



In paying a housing deposit to admissions, submitting a housing application and/or receiving a housing assignment, each student agrees to accept all terms and conditions pertaining to the occupancy of a residence hall at University of Saint Joseph (herein: the University). Students (herein: the Resident) should read the terms carefully and contact the Office of Residential Life if they have any questions. The student handbook is available on my.USJ.edu under Student Resources. Residents living in University Sponsored Housing should ensure to make note of University Sponsored Housing conditions noted separately in this contract.

This contract covers all residential students and all residential areas including on-campus housing (defined as residence halls on our main campus in West Hartford – Madonna, McAuley, Assumption, Rosary, North and Genovese) as well as residential students in University Sponsored Off Campus Housing locations (defined as any other property located outside of our main campus that is offered by the University to house University of Saint Joseph students).

General Terms

- The University of Saint Joseph does not discriminate on the basis of race, color, religious creed, disability, age, sexual orientation or national origin in the administration of its educational policies, admissions policies, and scholarship and loan programs.
- All residents must have current meningitis, mumps, measles, and rubella vaccinations in order to take occupancy in housing. Residents will not be allowed to move in or collect keys/IDs or obtain access to rooms until they have provided certified proof validated by the University of Saint Joseph's Student Health Services Office and been informed of clearance by Residential Life.
- The University reserves the right, at its sole and absolute discretion, to remove a resident from University housing and terminate or temporarily suspend the Housing Contract under the following circumstances:
 - Failure to meet financial obligations to the University
 - Behavior not conducive to a living/learning environment
 - Violation of the Housing Contract
 - Posing a threat to the health, safety and/or welfare of oneself, residents, or others in Housing or the University Community
 - Failure to remain in good standing with the University, including any violation of any provision in the Student Handbook or university policy
 - Failure to maintain full-time student status
 - Full-time Residents who need to drop to part-time status may do so with an approved University academic plan or Reduced Course Load Approval from the Office of Accessibility Services.
 - Failure to register for courses by communicated deadlines
- Residents will comply with all policies and procedures put in place by the CDC, CT DPH and the University in the interest of the public health of the campus community. These policies and procedures may include being quarantined or isolated on campus under specific circumstances or being requested to remove from campus for a given period of time. These circumstances will not result in any reduction or increase of the housing or meal fees.
- The Resident understands and agrees that the Housing Contract is for a room assignment determined by the University, not a specific room. Requests to live with a mutually confirmed roommate may not always be guaranteed.
- The University reserves the right to close residence facilities (or portions thereof) and/or food service operations without reimbursement to the Student in cases of emergency, force majeure or other unforeseen circumstances.

Contract Length

On-Campus Housing

- This contract is binding for one academic year (fall and spring semester) and is valid for all on-campus residential areas. If the contract is signed between semesters or mid-semester, it becomes binding for the remainder of the academic year.
- This contract does not cover summer break or winter break period. If Resident requires summer housing they must complete Summer/Winter Housing Application and are subject to published housing fees.
- Continued residence is not guaranteed for future semesters/academic years by completing this contract.
- Requests to move in early or stay late after for break closings must be approved in advance with the Office of Residential Life and requests are not guaranteed.
- At the end of contract term, the Resident must vacate their space by the published closing date/time for the residence hall. Residents may be asked to leave 24 hours after their last examination rather than by closing date/time if they are determined to be disruptive to the community or involved in a conduct.
- The Resident may occupy the space assigned from the date designated for the official opening of the hall through the day of their last examination, but not during official University break periods.
 - *Please see section regarding Break Periods for more information about Break housing.*

University Sponsored Off-Campus Housing

- Contract is binding for one academic year (fall and spring semester). Date of lease is from August 15 – May 15.
 - Students wishing to remain in their assignment after May 15 must complete a summer housing application and are subject to published fees.
 - If the contract is signed between semesters or mid-semester, it becomes binding for the remainder of the contract term.
- Continued residence is not guaranteed for future semesters/academic years by completing this contract.
- Based upon lease dates, early move ins or late stays are not permitted.
- At the end of contract term, if not renewing contract, the Resident must vacate their space by the closing date/time for the residence hall. Residents may be asked to leave 24 hours after their last examination rather than by closing date/time if they are determined to be disruptive to the community or involved in a conduct case.
- University Sponsored Housing does not close for break November, December, or Spring Break periods.

Vacancies and Consolidation

- If a vacancy occurs in a room, the remaining resident(s) in that room agree to accept a new occupant(s) to fill the existing vacancy at any time.
 - Resident should ensure that their room is in “move-in condition” for a new resident to occupy that space at any time. Failure to do this could result in a student conduct referral.
 - Residential Life will attempt to provide advanced notice of a new roommate; however, due to extenuating circumstances, this cannot always be guaranteed.
 - Resident is expected to be welcoming to new occupants placed in their space and are not able to refuse new roommates or potential roommates seeking room changes who reach out regarding vacancies.
- Dependent upon occupancy numbers, residents who have a vacancy in their room may be asked to consolidate. Consolidation takes place when residents, each having a vacancy in their room, are asked to move in together to generate one completely vacant space.
 - Consolidation can take place within any building or room type.
 - Students are not able to decline consolidation, refuse to move, or refuse to welcome new roommates.

Conditions of Occupancy

- The Resident agrees to abide by all the rules and regulations contained in the Housing Contract, the Student Handbook, and The Living Factor, including amendments and modifications in effect while the student is a resident, regardless of when the amendment and/or modification was made.
 - The University will make a reasonable effort, including but not limited to notification via email of those changes that occur during occupancy.
- The Resident is subject to all federal, state, and local laws, in addition to University regulations governing student conduct and responsibility.
 - Regardless of local law – the university receives federal funding and must abide by federal law when local or state law contradict federal law.
- Residents have an obligation to be considerate of their fellow students. Respecting one's privacy is a consideration that must be maintained at all times.
- The Resident is to remove all personal property from the room upon vacating the space and leave the space in similar condition as was recorded upon their move in. Failure to do so will result in Damage Billing.
- A guarantee cannot be made concerning the number of residents assigned to a room. Standard occupancy levels will remain unless emergency conditions prevail.
- The Resident is to reside in their assigned room with their assigned roommate and agrees to abide by all regulations with regard to changing room assignments.
 - All room changes must be approved by the Director of Residential Life or their Designee.
 - Room changes may be declined during the first two weeks and the last two weeks of the semester.
 - Residents who would like to change rooms between semesters may be asked to complete the move before the end of the semester, or return to campus over a break period to move. Failure to be able to complete the move during the necessary timeline may result in room change request being declined.
 - Residents at University Sponsored Housing properties may not be permitted to move from this property to the Main Campus since the contract is binding for this property.
- The University assumes no responsibility for personal injury or death of a Resident or their guests unless caused by the negligence of the University.
- The University or the Property Owner reserves the right to close residence facilities (or portions thereof) and/or food service operations without reimbursement to the Resident in cases of emergency, force majeure or other unforeseen circumstances.
- The University and/or Property Owner assumes no responsibility for the loss, theft, or damage to personal property of the Resident or their guests, regardless of cause.
 - Residents are responsible to protect/secure their personal property and are encouraged to obtain renters insurance.
 - When the Resident vacates their residence hall, all personal possessions must be removed immediately or they are subject to disposal and/or damage billing fees for disposal.

Break Periods

On-Campus Housing

**This applies to on-campus housing only. University Sponsored Housing remains open for Thanksgiving, Spring and Winter Break.*

- The on-campus residence halls close for: Thanksgiving break and spring break.
 - Resident may request a break stay, late stay, or early arrival on eRezLife and it is subject to review and approval. In the event that housing is available outside the established occupancy period, additional fees may apply and an application process will commence.
- Summer term and winter break housing is not included in this contract. Students seeking housing during these periods for any reason must submit a separate housing application and fees may apply.

- Residents are not entitled to on-campus housing outside the established occupancy periods (ex. Early Arrivals, Winter Break).
- Dates of hall closings are communicated in advance and available on the USJ Academic Calendar.
- Upon vacating a room during a scheduled break period, the resident should make every reasonable effort to remove any/all belongings that they need for the break period, as access cannot be granted over the break period and/or when the university is closed.
- Residents approved to live on campus for a break must meet the requirements for the subsequent semester.
 - Residents cannot remain on campus for a break period if they have a bursar hold or are not enrolled in 12 or more credits for the current or upcoming semester, if they are not returning to housing for the upcoming semester or have any other hold.
- Dining Halls are closed during University break periods and during this time meal plans are not active. Residents approved for break stay are responsible for providing their own meals during the break periods.
- Personal items may not be stored in the residence hall over the summer unless student applies for and pays for summer housing.

Payment and Fees

- Newly admitted students must pay the enrollment deposit prior to obtaining access to the housing application. The enrollment deposit is a separate fee managed through the Admissions Office.
- Residential rates and board charges are payable when the fee bill is due to the University. Assignments may be cancelled by the University if the balance is not paid by the stipulated due date or if alternate payment arrangements have not been approved by the University Bursar's Office.
- Residents who have an outstanding balance (defined as a bursar hold) related to their fee bill may be prevented from participating in any housing process, including but not limited to: housing selection, move in, or room changes. The University reserves the right to deny residency or ability to move in, to any student with an outstanding fee balance or Bursar hold.
- Residents terminated from residence hall for disciplinary reasons shall not be issued a refund of any housing fees.
- If the event a cancellation is initiated any changes to the Residents account will be visible within 5 business days of the date of notice of the charges.
- Failure to officially check-in or occupy a space does not release a student from the financial obligations for on-campus housing. Similarly, not returning mid-year does not release a student from the remainder of the contract.
 - *See Cancellation of Contract for more information*

Damage Billing and Room Condition

On-Campus Housing

- The Resident agrees that no alterations, repairs, or modifications will be made to the permanent structure and fixtures of the room including but not limited to walls, doors, furniture, bathroom facilities, appliances, windows, and other equipment in the room. Painting of the rooms, suites, or any common area is prohibited.
- The Resident is expected to reasonably maintain the assigned living space and common areas relative to order, cleanliness, and safety. The resident will be responsible for all damages done to the furniture, appliances, and plumbing, heating, and ventilation systems as a result of the Resident's actions, regardless of whether the actions were negligent. Any damage is the responsibility of the Resident unless caused by the University.
- The Resident assumes responsibility for the daily care and cleaning of the room/apartment and its furnishings, and for maintaining acceptable sanitation and safety conditions.
 - Periodic Health and Safety inspections will be made.
 - Residents in suites are responsible for cleaning their own common area, including kitchen and living room, and bedrooms. The University will clean bathrooms in on-campus suites twice a week.

- In those cases where the identities of the parties who caused damage to the hall, lounges, or other common areas cannot be determined, the University will charge all the Residents residing in that area or hall.
 - Any vandalism or damage done within common areas of the building will be proportionally divided amongst all Residents that live in the building, floor, or who have access to the area unless the responsible party is found.
 - The common public area damages cannot be appealed. A residential life staff member will communicate with those impacted if any Community Damage Billing charges are being investigated and if charges will be applied.
- Damage Billing fees can be applied at any time of occupancy related to intentional or unintentional damages noted during closing inspections, health and safety inspections, etc.
- Residents are responsible for reporting any facilities issues, damages, or vandalism to Residential Life in a timely manner. Failure to report damages may still result in damage billing charges applied.
- At the move out of the student the room/suite/common areas will be inspected by a staff member for any damages or facilities issues.
- If any billable damages are found the student will be emailed to inform them of the details and the charges and have opportunity to appeal. If the appeal is denied or no response is received appropriate damage billing fees will be added to the students account.

University Sponsored Off Campus Housing

- The Resident agrees that no alterations, repairs, or modifications will be made to the permanent structure and fixtures of the room including but not limited to walls, doors, furniture, bathroom facilities, windows, and other equipment in the room. Painting and use of video recording devices without consent is also prohibited.
- The Resident is expected to reasonably maintain the assigned living space and common areas relative to order, cleanliness, and safety. The resident will be responsible for all damages done to the furniture, appliances, and plumbing, heating, and ventilation systems as a result of the Resident's actions, regardless of whether the actions were negligent. Any damage is the responsibility of the Resident unless caused by the University or Property owner.
 - Residents are responsible for reporting any facilities issues, damages, or vandalism to Property Owner using their preferred methods (app, email etc) in a timely manner. Failure to report damages or report in a timely manner may still result in damage billing charges applied by either the University or the Property Owner.
- The Resident assumes responsibility for the daily care and cleaning of the room/apartment and its furnishings, and for maintaining acceptable sanitation and safety conditions.
 - Periodic cleanliness (Health and Safety) inspections may be done by Residential Life staff and/or Property Owner.
 - The Resident is responsible for proper disposal of all trash from their space. Trash should only be disposed of in the dumpster on the Property.
- In those cases where the identities of the parties who caused damage to the hall, lounges, or other common areas cannot be determined, the University or Property Owner may determine that charges apply to all occupants of the building. The common public area damages cannot be appealed.
- Damage Billing fees can be applied at any time of occupancy related to intentional or unintentional damages noted during closing inspections, health and safety inspections, etc. Upon move in, and move out a staff member will complete an inspection to identify any damages or facilities issues.
- If any billable damages are found the student will be emailed to inform them of the details and the charges and have opportunity to appeal. If the appeal is denied or no response is received appropriate damage billing fees will be added to the students account.
- The University or the Property Owner have the right to apply damage billing charges or other fees to a students account for other reasons as deemed necessary, including but not limited to; excessive use of included utilities, excessive work order requests, lost keys/fobs/parking passes, etc.

Cancellation of Contract

On-Campus Housing

- The Housing Contract is an annual contract that covers both fall and spring semesters, or the time remaining in the academic year depending upon the date of signing of the Housing Contract.
- Residents who wish to cancel their housing contract after submission will need to request to be released from the housing contract by submitting the housing contract cancellation request form on eRezLife.
 - Requests made by phone/email or by parent/guardian will not be accepted.
 - It is not guaranteed that the request will be granted.
 - Circumstances will be evaluated on a case-by-case basis and verified if necessary.
- Reasons for cancellation can include but are not limited to:
 - Significant change in financial circumstances since signing the contract. This will be confirmed in collaboration with Student Financial Services.
 - A new academic, for credit, commitment that takes them away from campus and closer to their family home (internship, clinical, student teaching, study abroad).
 - Withdrawal or transfer from the University.
 - Medical condition or diagnosis that impacts ability to live on campus.
 - Students seeking to cancel their on-campus housing assignment due to a medical condition or disability must provide appropriate documentation to Student Accessibility Services for review.
 - If student is approved for cancellation of contract, housing charges only will be pro-rated based upon date of submitted documentation from a provider.
- Residents that are approved for cancellation are subject to the following fees;
 - Cancellation between submission of application and June 31: \$350
 - Cancellation between July 1 – First Day of Classes Fall Term: \$750
 - Cancellation after 1st Day of Fall Term: No refunds
- Meal Plan are not refundable after the first day of the semester. Meal plan charges are only pro-rated if student withdraws, and pro-ration is based upon dates of occupancy by the month. Students who are approved for cancellation of contract that remain an enrolled student will retain meal plans and be permitted to use them.
- If a student completes intent to withdraw paperwork with the Registrar's Office, a Housing Cancellation will automatically be initiated.
- Upon approval of cancellation of contract, the Resident has 48 hours to remove their belongings from their space and turn in their keys. Failure to do so will result in items being discarded and a lock change being ordered. The resident will be billed for all associated costs.
 - Keys must be returned either by appointment with a Residential Life staff member, at a designated check out period with Residential Life staff, or using the drop boxes located in Residence Hall common spaces. Keys may not be returned to Public Safety, given to another student to return, or left in rooms as method of return. Keys may only be returned via mail with permission from a Residential Life Administrator.

University Sponsored Off-Campus Housing

- This contract is binding for the dates stated above in Contract Length and Vacancies at the time of assignment all fees associated with occupancy for the full contract terms become non-refundable.
 - If student is able to identify another student willing to take over their space, student may be charged \$1000 cancellation fee only.
- If student elects to discontinue occupancy of the space, withdraw or transfer from the University, switch to commuter status, is assigned to clinical or internships elsewhere as part of academic coursework, or is removed from University Sponsored Housing, they will remain bound by the financial obligations set forth by this contract for the full term.
- If a student completes intent to withdraw paperwork with the Registrar's Office, a Housing Cancellation will automatically be initiated and Residential Life will communicate with the student regarding their move out.

Residents no longer enrolled at the University will be expected to vacate their space within 48 hours. Withdrawal from the University will not remove responsibility of associated fees related to this contract.

Housing Accommodations

- Residence hall and space assignments for all students with approved housing accommodations are made on a space available basis based upon date of approval and date of housing application submitted. All spaces are assigned without reference to religion, color, race, age, or sexual orientation. All students with a disability are required to be registered with Accessibility Services and have a completed housing application on file prior to being provided any housing accommodations. Depending upon the accommodation granted, students may participate in an alternate housing selection process.
- Accommodations need to be reapproved each academic year, no matter how late in the year the accommodation was granted.
 - Singles rooms are limited and dependent on when an accommodation is granted and housing application is completed, resident may be placed on a wait list.
 - Some spaces on campus are not able to permit presence of an air conditioner. Residential Life does not guarantee that residents who are approved for an air conditioner that are assigned to a space that cannot accommodate one after housing selection has occurred will be able to be moved to an alternate space, or moved with their preferred roommate.
 - Emotional support animals are permitted in residence halls only when approved by the Office of Accessibility Services and roommates/suitemates of the individual must consent to the presence of this animal prior to its arrival to campus.
 - Residents requesting meal plan accommodations will be required to complete a meeting with Accessibility Services and/or Dining Services to determine their dietary needs and may be provided with dining modifications in McGovern Dining Commons or switched to a Medical Waiver Meal Plan.
- Students seeking to cancel their on-campus housing assignment due to a medical condition or disability must provide appropriate documentation to Student Accessibility Services for review.
- Students in need of housing accommodations should complete the [accessible housing accommodation request](#) to be reviewed by the Office of Accessibility Services. For more information about accessible housing requests visit the Office of Accessibility Services page on myUSJ or email accessibility@usj.edu

Meal Plans

On-Campus Housing

- As a condition of occupancy, all residents are required to carry a residential meal plan.
- All residents will be assigned to the Unlimited Gold Meal Plan (19 meals/week) upon assignment to housing.
- Residents in Suites (North/Genovese) may opt into an alternate meal plan but must select alternate meal plan at time of selection or submit Meal Plan Request form on eRezLife prior to first day of classes. Requests made after this date will not be honored.
- Residents who move into Suites or University Sponsored Housing mid-semester are not able to change or remove their meal plans.
- Residents whose academic commitments take them away from campus for 5 or more meals a week may request a meal plan change by submitting the Meal Plan Appeal form on usj.erezlife.com. Residents must provide documentation and a narrative for review.
- For information regarding meal plan accommodations and waivers, please see the Housing Accommodations section.

University Sponsored Housing

- Residents in University Sponsored Housing are not required to carry a meal plan but may enroll in one.

- If Resident elects to enroll in a meal plan, refunds are not issued if meal plan is not utilized or all swipes are not depleted.
- Residential Life has the right to require the student to enroll in a Residential Meal Plan at a pro-rated rate based upon dates of occupancy should the Residents housing assignment change and they move to on-campus housing.

Entering Occupied Spaces

- The University recognizes the need for balance between its right to maintain an orderly educational and residential environment and the Resident's right to privacy. A goal of the University is to preserve the health and safety of the resident while maintaining an environment that facilitates safety and scholarship. At times it may be necessary for Residential Life, Facilities, Public Safety, or in the case of University Sponsored Off-Campus Housing, for Property Management, to enter a room, or for university or property management personnel to escort non-University personnel to a suite or resident's room. Reasonable effort shall be made to notify the resident(s) in advance of an entry, when possible.
- A Resident's room shall not be entered without consent except as follows:
 - Repairs, maintenance, building systems and building support inspections, facility improvements;
 - Recovery of University/State-owned property not authorized for use in the assigned space;
 - Fire, health and safety, and cleanliness inspections made periodically, as well as when hall closing/vacation periods;
 - When there is reliable information that an emergency exists (including but not limited to fire, accident, sickness, or danger to the health and welfare of residents);
- When there is reliable information that a University policy is being violated Residential Life has the authority to issue search permits in conjunction with Public Safety or local police when there is reason to believe that the following may be true:
 - Alcohol in an underage space
 - Drugs and/or drug paraphernalia is present
 - Other circumstances deemed necessary and valid by Residential Life Staff
 - When a search is executed, residents will receive a copy of the search permit for their records.

Safety and Security

- Safety and security is a shared responsibility of the University and the Residents.
 - Residents should always lock their room/suite/apartment/townhouse doors.
 - When exiting through locked exterior doors, residents are responsible for leaving the doors locked.
 - Residents are prohibited from propping, tampering with and/or vandalizing doors.
 - Residents are prohibited from utilizing emergency exits in non-emergent situations.
 - Residents are prohibited from entering/exiting the halls via unapproved entrances (emergency exits, exterior doors closed overnight).
- Immediate evacuation when an alarm sounds is mandatory and re-entry into a building before an alarm is silenced or staff authorization is given is prohibited.
 - State law prohibits false alarms and tampering with fire equipment, including smoke detectors, sprinklers, extinguishers, hoses or pull boxes.
 - Violators will be subject to disciplinary action by the University as well as criminal prosecution.
 - No items should be hung from any pipes.
 - False alarms may result in a service charge.
 - The charge will be assessed against all the residents in the hall/area if the person responsible for the alarm has not been identified.

Keys/Cards and Access

- Residents in on-campus housing are given a room key or card access to the suite/room, and electronic card access to their building through their ID Card.

- Residents at University Sponsored Housing will a key or key fob to access their building/room.
 - Residents at University Sponsored Housing are expected to obtain a University ID for purposes of identification, although it is not required for access to their building/room.
- Residents should always carry and never lend their University ID, room keys, key fobs or share door codes.
- Residents who lose their room key or fob or whom fail to return keys or fobs upon vacating the space, will be charged accordingly.
- Residents should always lock their room/suite/apartment/townhouse doors.
- The Resident agrees not to duplicate any issued keys.
- If a key is lost, the Resident agrees to immediately notify Residential Life, and must pay all charges associated with the key and if applicable, lock core replacement.
- The Resident is not permitted to borrow keys or fobs that have not been assigned to the Resident by the University or to give any assigned keys to other individuals, or use another person's keys, door codes and/or fobs to gain access to a space in which they do not occupy.
- Residents may not add or otherwise alter locks to any door.

Cohabitation and Sub-letting

- Cohabitation is prohibited. Only the resident(s) who are assigned to the space may occupy the space.
- In this contract, cohabitation is defined as a person who is not assigned to a particular space using that room as if they lived there. This includes but is not limited to:
 - Using the room while the assigned occupants are not there.
 - Utilizing a key/ID Card, door code or key fob, that is assigned to another person to access the space.
 - Keeping clothing and personal belongings in the room.
 - Sleeping overnight in the space beyond what is permitted per the USJ guest policy.
 - Using the bathroom and shower facilities as if they were living in that space.
- Guests or visitors who violate this policy or do not abide by the guest policy could be subject to residence hall bans or bans from all USJ property. Hosts may lose their ability to have overnight visitors and/or lose their ability to live on campus.
- Sub-letting is prohibited. Residents may not collect money or permit others to live in their space if they are not occupying it.
- Please see the Guest and Visitor Policy in The Living Factor for more information.