

**2022-2023 Texas Woman's University Housing & Dining
Family Housing Contract Terms and Conditions**

Definitions

For purposes of this Contract, the following terms have the following meanings:

- **Academic Year**- The term "Academic Year" shall mean the Fall and Spring semesters at the University.
- **Residence Hall** - All portions of a building, as well as its immediate outside surroundings, whether on or off campus, made available by TWU for Student living accommodations.
- **Apartment**-A University-assigned unit including any assigned exterior storage closets, patios, porches, balconies and stairwells.
- **Common Areas** - Lobbies, lounges, stairways, hallways, laundries, bathrooms, exercise rooms, basements, walkways, lawns and parking areas.
- **Student**-A person admitted to Texas Woman's University
- **Co-residents**- children, spouses, roommates

1. **CONTRACT TERM:** The default term of this Contract is for the Academic Year, or if entered into after the start of the Fall semester, for the remainder of the Academic Year. This Contract is issued only after the University has officially accepted a student for admission.
2. **ELIGIBILITY FOR RESIDENCY:** A person must be admitted as a full-time, degree-seeking Texas Woman's University student to be eligible for Housing. The student must remain enrolled full-time throughout the term of this contract.

Student Residents living in Family Housing must be accompanied by their husband or wife, or must have at least one minor residing with them. Meeting and maintaining appropriate student, married or single parent student status are key factors in obtaining an assignment for the TWU campus apartments.

The size of the apartment determines the number of occupants. Two-bedroom apartments will accommodate a maximum of four occupants (husband, wife and two children; single parent and two children). Three-bedroom apartments will accommodate a maximum of six occupants (husband, wife and four children; single parent and four children).

Any legally married couple, as recognized in the State of Texas with or without child(ren), or a single parent who has legal custody of a child(ren) is eligible. One of the couple or the single parent must be an enrolled, degree seeking TWU student to be eligible.

A valid marriage license, birth certificate(s) and/or adoption paper(s) must be presented at the time of contract signing to verify eligibility.

3. **OCCUPANT STATUS:** Only the Student Resident(s) and legally dependent family members as identified on the Family Housing contract may occupy the apartment. All persons listed on the contract must reside in the assigned apartment for the term of the Contract. Any change in occupant status must be reported in writing with to the Assistant Director for Housing Administrative Services. A Resident will not be permitted to remain in Texas Woman's University Apartments if eligibility requirements are not being met by the Student Resident. The Student Resident agrees that the apartment will be occupied by the residents listed in the Family Housing Contract. No other residents are permitted. Persons not listed on the original contract may not stay for more than three consecutive days without written consent from the Assistant Director for Housing Administrative Services and not more than 15 days in any academic semester.

If a resident in family housing gets married or gives birth to a child, they must notify University Housing and Residence Life within seven (7) days of the marriage or birth and provide supporting documentation (e.g. birth certificate, marriage license).

4. **RESIDENCY REQUIREMENT:** All full-time undergraduates (taking 12 or more credit hours) who have not completed 60 credit hours are required to live in on campus housing. Exceptions are made for:
- students residing with their parent or legal guardian within a 40 mile commutable radius of the campus,
 - students who are at least 21 years of age,
 - students who are married,
 - students who are active military or veterans of military service,
 - or students with children.

Students who wish to be exempt must apply for an exemption prior to the residence halls Opening Day. A Housing & Dining administrator will review requests for exemption. All decisions made shall be considered final. Once the contract is signed and the academic year has begun, an exemption may not be granted, nor will the contract be cancelled for this purpose.

5. **ASSIGNMENT:** Texas Woman's University is an equal opportunity institution and, as such, assigns space to qualified, enrolled, degree-seeking students without regard to race, color, religion, sexual orientation, national origin, disability, or age, as provided by law and in accordance with the University's respect for personal dignity and Housing & Dining's commitment to valuing human diversity. Basic housing is a room occupied by two persons of the same gender.

Registered sex offenders and students convicted of any felony will not be eligible to live in the University residence halls or apartments.

Assignments to a specific building, type of housing, room/apartment capacity, or specific roommate(s) are not guaranteed.

Housing is not guaranteed by completing the housing application process. If a prospective resident has completed the Housing & Dining application process by the appropriate deadline and the University is unable to grant housing due to occupancy levels, he or she will be refunded their deposit.

6. **ACCOMMODATIONS:** Students needing a housing accommodation should contact Disability Services for Students. For detailed information and a list of required documentation, see <https://www.twu.edu/disability-services/>. Students with contracts may request consideration for accommodation. Priority is given to students applying by June 1. While late requests for accommodations may be submitted, such requests will be handled on a case-by-case basis.
7. **USE OF ASSIGNED SPACE:** Occupancy of space is permitted only by the student and approved family members to whom the space is assigned. Space may not be sublet to any other person(s). The student may not share assigned space with any other individual(s) not officially assigned by the University. The student may not refuse or prevent another assigned student from residing in a shared space (bedroom or apartment). If the student refuses or prevents a new occupant from residing in a shared space, conduct action (including eviction), may be imposed on the student. Use of space for specific visitation and guest policy information is governed by the Residence Life Handbook available on the TWU Housing website
8. **ROOM CHANGES:** Students may request relocation to another room or space at times specified by Housing & Dining, throughout the year. Residents must request a Room Change to their Residence Director. The Residence Director must first approve the request, before the move(s) can take place. Upon approval, the student has 48 hours to relocate. Any student who moves prior to receiving written approval or after the 48 hours will be subject to a \$100.00 charge and student conduct action.
9. **PAYMENT OF FEES:** The student agrees to accept the assigned space in University housing and pay housing and dining fees on or before the published payment dates. Current rates and fees can be found at www.twu.edu/housing. It is the responsibility of the student to routinely check his/her student account to determine outstanding balances.

Students who receive financial aid awards are required to pay all housing and dining costs not covered by

their awards (after tuition and fees are paid), by the payment date set by the University. Financial aid may not be used to pay the required housing deposit and application fee. Room rates and board are reduced only for the student who is assigned a space AFTER the conclusion of the FIRST WEEK of classes. Rates are also adjusted on a pro-rated basis if the room or meal plan type changes. Failure to pay fees in a timely manner will be a material breach of this contract.

- a. **Application Fee-** Student agrees to pay the \$50 nonrefundable and non-transferrable application/contract fee for Housing.
 - b. **Deposit-** Student agrees to pay a security deposit of \$100 prior to taking possession of a room. The \$100 room deposit will be refunded to the student upon satisfactory completion of the contract which includes checking out of the residence hall or apartment properly and leaving the room or apartment in good condition.
10. **CONTRACT CANCELLATION CHARGE AND REFUNDS:** At a minimum, this contract is in force as long as the Student is officially enrolled during the Academic Year as outlined in “CONTRACT TERM,” and as long as the Student remains in good standing. The Student may request a cancellation of the contract by completing a Cancellation Form according to the following guidelines:
- She/he may cancel the contract provided she/he will not be in violation of the University Residency Requirement.
 - If the student is denied admission to the University, there shall be no cancellation fee and a full refund of any refundable payments will be made.
 - Students evicted from Housing will be responsible for payment of the entire semester’s room rent. The housing deposit will also be forfeited.

CANCELLATION CHARGES FOR THE FALL SEMESTER

- No deposit refund if cancelling contract (at any time).
- After June 1-\$350
- After August 1-\$500
- After Opening-\$500; 20% of semester’s rent
- After-Sept. 1-\$500; 50% of semester’s rent
- Oct. 1-\$500; entire semester’s rent

CANCELLATION CHARGES FOR THE SPRING SEMESTER

Fall assigned students if cancelling before the start of the Spring semester:

- \$500 and forfeit deposit

Fall assigned students if cancelling after the start of the Spring Semester:

- After Opening-\$500; 20% of semester’s rent
- After-Feb. 1-\$500; 50% of semester’s rent
- March. 1-\$500; entire semester’s rent

CANCELLATION CHARGES FOR THE SPRING SEMESTER (Spring Only Contract)

- No deposit refund if cancelling contract (at any time).
- After December 1-\$350
- After January 1-\$500
- After Opening-\$500; 20% of semester’s rent
- After-Feb. 1-\$500; 50% of semester’s rent
- March. 1-\$500; entire semester’s rent

The University will waive cancellation fees if cancellation is the result of

- full time student teaching or an academic internship;
- medical withdrawal from the University
- academic disqualification;
- graduation;

- moving to another TWU campus
- or such other circumstances with the prior approval of the Executive Director of Housing & Dining.

Students must also complete a cancellation form and provide documentation that supports their reason for cancelling. Residents who wish to return to University Housing are not guaranteed a space and will be considered a new on campus student.

MEAL PLAN CANCELLATION

- If a meal plan participant cancels a meal plan before Opening Day of each semester, they will be charged a \$100 cancellation fee.
- If a meal plan participant cancels a meal plan after Opening Day of each semester, the meal plan charge will be prorated through the week of the last use of the plan or through the effective date of the cancellation, whichever date is later. The cancellation will also incur a contract termination fee equal to 50% of the remaining contract.
- Refunds will not be given for missed meals due to academic scheduling problems or trips taken by the resident for academic or extracurricular purposes.

Students may spend the entire Dining Dollar balance in a semester, or the balance remaining at the end of the fall semester will transfer to the spring semester **ONLY** for those students continuing to reside in on-campus housing. Any carry-over balance is added to the student's spring meal selections. Balances will not carry over to the following semester at the end of the spring semester.

Exemptions

The University, in unique circumstances, may exempt a student from the required meal plan for documented medical conditions or religious dietary observance. It should be noted that all documentation must be submitted to the Executive Director of Housing and Dining by the 11th class day in order for a request to be considered for that semester. Please note that the meal plan exemptions requests will only be considered for those who demonstrate that a campus dining plan cannot in any way satisfy their dietary needs and provide appropriate supporting documentation. It is the responsibility of the student to obtain any and all required approvals or necessary documentation.

11. **TERMINATION OF THIS CONTRACT BY THE UNIVERSITY:** If a student is suspended, expelled, or otherwise removed from the University or Housing for disciplinary reasons, the University will terminate the Contract. In such cases, the student will be required to vacate the room/apartment within 48 hours after notification of such action by the University, or sooner if, directed by the Executive Director of Housing & Dining or designee, or there is a threat to the welfare of persons or property. When the Executive Director of Housing & Dining or designee believes that the continued presence of a student living in Housing poses a continuing danger to persons or property, is a direct threat to persons or property, or is significantly disruptive to the normal operations of the residence halls/apartments, the student may be removed from Housing pending the outcome of a student conduct process and/or administrative contract review. Students who are removed from Housing for reasons stated in this paragraph will be held financially responsible for the entire semester's room rent, and may not be eligible to apply for future on-campus housing.
12. **CHECKOUT:** The student must check-out within 24 hours after the student's last final exam of the Spring semester (Fall semester for those not enrolling for the Spring semester), or by noon on the last day of the semester per the TWU Academic Calendar, whichever comes first. The student is to vacate the space within 48 hours after withdrawal or dismissal from the University, or be held liable for room charges beyond his/her last date of attendance. Failure to move out within the prescribed period may result in a \$100 per day charge, conduct action, or any or all of the foregoing. In the case of eviction, the University will not be held responsible for student belongings and reserves the right to take possession of and discard such belongings, change all applicable locks, and charge the student for all necessary expenses. The student is expected to complete a proper check out prior to leaving the assigned space, as outlined in the Residence Life Handbook available on the TWU Housing website.

When one occupant in a room/apartment moves out while others remain, each is equally and jointly

responsible for cleaning the room, bathroom, and common areas. If any of those spaces are found to be in an unacceptable condition, cleaning services will be provided and all residents will be held liable for cleaning charges. The student must also complete and sign the Room Condition Report form and return all keys to a Residence Hall/Apt. staff member. If the student is departing prior to the end of the academic year, a cancellation form must be completed prior to checkout. Failure to comply with this process may result in additional charges.

13. **BEHAVIOR AND CONDUCT:** The Student is responsible for knowing and observing University policies, rules, regulations and procedures as set forth in the TWU Student Handbook, Student Code of Conduct, and the Residence Life Handbook. These resources are available online at www.twu.edu. The Student is also responsible for observing all applicable federal, state, and local regulations and laws. The University reserves the right to make other rules and regulations as in its judgment may be necessary for the safety, care, and cleanliness of the premises and for the preservation of order. Student agrees to abide by all additional rules and regulations that are adopted. Any student whose contract is terminated as a result of violating The Student Code of Conduct, Residence Life Handbook or as a result of any other conduct sanction, will be held financially responsible for the entire semester's room rent. Failure to abide by all University policies, rules, regulations and procedures and federal, state and local regulations and laws may result in contract modification or termination.
14. **CARE OF FACILITIES:** The Student is responsible for care of rooms, furnishings, and equipment in Housing. Student is responsible for keeping the assigned unit clean and sanitary. In order for the campus to remain committed to environmental responsibility, the student is responsible for disposing of trash and recyclable materials in bins provided in all common areas. The student agrees to cooperate with roommates in the common protection of University and personal property. The student also agrees to refrain from modifying the space in any way, except as expressly permitted in writing by designated Housing & Dining staff and to promptly pay all assessed charges for damages, special cleaning, or maintenance resulting from misuse or modification of the facility. The student is jointly liable with roommates and/or suitemates for assessed charges in the room, apartment, or common area of the residence hall, unless the responsible individual is identified.
15. **KEYS/CARD ACCESS:** Student agrees not to duplicate any keys assigned or transfer their keys or identification card to another person, and will be subject to conduct action or termination of this contract if this occurs. If keys are not returned at check out or if the keys are lost or stolen, the student agrees to pay for all lock changes and key replacements. Student is responsible for securing the assigned unit at all times and taking such precautions as is necessary for personal and property protection.
16. **ROOM ACCESS:** The University reserves the right to have authorized University staff, property management personnel, state officials, and other authorized personnel enter the student's rooms/apartments with prior notice at reasonable times to inspect, maintain, and repair the premises and furnishings.

Students are expected to promptly report damages and necessary repairs, in accordance with established and published procedures. In the event of an emergency, notice may be given immediately before entering. In accordance with the Residence Life Handbook, when authorized personnel have a reasonable belief that a violation of a University or Housing regulation, local ordinance, state or federal statute is in progress, and/or other emergency purposes exist, they may enter the student's rooms/apartments/suites/house without notice. Student's online submission of this contract constitutes explicit consent for authorized personnel to enter the student's rooms, apartments, and/or suites without notice for such purposes.

17. **DINING SERVICES:** The student agrees that, while living in the residence halls (Guinn, Stark, Parliament Village) she/he will purchase a residential meal plan for the entire period of the contract. If no meal plan is selected, the student will automatically be assigned and charged the minimum residential meal plan. Students living in Lowry Woods apartments are not required to purchase a meal plan, and can select from any residential or commuter meal plan option. Lowry Woods residents will be provided \$50 Dining Dollars that will be included in each semester's rent.

Meal plans are effective during the defined contract period, as outlined in Section 2. Dining and retail

locations may be closed or offer limited service during University breaks.

Board Meals from all plans can be used according to the number of meals in the plan during the meal periods allowed per day. Unused board meals do not carry over and reset each Saturday.

Residents may change to a higher dining plan at any time during the term, and may change to a lower dining plan through the 11th class day each academic term. More than two (2) meal plan changes, after the initial selection at any time during the contract term will result in a \$50 administrative fee for each additional change.

18. **LIMITATION OF UNIVERSITY LIABILITY:** The University is not liable for damage to or loss of personal property, or failure or interruption of utilities. Students are encouraged to review family homeowner's insurance policies or to carry personal renters insurance. Student understands that the University's insurance does not cover a student's belongings from losses not caused by the University's negligence. The University is not liable for any personal conflict of students with co-residents, resident's guests or invitees, or with any other residents that reside in on-campus residence halls or apartments. Therefore, a conflict between students does not constitute grounds for contract termination. The University shall not be liable for any death, injury, damage or loss to person or property, including, but not limited to, any death, injury, damage or loss caused by burglary, assault, vandalism, theft or any other crimes, negligence of others, wind, rain, flood, hail, ice, snow, lightning, fire, smoke, explosions, natural disaster or other acts of God, or any other cause beyond the reasonable control of the University; and the Student hereby expressly waives all claims for such death, injury, damage or loss. Resident agrees to indemnify, defend and hold harmless the University, and its respective officers, directors, members, managers, agents, employees and legal representatives from any and all liabilities, claims, suits, demands, losses, damages, fines, penalties, fees, costs or expenses (including, but not limited to, reasonable attorney's fees, costs and expenses if permitted by prevailing law) arising by reason of any death, injury, damage or loss sustained by any person, including Student, Student's guests and invitees to the extent not caused by any omission, fault, negligence, or other misconduct by the University.
19. **IMMUNIZATION:** The student, or parent or guardian of the student, will be required to provide a certificate signed by a health practitioner or an official immunization record showing the student has received the bacterial meningitis vaccination or booster during the five-year period prior to enrollment, and not less than 10 days before the move - in day. Documentation may be faxed, scanned and emailed, mailed, or hand delivered to the Office of Admission Processing. Students, 22 years of age or older, are not required to file the exemption or show proof of the vaccination.
20. **PHOTO RELEASE:** The Student grants Texas Woman's University permission to record Student's participation in and appearance on videotape, audiotape, film, photograph or any other medium. The Student also grants Texas Woman's University permission to use Student's name, likeness, voice and biographical material in connection with such recordings; exhibit or distribute such recordings in whole or in part without restrictions or limitation for any legal purpose, including without limitation, educational or promotional purposes, which the University and those acting pursuant to its authority deem appropriate; and copyright such recordings in its own name or to publish, to market and to assign such recordings without consideration, compensation or report to Student. Should a student (or, if under 18 years of age, his/her parent/guardian) NOT want to be photographed or recorded, or have their name, voice, or biographical material used in connection with any such recording, please obtain a copy of the appropriate Opt Out of Photograph Release form available at the Housing and Dining office. Complete it by August 1 for Fall and January 3 for Spring, and return it to the Housing and Dining office. Unless you complete Opt Out of Photograph Release form, your presence in or around Housing and Dining facilities and/or properties, as well as at on and off campus Housing and Dining sponsored events, will constitute your consent to the capturing and/or use of your image and/or voice, name and biographical material by the Department of Housing and Dining and will expressly and impliedly waive any claims or rights, whether in law or equity, related thereto.
21. **ILLEGAL SUBSTANCE:** The University has a campus-wide zero tolerance for illegal substance, the purpose of which is to promote a healthy learning environment on campus. Any illegal possession, use,

delivery, sale, or distribution of illegal drugs, controlled substances or drug paraphernalia will result in a termination of this contract and an eviction from Housing. Unlawful possession, use or abuse of alcohol is strictly prohibited in and on all property owned, leased or controlled (temporarily or permanently) by the university or at any university event. The University has a strict no-tolerance policy towards underage drinking and driving while intoxicated or under the influence of alcohol. The University condemns any act related to the consumption of alcohol that impairs, interferes, or endangers the safety or enjoyment of others, including the individual who chooses to consume the alcohol. Any student whose contract is terminated as a result of violating the Student Code of Conduct, Residence Life Handbook or as a result of any other disciplinary sanction, will be held financially responsible for the semester's rent.

- 22. EMAIL AS OFFICIAL METHOD OF COMMUNICATION:** Texas Woman's University primary source for correspondence with students is through the student's TWU email. Messages sent by the University may include time sensitive information regarding student accounts, announcements, and class information. Students are responsible for checking their TWU email on a regular basis and should clean out their email boxes diligently to ensure all mail is delivered. For more information regarding your Pioneer Portal and TWU email, visit www.twu.edu or contact the IT Help desk at 940-898- 3971. Students should add housing@twu.edu to their email address contact list in order to avoid having important mail filtered in to "junk" mail.

Housing & Dining utilizes email to communicate information including, but not limited to: assignments, billing issues, and waiting list status.