fit. The student who left the property shall be responsible for the cost of removing it, including costs associated with all related maintenance.
   g. **December graduating seniors and any other student who has been approved to terminate their housing Agreement at the end of the fall semester will be permitted to remain in Residential Life Managed Housing until 5 p.m. on December 20, 2018. Such students must also remove all belongings from their rooms by that time.**
   h. May graduating seniors will be permitted to remain in Residential Life Managed Housing until 5 p.m. on May 19, 2019.
   i. Any student who wishes to house a guest in their room temporarily, may do so for a period of no more than three (3) nights with the consent of their roommates/apartment mates and the completion of a “Guest Registration Form.”
      i. Upon arrival of a permitted guest, the student host must notify the Resident Advisor of the floor and the Residential College/Community Director of the building.
      ii. No guest may be housed in a lounge or any other public area in Residential Life Managed Housing.
      iii. Guests are subject to the same rules and regulations as all residents. The student host is responsible for all the actions of their guest.
      iv. Students may not house more than two (2) guests simultaneously at any given time.
   j. The Office of Residential Life reserves the right to restrict visitors and/or suspend the guest policy in its sole discretion.

5. ROOM ASSIGNMENTS AND CHANGES
   a. Housing assignment information is available to students via the WashU Housing Portal, which can be accessed through WebSTAC. Students should consider the information contained in the WashU Housing Portal to be the primary source for accurate housing information.
   b. No room changes are allowed within the first two (2) weeks, or the final four (4) weeks of the semester, except in those instances deemed an emergency or necessary and specifically
authorized as such by the Residential College/Community Director (“RCD”) of the applicable building.

c. Requests to change rooms for the Spring semester must be submitted via the room change request form located on the WashU Housing Portal on or before November 15, 2018.

d. The Office of Residential Life reserves the right to assign any open space or spaces which become available throughout the academic year as it deems necessary.

e. Administrative room re-assignments may be made if the Office of Residential Life deems it necessary for the benefit of an individual or group, or for more efficient operation or maintenance of University housing. In case of administrative re-assignment, the resident’s account will be adjusted in accordance with the rate of the new room.

f. In the case of conduct deemed to be dangerous or disruptive, the University may require that the student immediately vacate Residential Life Managed Housing. If a student is removed from Residential Life Managed Housing pursuant to this provision, the student will be charged, and remains responsible, for room and board through the end of the semester.

6. SERVICES AND FURNISHINGS:
   a. The Office of Residential Life agrees to provide each building with the basic utilities consisting of heat, hot and cold water, and electricity. Temporary interruption of such services shall not constitute grounds for cancellation of the Agreement nor a partial refund of the room charges. For students assigned to the residence halls, any disputes as to whether adequate services are being provided will be addressed by the RCD.

   b. The general upkeep of the private living areas in each building is the responsibility of each student. The general upkeep of the public areas is the responsibility of the Office of Residential Life. However, in the University Apartments or Greek Houses, the residents occupying a unit are required to maintain in a reasonable manner the living room, hall, restroom, and kitchen of the suite/unit.

   c. The University does not provide insurance for individually-owned, personal property and does not accept responsibility for loss, theft or damage to personal property. It is recommended that you carry sufficient property/renters’ insurance to cover any loss sustained to your personal property.

   d. Use of the laundry room or any other facility outside of your assigned space is at your sole risk or the sole risk of your guest(s), and the University will not be liable for any injury or loss, theft, or damage to, any property suffered by you or your guest(s) while using such facilities.

   e. Any personal property remaining in your space after you vacate the premises will be deemed abandoned and, at the University’s discretion, may be disposed. You may be charged for removal of that property.

   f. On or before the applicable Move-out Date, students must return all keys/key cards issued to them by the University to an appropriate staff member in the Office of Residential Life. If a student loses a key/key card or otherwise fails to return keys at the end of the Agreement term, the student will be charged for the cost of a new lock(s). Students are not permitted to duplicate keys. Failure to abide by this rule will result in a fine and a charge for a replacement lock.

7. ROOM ENTRY:
   a. Authorized University or Residential Life personnel may enter any space at any time for emergency repairs or other emergency conditions. With at least 24-hour advance notification, an authorized University or Residential Life personnel may enter any space at any time for the purpose of inspection or maintenance.

   b. When a maintenance request is submitted, such request will be considered authorization for maintenance personnel to enter the space, within a reasonable timer, to address the requested maintenance. No additional advance notification will be required.

   c. Advanced notice to enter any living space for any reason, including inspection, is not required where verbal consent is given by any occupant of the room or living space, or when a valid search warrant has been issued by a valid legal authority.
d. The University and Residential Life reserves the right to search any room or living space for purposes of enforcing any University Rule or Policy, any policy of Residential Life, to otherwise address health or safety concerns of the University community, and/or for any other valid institutional purposes.

8. RESPONSIBILITY FOR THE ROOM AND COMMON AREAS:
   a. By signing this Agreement, you agree to pay for any damages, lost property, or unnecessary service or maintenance costs caused by you to any University and Residential Life Managed Housing through accident, neglect or intent (excluding normal wear and tear).
   b. If more than one resident occupies the same room/suite or apartment, and responsibility for damage or loss to the room/suite or apartment cannot be ascertained by the University or the Office of Residential Life, the cost of repair and/or replacement may be assessed equally among all residents occupying the property.
   c. In the case of loss or damage to common areas of a residence, defined as being those areas not assigned to an individual or group, the cost of repair and/or replacement may be assessed equally among the residents of that area of the building or of the entire building, at the discretion of the Office of Residential Life.
   d. Disputes between the University and students will be resolved to the extent possible by the Office of Residential Life. In addition, the University and the Office of Residential Life reserve the right to assess the fines referenced above and to charge students replacement or repair costs for abuse of University property.

9. CANCELLATION OF AGREEMENT BY STUDENT
   a. All requests for cancellations of the Agreement shall be made by filing a Room Cancellation Request (form available on WebSTAC through the Wash U Housing Portal).
   b. The priority housing cancellation deadline is March 31, 2018. Students may cancel their housing, for any reason, by this deadline, without penalty or incurring a cancellation fee.
   c. Requests submitted between April 1, 2018, and May 15, 2018, will be reviewed and, if approved by the Office of Residential Life, will be subject to a $500 cancellation fee.
   d. After May 15, 2018, enrolled students will not be approved for cancellation and will be responsible for the full cost of the room for the academic year.
   e. Submission of a request for cancellation does not guarantee release from this Agreement. Such requests will be considered on a case-by-case basis by the Office of Residential Life, which has the exclusive authority and discretion to grant a request for cancellation.
   f. Absent exigent circumstances, the following reasons are not valid bases upon which approval to cancel this Agreement:
      i. dissatisfaction with location of assigned room;
      ii. roommate disputes;
      iii. vacancies left by roommates/suitemates; or,
      iv. desire to live off-campus (non-Office of Residential Life Managed Housing).
   g. Prorated refunds of room and board charges will be made to any such resident if they are approved to vacate their room by October 20th, 2018, for fall semester and March 20th, 2019 for spring semester.
   h. By entering into this Agreement, you are committing to Residential Life Managed Housing for the entire 2018-19 academic year (both fall and spring semesters).
   i. As a reminder, students with housing guarantees are guaranteed placement within University provided housing. They are not guaranteed building locations, room types, room rates or roommates.
   j. The cancellation fee will be assessed pursuant to the following schedule. Please note the housing cancellation deadlines and related fees contained herein are non-negotiable. Cancellation fees are applied equally according to the published schedule and are never waived or applied to other balances.
k. Undergraduate students may apply to live in Residential Life Housing for only the spring semester. In such instance, all Terms and Conditions contained herein will also apply.

l. All requests for cancellation of a spring semester-only housing Agreement must be received by the Office of Residential Life on or before November 15, 2018. **Cancellation requests by November 15 will be reviewed and if approved by the Office of Residential Life will be charged a $500 cancellation fee.** After November 15, no cancellation will be permitted and the student will be responsible for the full costs associated with the room for the entire semester.

**CANCELLATION FEE SCHEDULE:**

For the full academic year, both fall and spring semesters:

<table>
<thead>
<tr>
<th>Date of Approval of Cancellation Request</th>
<th>Associated Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Received by March 31, 2018</td>
<td>Students may cancel their housing, for any reason, by this deadline, without incurring any cancellation fee.</td>
</tr>
<tr>
<td>April 1, 2018 - May 15, 2018</td>
<td>Cancellation requests received during this time frame will be reviewed and if approved by the Office of Residential Life will be charged a $500 cancellation fee.</td>
</tr>
<tr>
<td>Cancellation requests received after May 15, 2018</td>
<td>Enrolled students will not be approved for cancellation and will be responsible for the full cost of the room for the academic year.</td>
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For new spring semester applications only

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<thead>
<tr>
<th>Date</th>
<th>Associated Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved by November 15, 2018</td>
<td>Cancellation requests by November 15 will be reviewed and if approved by the Office of Residential Life will be charged a $500 cancellation fee.</td>
</tr>
<tr>
<td>Cancellations received after November 15, 2018</td>
<td>Enrolled students will not be approved for cancellation and will be responsible for the full cost of the room for the academic year.</td>
</tr>
</tbody>
</table>

**10. TERMINATION OF AGREEMENT BY THE UNIVERSITY:**

a. The University, through its Office of Residential Life, may terminate the Agreement in its sole discretion for the following reasons:
   i. Suspension or expulsion of a student from the University;
   ii. substantial interference by a student with the rights of other residents to use the facilities, including conduct of a student that is dangerous or disruptive to their self, another person or persons;
   iii. intentional or negligent property damage by a student;
   iv. violation by a student of any University rules or policies; or,
   v. failure of a student to comply with terms and conditions/rules and regulations stated herein.
b. In case of such cancellation, the University will deliver to the student written notice, in person, by certified mail, or via email at least one week in advance, stating the hour and the date the student must vacate the room. In the case of conduct deemed to be dangerous or disruptive, the University may demand that student immediately vacate the room without prior notice.

c. In the event that the University cancels a student’s Agreement, the University will have the sole authority and discretion to determine if a refund shall be given, and the amount of the refund, if any. Any refund given will then have the applicable cancellation fee deducted from it.

d. The student must settle all debts with the University before any refund will be made.

11. CANCELLATION OF AGREEMENT FOR OTHER CAUSE:

a. If the accommodations assigned to the student are destroyed or otherwise rendered uninhabitable and the University does not furnish the student with similar accommodations, the Agreement shall terminate and charges shall be prorated on the basis of the period for which accommodations were made available to the student. In such circumstances, the cancellation fees will not apply.

b. Notwithstanding anything herein to the contrary, any occurrence that prevents the University temporarily from rendering full performance under the Agreement - such as war; acts of terrorism; fire, flood, or other acts of God; strike or work stoppage (whether by employees of the University or another employer) - shall not constitute grounds for cancellation of the Agreement by the student.

12. Dining Services Meal Plans:

a. The 2018-2019 University Dining Services Meal Plan descriptions and prices can be found at [http://diningservices.wustl.edu](http://diningservices.wustl.edu). These descriptions are incorporated into the Agreement by this reference. Meal plan service includes the fall semester from August 23 through December 20, 2018, and spring semester from January 11 through May 9, 2019. Check the Dining Services website for hours of service during breaks.

b. All students are required to purchase a meal plan. Minimum meal plan purchase requirements can found at [http://diningservices.wustl.edu](http://diningservices.wustl.edu). The requirement to purchase a meal plan may be waived by University Dining Services only under exceptional circumstances. All requests for waivers should be directed to the University Dining Services office.

c. After selecting a meal plan, students wishing to change their meal plan may do so once during either (i) the first two (2) weeks of the fall semester; or (ii) the first two (2) weeks of the spring semester.

d. Meal points will be disbursed and billed at the beginning of each semester in equal parts. If a meal plan is not sufficient to cover the entire academic year, students may purchase Bear Bucks. Unused meal points expire at the end of the academic year, except for those students who graduate in December or study abroad in the Spring semester, in which case points expire at the end of the Fall semester.

e. Meal cards must be presented at food service outlets.

f. Unused portions of student meal plans are non-refundable. Students will not receive a refund for unused portions of a meal plan.

13. BEAR BUCKS (Does not include meal plan funds)

a. Once an account is established, a student will continue to have an account as long as he or she remains a student of the University.

b. Students can purchase Bear Bucks on WebSTAC and/or the housing application and their student account will be charged. Students are not permitted to charge more than $1,000 per semester on WebSTAC. Bear Bucks can also be purchased using a debit/credit card through GET FUNDS on the [http://card.wustl.edu](http://card.wustl.edu) website. Funds placed on account roll over from semester to semester, and year to year. Refunds, less an administrative fee, are only permitted when the individual separates from the institution.
c. Funds placed in Bear Bucks may be used for a variety of services on and off of campus. For a full listing of vendors who accept Bear Bucks as well as spending limits by location please visit – http://card.wustl.edu/
d. Undergraduate meal plan funds may not be transferred to Bear Bucks.

14. MISCELLANEOUS PROVISIONS
a. A student signing this Agreement is legally responsible for the payment of housing and meal plan charges established in the Terms and Conditions of Occupancy. Nonpayment of housing charges will result in automatic withholding by the University of a Student’s Grades, transcripts, registrations or other University documents.
b. The Agreement is valid only for the student who signs it and the Agreement cannot be assigned or transferred, nor shall the accommodations or any part thereof be sublet by the student.
c. The Room and Board Application does not become a Agreement until it is approved and signed by an appropriate University official.