2017 - 2018 NEW-STUDENT HOUSING CONTRACT
St. Mary's College of Maryland
Office of Residence Life
18952 E. Fisher Road
St. Mary's City, MD 20686

INSTRUCTIONS: Please print all information legibly. If you have not yet had your 18th birthday, a parent or guardian must co-sign with you. After reading the entire contract, completing this page, and signing in the space below, submit this contract to the Office of Residence Life by June 1. Information about room selection and special housing (single rooms, townhouses, suites, non-traditional students, gender-neutral) is available in the Office of Residence Life. Please pay particular attention to application deadlines. NOTE: No student will be given on-campus housing without having verification of either the required immunizations or a waiver of immunization and a completed Health History form on file in the Health Center.

HOUSING FEES: Annual fees for the 2017 – 2018 academic year*:

Single room: $8,126	Double room: $7,184	Triple room: $7,184
Quad room: $7,184	Suite double: $7,694	Suite single: $8,126
Apartment single: $8,622	Apartment double: $8,492	Townhouse: $8,802

*Final rates for 2017-2018 academic year are subject to change, any increase in the annual fees that are approved by the SMCM Board of Trustees will apply. If this contract is used for the 2018–2019 academic year, any increase in the annual fees that are approved by the SMCM Board of Trustees will apply.

MEAL PLANS: All resident first-year students must choose one of the unlimited access meal plans. Transfer sophomores, juniors, and seniors living in the residence halls or suites must choose one of the unlimited access meal plans or the 250 Meal Credit plan. Townhouse or Waring Commons apartment residents may select any meal plan but are not required to purchase a meal plan. Students living in residence halls or suites that do not select a meal plan will be assigned the Silver Plan. *The plans listed below are for the full academic year. Divide the guest passes, Dining Dollars, and the fees in half to get the semester values.* *Final rates for 2017-2018 academic year are subject to change, any increase in the annual fees that are approved by the SMCM Board of Trustees will apply. If this contract is used for the 2018–2019 academic year, any increase in the annual fees that are approved by the SMCM Board of Trustees will apply.

Unlimited Access ("Anytime") Meal Plans:	
Silver Plan: 24 guest passes plus $400 Dining Dollars	$5,258/year
Gold Plan: 40 guest passes plus $600 Dining Dollars	$5,474/year
Platinum Plan: 64 guest passes plus $800 Dining Dollars	$5,690/year
Meal Credit Meal Plans:	
250 Meal Credit: 250 meals plus $600 Dining Dollars	$3,620/year
150 Meal Credit: 150 meals plus $600 Dining Dollars	$2,678/year
Flex Plan: 20 meals plus $800 Dining Dollars	$1,134/year

TERMS OF THE CONTRACT: I understand that by signing or by submitting the contract electronically, I am entering into a binding contract for the academic year stated above. The College, upon accepting this contract, agrees to provide a bed space for the academic year and grants to the student a revocable license to live in the College's housing subject to the terms and conditions of this contract. The parties agree that, notwithstanding any language to the contrary contained herein, this contract does not constitute the grant of a tenancy or leasehold to the student, and Maryland Real Property Code Ann., Title 8 "Landlord and Tenant," does not apply to this contract. This contract is subject to all terms and conditions enumerated on both sides of this contract, all College and/or residence life policies published on the SMCM website, in the Student Handbook, the College catalog, and any other College rules or procedures as may be amended. Although the amount due will be billed in two installments, the contract is for the entire amount applicable to the room type listed. Any refunds that may be granted are subject to schedules and conditions established by the College and listed in the College catalog. The College further reserves the right to cancel a student's housing, with no refund, if, in its sole discretion, the College determines that the student's continued residence represents a threat to the health, safety, or welfare of the student or any member of the College community or that the student's behavior has indicated an unwillingness or inability to abide by the Housing Contract, College policies and procedures as stated on this document, in the Student Handbook, and on the SMCM website, and state, federal and local laws, ordinances, or regulations.

RESIDENCE LIFE POLICIES

The opportunity to live on campus is a privilege, not a right, and is extended only to students who agree by the signing of this contract to abide by all College rules and Residence Life policies. In addition to the policies stated in this contract, students living on campus agree to follow all College and other Residence Life policies including, but not limited to, those published on the SMCM website, in the Student Handbook, and the College catalog as may be amended, from time to time.

1. Assignment of Spaces: On-campus housing is available to students classified by the College as full-time (12 or more credits). Students who wish to drop below full-time status must receive prior written approval from the director/designee. Each student must occupy the room assigned by the Office of Residence Life, and a student may not change rooms without written permission from that office. A resident may not allow another person to occupy an assigned room. The College retains the right to reassign any resident student to an alternate room within the facilities. Spaces will be reserved for new first-year students who may be assigned to any type of room except a townhouse or apartment. Rooms must be vacated no later than 24 hours after withdrawing from the College or after the student's last examination of the semester. If a resident finds it impossible to live with a roommate or makes it impossible for someone to live with them, both students may be reassigned to new rooms if available, or if the student has violated any rules, procedures, or College directives, the student may be required to vacate the residence and may be subject to additional conduct action. Open Housing (gender-neutral) is available. Information regarding Open Housing can be found on the College's website. Residents must opt-in to Open Housing by the deadlines set forth on the College's website.

2. Opening and Closing of the Facilities, and Check-Out: Opening and closing dates and times for room occupancy are specified on the College calendar and must be observed. Students may not move into their residences early nor will they be allowed to deliver personal property to their rooms before the residences open. Residence halls are closed during vacations and no student is permitted to remain in the halls during these periods. Students are advised to make suitable arrangements elsewhere, including arrangements for transportation if the person who is providing transportation is unable to do so at the required time. Students must check out of their residence in the presence of a staff member, following established guidelines. Failure to do so will result in a $50 fine. Only graduating seniors, ushers, and students with prior, written approval are permitted to remain in the residences until Commencement.

Please read the information on the back.

3. Room Entry: The College reserves the right to inspect student rooms for physical condition, cleanliness, and general maintenance; to investigate alleged violations of the rules and regulations of the College or any governmental law or regulation; and to investigate situations where the health and welfare of anyone may be in question.

4. Personal Property: The College is not responsible for the loss or damage to a student's personal property for any cause whatsoever. Students should record serial numbers of valuable personal items and obtain appropriate insurance (renter's or homeowner's) for personal property.

5. Use of Premises: Residents may not use or permit the use of their rooms, the buildings, or any residential facility for any illegal or commercial purposes. The sale of goods and services is not allowed in the residences unless a permit is obtained in advance from the Office of Residence Life. Structural modification to student rooms is not permitted. Only College-provided lofts are permitted in the buildings. Cooking is not permitted in student rooms with the exception of the kitchens in the townhouses and apartments. The unauthorized use of or tampering with emergency or fire equipment or any other College property is subject to immediate suspension from assigned housing, revocation of this contract and all housing privileges, conduct action, and civil and criminal action.

6. Items Prohibited in Residences: The following items, as may be amended, are prohibited in the residences: air conditioners, personal refrigerators over five cubic feet, motorcycles, cooking and heating appliances, exterior radio or TV antennas, firearms (or facsimiles), ammunition, knives longer than 3" except for use for food preparation in townhouses or apartments, firecrackers, explosives, candles, and flammable liquids (such as gasoline), incense, halogen lamps and bulbs, hoverboards/similar devices, illegal drugs, alcoholic beverages except for residents who are 21 years of age or older, and any illegal substances. Bicycles are permitted only in areas set aside for their storage and are not permitted in the corridors. Animals or pets are not permitted in any residence, with the exception of non-meat-eating fish, non-venomous reptiles, service animals, and comfort animals for which advanced approval has been obtained by the resident from the College. Any unauthorized items may be impounded and stored at the student's expense.

7. Housing Deposit and Maintenance Fee: Each new resident must pay a deposit of $500 (by May 1), $200 of which is applied to the student's first semester housing bill (as a pre-payment). In addition, each year a resident must pay a non-refundable maintenance fee of $50. The maintenance fee may be applied to costs for any breakage, damage, loss of College property, and any other financial obligation owed to the College. Students are responsible for damages that occur in public areas of their residence unless the damage can be attributed to specific individuals or groups. Students receive itemized statements of any charges assessed to their accounts. If these charges exceed the maintenance fee, the student will be billed the difference. Students who cause excessive room or common-area damage (in the residence halls, $150 or more; suites, townhouses, and apartments, in excess of $300) may have their Housing Contract revoked and face additional conduct action.

8. Utilities and Furnishings: The College agrees to provide utilities to include electricity, water, and heat for the residence halls, suites, townhouses, and apartments. Central air conditioning is provided from early May to late September (approximately). Students are responsible for their long distance phone bills. Washers and dryers are available for resident student use in common areas at no additional charge. Room furnishings include bed, desk, desk hutch, chair, dresser, wastebasket, and shades or blinds. The furnishings are to remain in the room for the entire academic year. Common-area furniture is not permitted in student rooms. Townhouse, apartment, suite, and residence hall keys may not be duplicated and should not be given to others. Tampering with a lock or front door combination will result in conduct action.

9. Release from Contract: Except in the cases listed below, this contract is binding for one academic year. A resident may be released from this contract for the following reasons: part-time status, marriage, absence from campus due to a College-approved program (for example, internship or student-teaching outside St. Mary's County or study abroad), leave of absence, mid-year graduation, transfer, withdrawal, failure to register for at least 12 credits for new students by August 15 (for fall) or December 1 (for spring), or unusual circumstances. To be released from the contract, a resident must submit a timely written request to the Office of Residence Life, to be reviewed by a special committee or designated administrator who will render a decision regarding release from this contract. The deadline for such request from new students for release for the fall semester will be June 1. The deadline for such request for such release for the spring semester will be November 1. If a resident submits a late request, he or she will be deemed in breach of this contract. If a resident files a late request that is after the deadline but by July 1 (fall) or December 1 (spring), the student will be charged ten percent (10%) of the assigned housing rate for the type of housing assigned for that semester. If the request is filed after July 1 (fall) or December 1 (spring) but before classes begin, the student will be charged twenty percent (20%) of the assigned housing rate for the type of housing assigned for that semester. If a student is academically dismissed prior to the start of the fall semester, the housing deposit will be refunded. If a student is dismissed at any other time, cancels his or her registration and housing, or decides to transfer, withdraw, or take a leave of absence, the charges and deadlines noted above will be enforced. Students who elect to move off-campus without prior written approval from the Office of Residence Life or who notify the College after classes begin that they will not be living on campus will be financially liable for the full amount of the semester's housing fee.

10. Move-Out Cleaning Expectations: When a resident leaves housing, the resident is required to leave it in the same condition or better as when the resident moved in. Residents are to put all College furniture back into its original set-up position; clean and/or sweep/vacuum the floor(s); empty all closets and drawers; remove personal belongings; take the trash to the dumpster; take down posters, adhesives, stickers, etc.; reattach desk hutches, screens, and blinds or shades; clean off the tops of desks, hutches, dressers, and tables; wipe up spills. In the townhouses and apartments, residents are also required to thoroughly clean the bathrooms and kitchens including cleaning the oven, burner pans, stove top, refrigerator, freezer, countertops, shower, sinks, mirror, and toilet; and emptying all cabinets and drawers. Residents should not attempt to repair College property, but instead, submit a timely work request during the semester. Residents will be billed for cleaning charges if the condition of the unit is not consistent with the standards noted above, as determined by the Office of Residence Life.

11. General Information: Information and changes to policies, procedures, deadlines, etc. are provided to students in newsletters produced by the Office of Residence Life, sent by email, and are published in the Student Handbook, the College Catalog, and/or on the SMCM website. A student who has been issued a housing contract is charged with staying informed of such changes and compliance, as necessary, with any changes that affect his or her housing privileges.

12. Electronic Submission of this Contract: Students submitting the contract electronically accept the terms and conditions elaborated in this contract. Once it is submitted, it is a legal and binding document. **Please fill out the next page.**

2017 - 2018 NEW-STUDENT HOUSING CONTRACT
St. Mary's College of Maryland
Office of Residence Life

LAST NAME: _____ **FIRST NAME:** _____ **STUDENT ID NUMBER:** _____

HOME ADDRESS: _____ **CITY:** _____ **STATE:** _____ **ZIP CODE:** _____

HOME PHONE: _____ **BIRTH DATE:** _____ **AGE:** _____ **GENDER:** _____

STUDENT'S CELL PHONE: _____ **CELL CARRIER:** _____

EMERGENCY CONTACT:
NAME: _____

TELEPHONE: _____

RELATIONSHIP TO YOU: _____

MISSING PERSON CONTACT: (CHECK HERE IF SAME AS EMERGENCY CONTACT) ❑
NAME: _____

TELEPHONE: _____

RELATIONSHIP TO YOU: _____

- **PARENT/GUARDIAN/MISSING PERSON CONTACT PREFERRED METHOD OF COMMUNICATION: ❑PHONE ❑EMAIL ❑TEXT**
- **ANY COMMUNICATION BARRIERS (HEARING IMPAIRMENT, LANGUAGE DIFFICULTIES):** _____
- **IF UNABLE TO BE CONTACTED OR THERE ARE COMMUNICATION BARRIERS, IS THERE AN ALTERNATIVE INDIVIDUAL FOR EMERGENCY CONTACT PURPOSES? IF SO, PLEASE INCLUDE NAME AND PHONE NUMBER:** _____

LIST ALLERGIES, MEDICAL CONDITIONS, and MEDICATIONS (optional; to be used only in the event of an emergency): _____

_____

APPLYING FOR HOUSING FOR ACADEMIC YEAR 2017 - 2018 BEGINNING ❑ FALL 2017 or ❑ SPRING 2018 **SEMESTER**
CURRENT STUDENT STATUS: ❑ First-Year ❑ Sophomore ❑ Junior ❑ Senior ❑ Other

OPEN (GENDER-NEUTRAL) HOUSING: Check here if you are willing to live in Open Housing. ☐Yes, I wish to live in Open Housing.

Select one:

Unlimited Access ("Anytime") Meal Plans:

❑**Silver Plan:** 24 guest passes plus $400 Dining Dollars (12 guest passes + $200 Dining Dollars/semester)	$5,258/year
❑**Gold Plan:** 40 guest passes plus $600 Dining Dollars (20 guest passes + $300 Dining Dollars/semester)	$5,474/year
❑**Platinum Plan**: 64 guest passes plus $800 Dining Dollars (32 guest passes + $400 Dining Dollars/semester)	$5,690/year

Meal Credit Meal Plans:

❑**250 Meal Credit**: 250 meals plus $600 Dining Dollars (125 meals + $300 Dining Dollars/semester)	$3,620/year (Optional for Transfer Sophomores, Juniors, and Seniors only)
❑**150 Meal Credit**: 150 meals plus $600 Dining Dollars (75 meals + $300 Dining Dollars/semester)	$2,678/year (Optional for Townhouse and Apartment residents only)
❑**Flex Plan**: 20 meals plus $800 Dining Dollars (10 meals + $400 Dining Dollars/semester)	$1,134/year (Optional for Townhouse and Apartment residents only)

Check here to indicate that you have read and agree to abide by the 2017-2018 Housing Contract. ❑

SIGNATURE or ID Number: _____
(for electronic submissions)

DATE: _____

SIGNATURE OF PARENT OR GUARDIAN: _____
(If student is not at least 18 years of age)

DATE: _____