



CARROLL UNIVERSITY

STUDENT HOUSING LICENSE AGREEMENT ACADEMIC YEAR 2022-2023

I. RESIDENCY REQUIREMENT

- a) All full-time undergraduate students who enroll at Carroll University are subject to a junior residency requirement. This requirement remains in effect until a student has achieved senior standing (92 credits) by the beginning of the academic year or is 23 years of age or older. Exceptions to this policy may include those students who are married or in a partnership legally recognized by a state, are the primary caregiver to a child, students who have a documented medical condition, and those students who are living with parents or legal guardians within fifty (50) miles from campus during the academic year for which they are enrolled.
- b) Each year, full-time undergraduate students who wish to live off-campus must submit an Off-Campus Application to request an approved exemption from the residency requirement. If the Off-Campus Application request is denied, students will be subject to the residency requirement and will need to complete the On-Campus Housing Application. The following documentation is required when submitting the Off-Campus Application for exemption:
 - i. Students who are married or with a domestic partner must present a legal marriage certificate
 - ii. Students who are the primary caregiver to a child/dependent must show proof of tax return, insurance card or dependent's birth certificate
 - iii. Students with a documented medical condition must be approved through Carroll University Accessibility Services
 - iv. Students who plan on living with their parent/legal guardian within 50 miles of campus must provide verification of residency at the parent/guardian address
 - v. Students who are studying abroad, have an internship or participate in clinical programs must provide a copy of enrollment details
 - vi. Students who may have other unique situations must submit a personal statement and any supporting documentation
- c) Students who have not been approved for release from the residency requirement and/or fail to submit an application and license agreement for campus housing will be charged for a traditional double room and the minimum resident meal plan until the terms of the residency requirement have been satisfied.

II. TERMS OF LICENSE AGREEMENT

- a) Any person who is a full-time enrolled undergraduate student at Carroll University may enter into this license agreement. Students changing from full-time to part-time status may be released from this agreement with an Approved Cancellation and are subject to applicable fees, as detailed in sections VII and VIII.
- b) Part-time and graduate students seeking an exception to this policy and wishing to remain living in on-campus housing will be required to complete a Part-Time Housing Petition available in the Office of Residence Life and Housing.
- c) This agreement is not a lease, but a license. The University reserves the sole and exclusive right to terminate this agreement in accordance with the terms and conditions of this agreement and the policies of the University.
- d) Submitting this agreement commits the student to an academic year agreement and respective fees.

III. BREAK HOUSING

- a) Residential students are granted on-campus housing during Fall and Easter break. This license does not include housing during Thanksgiving break, Winter break, J term, Spring break and May (Summer Session 1) term. Students requesting to stay during these times must provide a written request for Break Housing to the Office of Residence Life and Housing and may be subject to additional fees.

IV. OCCUPANCY AND PREMISES

- a) The University agrees to provide housing under the terms stated in this agreement and described in the Carroll University Catalog and the Student Handbook which are, by reference, made a part of this agreement.
- b) The University, its officers, employees and agents shall have the right to enter upon said assigned premises at reasonable times for the purpose of inspection and repair, preservation of health, safety and quietude, and protection of property and persons.
- c) The University reserves the right to cancel this agreement, re-enter the premise and remove a student for any violation of the terms of this agreement, University policies or in the interest of health, discipline, or the general welfare of campus housing, student or other students.
- d) The University may require additional information from the student including an addendum to this agreement prior to granting assignment to Carroll University campus housing.
- e) The University is not responsible for damage or theft of student's personal property, including money. The University encourages students to carry appropriate property and/or renters' insurance.

V. ROOM ASSIGNMENTS

- a) Housing assignments will be done by the Office of Residence Life and Housing with preference given to full-time students and, when possible, in accordance with preferences that the student requests.
- b) No specific assignment to a living unit or residential hall based upon a student's request is guaranteed and is based on availability. Failure to honor such requests will not void this agreement.
- c) Priority assignments are based on receipt of housing deposit and application complete date.
- d) Incoming students are assigned to living units based on the housing preferences as submitted on the application form for stated academic term. Housing applications received by May 1 will be given priority placement and the opportunity to participate in the housing self-selection process in late May.
- e) Returning students can choose a housing assignment for the upcoming academic term during the returner self-selection process. Specific instructions regarding this process will be distributed to all residents in the preceding spring term. Applications for returning students must be received by March 1 to receive priority placement. After March 1 priority placement is given to incoming students.
- f) The University reserves the right to assign or remove roommates, change room capacity or change room assignments (by requiring a student to move to a different but comparable space) for vacancy consolidation, health, safety, repair or maintenance, economic or disciplinary reasons involving the student or for incompatibility of residents.

VI. PAYMENTS

- a) A \$250 non-refundable housing deposit is required when submitting this agreement. The \$250 deposit will be applied as a credit to the student's first semester bill. Only when this deposit is paid is the application considered complete and eligible for room assignment.
- b) A \$100 room change fee will be assessed if a student changes their room assignment without prior authorization from the Office of Residence Life and Housing after the academic year begins.
- c) Students may be charged for lock changes, lost keys, and repeated lock-out requests.
- d) Charges for damages done in the corridors, stairs, restrooms, bedrooms and other areas not specifically assigned to any one individual student can be levied equally against all students on the floor, complex or bedroom/suite unless the responsibility can be assessed against particular individuals.
- e) Early arrivals or late departures must be requested in writing and are subject to approval by the Office of Residence Life and Housing and applicable fees may be charged.

- f) If a student is in default on any payments set forth herein, the student is liable for legal costs, charges and attorney's fees which accrue in obtaining payment.
- g) Students agree to pay all applicable resident housing and dining fees as posted per the academic term. Refer to the Carroll University Catalog for information regarding fees, payments and refund policies and deadlines.

VII. CANCELLATIONS

- a) This application is for a full academic year and barring withdrawal, students are expected to complete the full duration of the application, including all fees as defined per the license agreement.
- b) Students may request to cancel their On-Campus Housing Application by submitting the Cancellation Request Form or a written request to cancel. All cancellations are subject to approval by the Office of Residence Life and Housing.
- c) **Prior to Check-In:** Cancellation requests must be received by the Office of Residence Life and Housing at least 24 hours before the student's arrival date. Students are responsible for the cancellation fees as described in section VIII, a.
 - i. Once the cancellation for on-campus housing is processed, students subject to the residency requirement must submit an Off-Campus Application for exemption as detailed in section I.
- d) **Post Check-In:** Students may request to cancel an On-Campus Housing Application after check-in to their residential assignment. The Office of Residence Life and Housing recognizes approved and unapproved reasons for cancelling an application.
 - i. **Approved Cancellations:** Students with approved cancellations will be held accountable for the percentage of housing fees per the refund schedule, plus applicable cancellation fees, per section VIII. The following are considered approved reasons for cancellation.
 - 1. **Withdrawals:** Students who withdrawal from the University will automatically receive an approved cancellation if not self-initiated, with the cancellation date based on the official withdrawal date. Students must vacate their assigned residential space within 48 hours of the official withdrawal date once classes begin and will be charged a prorated fee based on vacate date according to the refund post check-in to housing.
 - 2. **Part-Time Petitions:** Students that move to a part-time credit standing with the University should notify the Office of Residence Life and Housing of the intended vacate date, should the student choose not to petition to remain on campus. Students must vacate the assigned residential space within 48 hours of reducing their credit load to part-time once classes begin and will be charged a prorated fee based on vacate date according to the refund schedule.
 - ii. **Unapproved Cancellations:** Students who wish to remain enrolled and live off-campus without an approved exemption will be held accountable for the room fees and meal plan costs for the duration of this license agreement.
 - 1. **Administrative Cancellations:** In the event students are required to permanently vacate housing as a result of a conduct sanction, the student will be held accountable for the room fees and meal plan costs for the duration of this license agreement.
 - 2. **Housing Appeals:** Students may request exception to any fee listed in this agreement be waived by submitting a Housing Appeal as detailed in section IX.
 - 3. **Approved Exemption:** Students approved to cancel through the appeal process who are still subject to the residency requirement must submit an Off-Campus Application for exemption as detailed in section I.

VIII. CANCELLATION FEES AND REFUNDS

- a) The \$250 non-refundable application deposit is forfeited if cancelled, at any date. A cancellation fee will be assessed based upon the following schedule:

Academic Year Deposit Postdate	
On or before June 1	Loss of \$250 housing deposit
June 2 – June 30	Loss of \$250 housing deposit and \$150 cancellation fee
July 1 – Check-In Date	Loss of \$250 housing deposit and \$250 cancellation fee
Post Check-In Date	Loss of \$250 housing deposit and \$350 cancellation fee
Spring Only Deposit Postdate	
On or before January 1	Loss of \$250 housing deposit
January 2 – Check-In Date	Loss of \$250 housing deposit and \$150 cancellation fee
Post Check-In Date	Loss of \$250 housing deposit and \$350 cancellation fee

- b) Approved cancellations as listed in section VII will be subject to the refund schedule as published in the Carroll University Academic Catalog with prorated fees based on the vacate date from the residence hall. Below is the standard refund schedule with dates as published in the upcoming academic year catalog.

Fall Withdraw on or before:	Percentage	Spring Withdraw on or before:	Percentage
On or before the official start date of fall semester	100%	On or before the official start date of spring semester	100%
14 days from the start of the semester	80%	14 days from the start of the semester	80%
15-21 days from the start of the semester	60%	15-21 days from the start of the semester	60%
22-28 days from the start of the semester	40%	22-28 days from the start of the semester	40%
29-35 days from the start of the semester	20%	29-35 days from the start of the semester	20%
After 35 days	0%	After 35 days	0%

IX. HOUSING APPEALS

- Students must submit a Housing Appeal Form to request exception to any fee listed in this agreement.
- This appeal is reviewed by a committee of Carroll University staff represented by various departments.
- If a cancellation is considered approved due to a granted appeal, students are responsible for the fees according to the refund schedule.
- If an appeal of cancellation fees for an unapproved cancellation is denied, students may continue to live in housing or vacate, though they will be charged the full fees for the duration of the agreement.

X. ROOM UPKEEP

- Students agree to be financially responsible for keeping the room, its furnishings, windows and doors clean and free from damage.
- Students agree not to modify or allow any modifications of the room or other parts of the building.
- When two or more resident students occupy the same room and responsibility for damage to the room or contents cannot be ascertained, the damage charge will be assessed equally among the residents of the room.
- Students agree not to duplicate any assigned key(s), if the keys are lost to pay the charge for the replacement of the key(s) and lock core.
- Students agree to use all public areas in a careful manner and to help in assuring their cleanliness.
- Students will be financially responsible for damage or lack of cleanliness caused by said students to the public areas.
- Applicable charges will be posted within 30 days of check-out date. Charges may be appealed within 30 days of posting date.

XI. MEAL PLAN POLICIES

- a) All Carroll students who are subject to the residency requirement are also required to select a Resident Meal Plan (Plans B, D, F or X). Students that have achieved junior standing (60 credits) by the beginning of the academic year and live in Frontier, Pioneer or Prairie Halls may also select a Grand Avenue Meal Plan (Plans T or V). Only students living in Carroll Street, College Avenue and Hartwell Avenue Apartments are exempt from this policy.
- b) Students may increase their meal plan at any time. The deadline to decrease or cancel a meal plan is one business day prior to the first day of classes each semester as published in the University catalog and academic calendar.
- c) Students who select a meal plan for fall semester will automatically be billed for the same plan for spring semester unless they make a change prior to the deadline.
- d) Weekly meal plans offer a guaranteed number of meals per week and reset every Monday. All meal plans include Dining Dollars and allow meal transfers during posted hours. During each meal period, two (2) meals may be used.
- e) Each semester is 15 weeks in length and 18 meals will be served each week in the Main Dining Room.
- f) Unused meals are not transferable from fall to spring semester. Extra fall meals may be used during Winter Session; extra spring meals may be used during Summer Session 1. Unused Dining Dollars will be transferred from fall to spring semester. Dining Dollars must be used by the end of Summer Session 1. Unused meal plans and Dining Dollars are not refundable.
- g) Only currently enrolled Carroll students may participate in a meal plan. Students who withdraw or leave the University are no longer eligible to use their selected meal plan and will be held responsible for outstanding charges as published in the University catalog.

XII. HEALTH INFORMATION

- a) Wisconsin Act 61 requires universities to annually provide detailed information on the risks associated with [meningococcal disease](#) and [hepatitis B](#) and the availability and effectiveness of vaccines against the diseases to each enrolled student. All students should have received this information at the time of admission to Carroll University. If not already done so, please enter the dates of vaccination in the immunization section of the [Medicat patient portal](#).
- b) The law requires students to affirm that they have received this information prior to moving into campus housing. By entering into this agreement, students acknowledge receipt of the State of Wisconsin Act 61 information