Southern Connecticut State University
Academic Year Housing Contract

The Academic Year ConnSCU Housing Contract represents a binding agreement between the student and the University where the student is enrolled for the entire academic year (fall/spring semester). Students who submit a Housing Application to request a Housing Assignment will be subject to the terms and conditions of the Housing Agreement.

1. **DURATION OF HOUSING CONTRACT PERIOD**:
   A. The Housing Contract is binding for the entire academic year (fall/spring semester) for students who apply for and receive a housing assignment for the fall semester.
   B. Students who apply for and receive a housing assignment after the start of the fall semester agree to maintain residence hall occupancy from the date of their application until the conclusion of the contract period at the end of the spring semester.
   C. A student's fall semester housing assignment will automatically roll to the spring semester provided the student remains enrolled at the institution.
   D. Students who apply for and receive a housing assignment for the spring semester agree to maintain residence hall occupancy from the spring residence hall opening date until the conclusion of the contract period at the end of the spring semester.
   E. Students who apply for and receive a housing assignment after the start of the spring semester agree to maintain residence hall occupancy from the date of their application until the conclusion of the contract period at the end of the spring semester.

2. **DATES OF OCCUPANCY**:
   A. The residence halls are available for occupancy at the start of the fall and spring semesters based on the established residence hall opening/move-in dates publicized on the respective University and/or Housing Office calendar.
   B. The residence halls will be officially closed and students must vacate during all University breaks (i.e. Thanksgiving, Winter, and Spring Breaks). Specific dates of University breaks shall be published on the respective University and/or Housing Office calendars.
   C. The Housing Contract will end at the conclusion of the spring semester on the date publicized on the University and/or Housing Office calendar for residence halls to close.

3. **APPLICATION PROCESS**:
   A. Students who desire residence hall accommodations at their respective ConnSCU University will be required to adhere to the Housing Application Process outlined by their respective Housing/Residence Life Office to include application and Housing Deposit payment deadlines.
   B. Students who desire to receive a residence hall housing assignment will be required to pay a non-refundable $250 Housing Deposit. Housing applications will not be processed unless the Housing Deposit is paid.

C. Students will only be required to pay the non-refundable $250 Housing Deposit one time for the contract period for which they are applying.
D. Students who have paid the non-refundable $250 Housing Deposit and who have submitted a Housing Application will be assigned to a residence hall on their respective campus pending space availability.
E. Housing assignments will be communicated to all students who are assigned to a residence hall prior to their arrival to the campus.
F. Whereas every effort will be made to accommodate students' requests for specific residence halls and roommates, there is no guarantee that students will receive their specific request.

4. HOUSING CONTRACT FEES

A. Charges and fees associated with Housing will be charged to a student's account on a semester basis.

5. HOUSING CONTRACT CANCELLATION

A. Students who wish to cancel their Housing Contract/Assignment must do so in writing by adhering to the Housing Withdrawal process for their respective University.
B. Students who request to cancel their Housing Contract/Assignment will automatically be released for the following reasons:
   - The student is participating in an internship, co-op, study abroad, student teaching, or other academic obligation that reduces or eliminates their need for on-campus housing.
   - The student has medical reasons for cancellation that are verified by University Health Service Staff.
   - The student has graduated from the University before the end of the contract period.
   - The student is academically suspended before the end of the contract period.
   - The student has officially withdrawn from the University.
C. Students who request a Housing Contract Cancellation for reasons other than those noted in section B will have their Housing Cancellation request reviewed through a process to be established by each University.
D. Students who are not approved to have their Housing Contract cancelled shall remain responsible for the fees associated with the duration of their Housing Contract and retain the right to occupy their assigned room.
E. Students who have their Housing Contract cancelled for the convenience of the university will not be required to pay any housing fee associated with the contract period.
F. Students who have their Housing Contract cancelled for judicial/disciplinary reasons will be responsible for paying for the duration of the semester in which their contract was cancelled and are not entitled to a refund.

6. Housing Contract Cancellation Review Process:

A. The Vice President for Student Affairs (or Vice President to whom Residence Life reports) at each university will establish a process to review and decide upon student

requests to cancel their housing contract when the student does not meet any of the conditions identified in 1B above and the student requests relief from their obligation to pay the full academic-year housing fee.

B. Under the process, each university may define conditions under which it will waive or refund any portion of the housing fee, with the exception of the housing deposit. In cases where the Committee agrees to cancel the housing contract during the fall term (or first term of occupancy), the student forfeits their housing deposit.

Housing and Board Fee Refund Policy

In accordance with the Higher Education Amendments of 1998 (Public Law 105-244), the Federal government mandates that students receiving Title IV assistance who withdraw from all classes may only keep the financial aid they have "earned" up to the time of withdrawal. Title IV funds that were disbursed in excess of the earned amount must be returned by the University and/or the student to the Federal government. This could result in the student owing funds to the University, the government, or both. The amount of unearned aid to be returned is based on the percentage of enrollment period completed.

The refund policy below excludes the effect of the return of Title IV funds. Students receiving Federal aid should consult with their university Bursar or Financial Aid office prior to withdrawal in order to determine the financial impact that the return of Title IV funds will have upon the student.

FEE	TIME DUE	REFUND POLICY*
Housing Deposit $250	Academic year On or before April 1for returning Students and on or before May 1 for new students, with specific date to be chosen by each campus. Dates will be less than 30 days prior to the dates shown above (April 1 and May 1).	Non-refundable
Housing Fee (applies to Students who withdraw from the University	Academic year contract to be be paid in two installments: Fall Term charges Not later than August 1 Spring Term charges Not later than January 2	Upon withdrawal from the University, the housing refund will mirror the University refund policy for tuition and fees: 100% refund, less the housing Deposit, for withdrawal up to and including the first day of University-wide classes as defined by the published university calendar. 90% of the balance, less the housing deposit, will be refunded during the first week of university-wide classes. 60% of the balance, less the housing deposit, will be refunded during the second week of university-wide classes. 40% of the balance, less the housing deposit, will be refunded during the third and fourth weeks of university-wide classes. No refund after the fourth week of University-wide classes.

Housing Fee (applies to students who remain enrolled but withdraw from university housing)	Upon withdrawal from University housing up to and including June 30, 100% of the housing charges, less the housing deposit, will be removed from the student's account. No refunds for students who withdraw from housing on or after July 1 (academic year) or December 1 (spring term – for those students who plan to enter housing for the first time in spring), unless otherwise approved through a review process to be established by each university.