

WAGNER COLLEGE

OFFICE OF RESIDENTIAL EDUCATION

This contract is a full academic year contract for the Fall 2019 and Spring 2020.

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Applicant Acknowledgment

- FOR UNDERGRADUATES: I understand that by choosing to live in Wagner College Housing at any point, I am required to live in Wagner College Housing for at least three years.
- FOR GRADUATE STUDENTS: I understand that this agreement is a year to year agreement. I may apply for release at the end of my first agreement. Should I break mid-year, I will be required to follow the resident to non-resident process.
- For undergraduates and graduates: I understand that my contract breaks, with no penalty, upon graduation.
- For undergraduates and graduates: I understand that should I be employed at the college full-time, I do not qualify for housing (unless working for Residential Education).
- I understand that if at any point within the three year Wagner College Housing commitment I want to reside off campus I need to complete appropriate paperwork and gain approval from the Office of Residential Education. I understand that failure to gain approval will result in my being charged the proper amount for housing.
- I understand that a release from housing is not guaranteed and additional fees may apply.
- I understand that I am required to participate in the Office of Residential Education housing selection process during the assigned time period. If I fail to participate or assign a proxy in the housing selection process, The Office of Residential Education will assign me to a room without the benefit of my input.
- If my housing assignment and roommate are being selected by the Office of Residential Education, I understand that my listed preferences are only used as a guide during the housing selection and assignment processes.
- I have reviewed the Office of Residential Education Housing Agreement. I understand that I am responsible for abiding by the terms outlined in the agreement, as well as in the Student Handbook, the Community Standards of Conduct, and/or any additional policies and procedures publicized by the College or the Office of Residential Education.
- I understand that my room and board will be placed on my bill with my tuition. I will not make payments, in any kind, to the Office of Residential Education directly. All room and board related charges will be paid to the Office of the Bursar, or said designee.
 - Additional billing or charges will also be placed on the account.
- I understand the Office of Residential Education has the right to terminate this agreement at anytime.

Eligibility

- To be eligible for College housing, the student must be enrolled as a full-time student as determined by College Registrar requirements for undergraduate students and graduate students.

- Students who are enrolled at the college in a part-time capacity can seek approval to live on campus at the discretion of the Director of Residential Education.
 - Approval is contingent on the progression of the student to degree completion, conduct records, and consultation with representatives from Financial Aid, Bursar and the Registrar's offices.
- Undergraduate and graduate students who are not registered for at least 4 units (or the equivalent) by the time the Add/Drop period ends may be withdrawn from any previous housing assignment or wait list, unless arrangements have been made with the Office of Residential Education. Students should seek approval from the Director or said designee.
- In order to retain housing for the subsequent academic year, students should be registered for academic course work in order to confirm their housing.
 - For the Fall term, students must be registered for coursework by June 1.
 - For the Spring term, students must be registered for coursework by December 1.
- Students must be cleared through the Office of Health & Wellness with all immunizations and paperwork prior to move-in.
- Students who request housing after the published deadline will be placed on a non-guaranteed housing waitlist and may not learn the status of their housing request until the end of summer.
- To secure housing, all returning students must complete the online housing application prior to the published Housing Application deadlines, and incoming first year students must adhere to deadlines set and communicated by the Office of Admissions.
- Health insurance is required for every Wagner College student. A student must enroll in a College health policy if they do not have their own. A student may not be allowed to move into their housing assignment until all paperwork has been completed with the Wagner College Center for Health and Wellness.

Housing Deposit

A \$500.00 deposit is required to be paid prior to the acceptance of the Contract when first enrolling at the institution.

Housing Fees: In consideration of the use of the Unit for the Term, Student agrees to pay the Unit fees published by the College. Payment or payment arrangements must be completed by July 1 and December 1 for the Fall and Spring terms, respectively, before possession of a Unit is granted and to retain the guarantee of Unit selection or placement on a waiting list.

The housing deposit is non-refundable unless cancelled prior to the dates listed below.

- For new residential students enrolling for the Fall term: Should the Student wish to cancel this Contract prior to the Fall semester, the Student may do so by contacting the Office of Residential Education, in writing, prior to June 15th. Should the request to terminate the contract prior to arrival, in writing, by June 15th, the housing deposit will be applied toward any charges remaining on the Student's account or, should no charges remain, the housing deposit will be refunded to the Student after the add/drop period of the upcoming academic year. Should the request to terminate the contract arrive, in writing, after June 15th, the housing deposit will be forfeited.
- For new residential students enrolling for the Spring term: Should the Student wish to cancel this Contract prior to the Spring semester, the Student may do so by contacting the Office of Residential Education, in writing, prior to December 15th. Should the request to terminate the contract prior to arrival, in writing, by December 15th, the housing deposit will be applied toward any charges remaining on the Student's account or, should no charges remain, the housing deposit will be refunded to the Student after the add/drop period of the upcoming academic year. Should the request to terminate the contract arrive, in writing, after December 15th, the housing deposit will be forfeited.

Other considerations:

- Students who are moving directly to a graduate program after completing their undergraduate program will not have to pay a new housing deposit. Should the student depart the college after completion of a degree for one semester and then return, the housing deposit is required when enrolling.
- Students who take an approved leave from the college, including study abroad, will not be subject to a housing deposit.
- Graduate Assistants who receive a housing stipend are personally responsible for the housing deposit.
- Students who are initially commuter students and then choose to be residential students will be subjected to the housing deposit.

Contractual Information

- Students continuing as full-time Wagner College students will only be released from the housing agreement under extenuating circumstances.

- Students who wish to be released from the housing agreement must complete a “Resident to Non-Resident” request form and provide supporting documentation.
- A release from this agreement is not guaranteed, and if not granted, the student retains responsibility for all terms and conditions in this agreement.
- This can include a \$1,000 breakage fee for those breaking a contract without a significant status change.
- Unless otherwise noted, the terms and conditions of this agreement are applicable to both undergraduate and graduate students.
- This agreement addresses policies and procedures to acquire campus housing but does not guarantee any specific room assignment.
- Students may be released from the housing agreement if they are no longer attending Wagner College. However, they may be charged for their housing and meal plan. This schedule follows the college’s refund schedule as directed by the Office of the Bursar.
- Students should not select housing for the following academic year in the event they are not planning to return. The \$1,000 breakage fee may apply.
- NOTE: Please be aware that if you are approved to no longer reside on campus, your financial aid status may be impacted. If you receive a grant/scholarship from Wagner, it may be reduced because you are no longer residing on campus.
- Students looking to use financial aid packages to assist in covering off-campus living expenses, must consult with the Office of Financial Aid to be properly advised.
- Under no circumstance does the Office of Residential Education advise students on their financial aid package.
- A student who is unable to be housed by the College will not be subject to this agreement as determined by a medical housing accommodation recommendation.
- Room and board charges are to be paid in advance and in accordance with the schedule of payments established by the College. The housing refund policy is in accordance with federal guidelines, and can be found in the Wagner College Undergraduate Bulletin.
- All residential students must choose a meal plan; First Year, Sophomore, and Junior students may choose either 19 meals/week + \$50 Flexi Dollars per semester or 14 meals/week + \$125 Flexi Dollars per semester. Seniors and Graduate students have these options as well as a reduced meal plan option of 10 meals/week + \$300 Flexi Dollars per semester.
- Meal plan changes must be made during a designated period at the start of each semester.
- Physician Assistant students in year 3-5 will receive meal plans outside of the term according to their differentiated schedule.
- Should a student want to be removed from the meal plan, they will need to demonstrate through the accommodations process that their dietary needs cannot be met.
 - A 1-1 meeting with the Associate Dean of Disability Services or said designee is required.

- A 1-1 meeting with the Executive Chef of Dining Services or said designee is required.

Inclusive Dates

- The agreement provides room and board for the full academic year(s). For the fall semester, housing begins for new students upon commencement of new student orientation, and for returning students on the Sunday before classes begin.
- Meal plans will begin with dinner on the first official day of residence hall opening for fall semester. Students approved for early arrivals must make other arrangements for meals. Housing concludes 24 hours after a student's last final exam or by noon on the day following the last day of finals, whichever comes first. Meals conclude after breakfast on the day following the last day of finals.
- The agreement dates are as follows: Returning students (not new to the institution)- **Sunday, August 25 through December 12, 2019** at noon for the Fall semester. For the spring, the contractual dates run from **Sunday, January 9, 2020 through May 9, 2020 at noon**. Graduating students who are participating in commencement exercises will have a contract extension through **7pm on Friday, May 15, 2020**.
 - **2nd Degree Nursing Students** will be guaranteed housing for the summer term at the cost of \$280.00 per week.
 - **PA Students** will be guaranteed housing for the summer and winter pending their term. Housing rates are built into their billing as a PA student.
- The agreement is inclusive to the following college break times: Labor Day, Rosh Hashanah, Yom Kippur, Fall Break, Thanksgiving, Martin Luther King Day, President's Day, Spring Break, Easter Holiday.
- Students can stay in their assigned residential spaces by signing up with the Office of Residential Education. Note, due to college closures, some student services may have limited to no operations.
- Students looking to stay in their residential space during **Winter Break (defined as December 11, 2019 through January 19, 2020)** will be required to pay a weekly housing rate of \$280.00 per week.
- For the spring semester, housing begins for new transfer students upon commencement of new student orientation, and for returning students on the Sunday before classes begin.
- Seniors participating in senior week events and/or commencement exercises must leave the residence halls by 7:00pm the day of the commencement ceremony and will have meal service during the senior week period.
 - For graduates of the 2nd Degree Nursing program: a one day extension will be provide so they can participate in the pinning ceremony.

- **The residence halls officially close during Winter Break.** Please note, if you are approved to reside on campus during winter break, you may need to move to a temporary Winter Break housing assignment and be charged accordingly. However, a student may sign up to stay on-campus during extended break periods. Additionally, dining options, guest privileges, and campus resources may be severely limited during such periods.

Excluded Dates, Procedures & Rates

- A student who desires to arrive prior to the beginning of the fall semester must follow the procedures outlined by the Office of Residential Education. Any student authorized to arrive early and not sponsored by a specific Wagner College department or event will be charged \$100 per day or the weekly summer housing rate per week.
- Students must adhere to early arrival policy and deadlines for requests.
- Final approval for early arrivals is solely based on the discretion of the Office of Residential Education.
- Early arrival fees are not negotiable or appealable.
- Students can stay in their assigned residential spaces by signing up with the Office of Residential Education. Note, due to college closures, some student services may have limited to no operations.
- Students looking to stay in their residential space during Winter Break (defined as December 11 through January 19) will be required to pay a weekly housing rate.
- A student who desires to remain in housing during the Winter Break must follow the procedures outlined by the Office of Residential Education. Any student authorized to remain in housing between the fall and spring semester but are not sponsored by a specific Wagner College department or event will be charged \$100 per day or \$280 per week for a double room, \$380 for a single room.
- A student who desires to remain in housing for the summer must follow the procedures outlined by the Office of Residential Education, including completion of the summer housing application and signing a summer housing agreement. Rates for summer housing are published during the spring semester.
- The regular board plan is not available during excluded dates. The College dining services may offer a break or summer meal plan for purchase and may also operate on a cash-only basis during the excluded dates.
 - During academic sessions for PAs, meal plans will remain active during additional dates pending Dining Services schedule.
- Students planning to stay for excluded contractual dates may be required to sign an additional terms and conditions of housing.

- Approval for housing outside of the contractual dates are based on the discretion of the Office of Residential Education.

Room Assignments

- A student new to the College will be assigned a space by the Office of Residential Education.
- A student who is returning to the College will be eligible to participate in the housing selection process, held in the spring semester.
- A student who does not select a housing assignment will be assigned a space by the Office of Residential Education without the benefit of their input.
- Housing placement for graduate students will be at the discretion of the Office of Residential Education.
- Participating in housing selection is contingent on completion of the Housing Application found on the web-based eRezLife system, which contains the Housing Application Form and Housing Agreement.
- If a Housing Application is not received, Residential Education will assign students to open spaces that are available after housing selection.
- Students can request specific housing accommodations based on a medical condition(s) through the Medical Housing Accommodation Request process, which is outlined on the Disability Services website.
- Students will be asked to submit a request and provide supporting documentation from a healthcare professional.
- Requests for specialized housing accommodation that do not follow this process cannot be considered.
- Single rooms are first assigned to students who are recommended for medical singles by the Medical Housing Accommodation committee. Students wishing to request a single room for non-medical reasons will be placed on a wait list. If any single rooms are available after the Medical Housing Accommodation Committee has made its recommendations, they will be offered to students from the waitlist.
- The student must reside in the assigned space and must follow the established procedures for requesting a different room assignment if necessary. A student who relocates without proper authorization will be required to move back to the original assignment, may be charged with a violation of College policy, may be fined \$200, and may be billed for costs associated with the unauthorized move (key change, room cleaning fees, etc.).
- In all cases, the final determination of room assignments rests with the Director of Residential Education or said designee. Wagner College reserves the right to change a student's housing assignment at any point, if deemed necessary.

- If a vacancy occurs in the student's room, another student will be assigned as needed. The original occupant does not have the right to refuse a roommate. When possible, advance notice may be given. The original occupant is required to maintain the space as designed until a new roommate is assigned (i.e., a double room must remain set as a double room).
- Students can choose to buyout the room, pending availability for an additional \$2,000 per semester. Should a student (a) refuse a roommate/suitemate or (b) be found using a double as a single, they may be required to buyout the room.
- The Office of Residential Education has the final discretion of buyouts.

Room Responsibilities

- The College provides furniture for each student, including a single bed and mattress, desk, desk chair, chest of drawers, and closet/wardrobe. Suites are provided with additional furniture.
- Students are responsible for all College property and furniture that is originally placed in a room. College furniture may not be modified or removed from the student's room at any time. Students will be charged to replace or repair any missing or damaged furniture.
- The College prohibits items that may present a health or safety hazard. A listing of prohibited items may be found on the Office of Residential Education website or in the Wagner College Student Handbook. This list is not exhaustive.
- Wagner College is not responsible for lost, stolen, or damaged personal property. The student is strongly advised to insure her/his belongings under an individual policy or under a parent/guardian's homeowner's insurance.
- Each room is inspected by College staff prior to the student's arrival. Any pre-existing problems or damage is noted on a room condition report. Each student is responsible for inspecting and signing this room condition report. Any updates or amendments to the room condition report must be made within 48 hours of a student's initial check-in. After 48 hours, the conditions marked on the report will be final and used to assess any possible check-out charges.
- Each room is inspected by College staff upon a student's departure from a room. Any non-original damage will be charged to the student(s) assigned to the room.
- All students are responsible for common area damage, vandalism, or other charges assessed on their assigned floor, tower, or building.
- Students will be informed of damage billing and appeal opportunities to their Wagner.edu email account. Timeline will be articulated to students via email.
- Students who do not submit an appeal during the articulated date range will not be able to appeal the charges.
- Community bills are not appealable.
- The College reserves the right to enter a student's housing assignment at any time. Generally, College staff will only enter for routine or emergency maintenance, requested repairs, health and safety inspections, when there is evidence or suspicion of activities that violate the College's

Community Standards of Conduct, or when there is evidence/concern for the health, safety, and welfare of the student.

Other Considerations

- All students are responsible for knowing and observing the rules and regulations of Wagner College and the Office of Residential Education, including those listed in the Student Handbook, the Community Standards of Conduct, and any publications made available by the Office of Residential Education.
- During the academic year, information distributed to students to their campus mailbox, to the student's place of residence, through a student-provided telephone or cell phone number, and/or to the College-assigned e-mail address is assumed to have been received. Official information may also be posted on the College website.
- Air conditioning is only provided in Harborview Hall and Foundation Hall. A/C units are not provided, for any reason, in Towers Hall or Guild Hall.
- All College housing is smoke-free. This includes e-cigarettes and vape pens. Students will not be permitted to smoke in any public or private area of the building. Students will only be permitted to smoke in designated areas outside the building beyond 50 feet.
- Housing is offered for graduate students. Students who choose to not opt into the graduate housing options in Guild Hall and Harborview Halls will be placed in communities with undergraduate students. Graduate housing is at a first-come, first-serve basis.
- Harborview Hall has substance-free living floors. Within this environment, students are not permitted to use, possess, or be found under the influence of any substance, regardless of age or legal standing. Students living in this environment are required to live substance-free. Students found in possession or under the influence of substances may be subject to disciplinary action.
- Outside furniture is not permitted in the residence halls unless approved by the Director of Facilities and Director of Residential Education. This includes small organizational systems and metal shelving units.
- The College reserves the right to remove students from the residence halls and terminate this contract at any time if a student's conduct is deemed disruptive or poses a danger to the community, or when a student is no longer eligible for on-campus housing. Additionally, the College reserves the right to remove resident students when a student's physical or emotional health and behaviors place unmanageable risks on the individual or the College which will be determined by the College's student conduct process. In cases of suspension from housing or suspension or expulsion from the College, no refund on room and board is given.
- The College may terminate this agreement without notice, in the event of an emergency which would make continued operation for student housing impossible. If such an event occurs, unused room and board payments would be refunded.

- New Residential Students who break the contract prior to August 1 will be released without charge. Students who break the contract, but are continuing their relationship with the college, will not receive their housing deposit back.
- Current/Returning Residential Students who apply and are released from the 3 year residency requirement may be charged a \$1000.00 breakage fee (e.g. the housing deposit). Should a student's housing deposit not suffice the charge, a charge for the remaining amount will be put on the student's account. Final decisions about the residency requirement can be found on the Residential Education website.
- The college provides no refunds for housing. This includes, but is not limited to dissatisfaction, relocations due to facilities concerns, and/or roommate conflicts.
 - The only refunds are for students who depart housing reflected based on the colleges refund calendar set forth by the Bursar.
- The final interpretation of any policy or statement made in this agreement remains at the sole discretion of the College.

Speciality Housing Terms and Conditions

- Housing communities and options are the discretion of the Office of Residential Education and the College.
- "Theme Communities" are defined as communities of students with similar interests living together in a respective residential environment. The location and availability of communities is at the discretion of the Office of Residential Education and the College.
- First-Year Student Theme Communities include:
 - Arts & Visual Culture
 - Quiet Living and Substance Free
 - Civic Engagement
 - Honors
 - Gender Inclusive
- Upperclassmen Communities include:
 - Professional Studies
 - Quiet & Substance Free Living
 - Honors
 - Gender Inclusive
- Graduate Student Housing Community: Graduate students can apply to live in a shared-suite with private bathroom of 4 graduate students or in double rooms with communal bathrooms with other graduate students.

- A student who is returning to the College will be eligible to participate in the housing selection process, held in the spring semester.

FINAL ACKNOWLEDGEMENT

I understand that I am committing to the housing agreement for the full 2019-2020 academic year. If I remain a full-time Wagner College student, I will be charged for campus housing each semester, even if I do not continue to occupy my assigned housing space. The fee for campus housing was \$4,212 per semester for a double room and \$6,212 for a single room during 2018-19 academic year; please anticipate a 2-4% increase for the 2019-2020 academic year.

If I am under the age of 18, I confirm that my parent or guardian has viewed and agreed to this statement and the information provided.