



SPRINGFIELD COLLEGE

OFFICE OF HOUSING & RESIDENCE LIFE HOUSING CONTRACT

PLEASE PRINT:

NAME: _____ / /
Last First M.I. ID# Date of Birth

I understand that as a resident here at Springfield College I will need to familiarize and understand the Terms and Conditions that are stated on the Residence Life homepage (www.spfldcol.edu/home.nsf/ResidenceLife) located on the Springfield College website. I also understand that all students are required to live on campus through their junior year and may elect to live on campus for their senior year.

I understand and agree to abide by the following terms:

- All Housing Contracts are for the full academic year.** No student may break his/her housing contract midyear. Any student whose academic commitments requires him/her to be away from campus for one semester may receive permission from the Office of Housing and Residence Life for a one – semester only contract. Written verification of academic commitment must be provided by the student's advisor.
- If, for any reason, one or more of my selected roommates does not return to our housing assignment for the next semester year, **I understand that the Office of Housing & Residence Life may move one or more students into my housing assignment, or move me and my roommate(s) into another housing assignment due to an unanticipated change in housing needs. New students or returning students without roommates will have priority for any open spaces.**
- Guests:** Overnight guests are limited to no more than two consecutive nights. The roommate must grant consent. A student host is responsible for the conduct of his or her guest. All guests must comply with College rules and regulations. Guest privileges may not be extended for the purpose of cohabitation. **No student may have more than three guests at any given time.**
- I also understand that the Office of Housing & Residence Life may need to reassign me and my roommate(s) to a different room, floor or residence hall due to an unanticipated change in housing needs.
- The College assumes no responsibility for loss of or damage to student's personal property and the student is strongly advised to purchase a renter's insurance policy to insure the personal property of the student from theft, damage or other casualty.

Residence Halls

Prices listed are for the 11-12 Academic Year and are subject to change

Living Center: Double Occupancy: \$3860/semester Single Occupancy: \$4260/semester

Senior Suites: \$4260/semester

Townhouse: \$4260/semester

Abbey/ Alumni/Gulick/International/Lakeside/Massasoit/Reed residence halls:

Double Occupancy: \$2795/semester

Single/adjoining single occupancy: \$3495/semester

Buy Out Double: \$4200/semester

Students who stay on campus in designated open residence halls during vacation periods will be assessed a fee based on their length of stay.

6. Seniors that seek to stay in housing at the end of the academic year must purchase Senior Week tickets during the specified dates when the tickets are sold. Students will be required to make arrangements (at the completion of his/her last exam) to move out of housing if Senior Week tickets are not purchased (ticket prices yet to be determined). **Please understand that the housing contract expires at the completion of Final Exams and the option for students to stay in housing during Senior Week is a privilege.**
7. Seniors staying during the Senior Week are to adhere to College and Housing policies. This includes the restriction of guests from the residence halls during the period of Senior Week until the weekend of Graduation.

HOUSING CANCELLATION

POLICIES AND PENALTIES:

The College has a three – year residency requirement. All housing contracts are for the full academic year and are binding with a \$200 non-refundable housing deposit. Students, who have signed a Housing Contract and wish to cancel their contract in order to live elsewhere, must notify the Office of Housing & Residence Life in writing. Upon receipt of the written intent to cancel your housing contract, it will be reviewed and you will receive a letter indicating whether you have been approved or denied to cancel your contract. If denied, you will be financially liable for the housing cost associated with your signed housing contract. If approved, you will be assessed the following penalties based on the date the letter of intent to cancel was received by the Office of Housing and Residence Life:

Seniors and/or students who have participated in the Senior Housing selection process:

- Cancellation after Fall Semester room selection process : **\$600 + \$200 Non–refundable housing deposit**
- Cancellation after Thanksgiving Break but before the end of the Fall Semester: **\$1000 + \$200 Non–refundable housing deposit**
- Cancellation after the Fall semester but before May 1st: **\$1500 + \$200 Non–refundable housing deposit**
- Cancellation after May 1st and before first day of classes: ***30% of the housing cost + \$200 Non–refundable housing deposit**

Freshmen, sophomore and junior:

- Cancellation before May 16th: **\$200 + \$200 Non-refundable housing deposit**
- Cancellation between May 16th & July 1st: **\$400 + \$200 Non-refundable housing deposit**
- Cancellation between July 2nd & October 17th: ***30% of the housing cost + \$200 Non-refundable housing deposit**
- Cancellation after October 17th: ***100% of the housing cost + \$200 Non-refundable housing deposit**

**Percentage of housing cost for the academic year*

Students who officially withdraw from the College should refer to the Tuition and Housing Refund policy listed in the Student Handbook.

Once you have participated in Room Draw, requests for room changes will be done from the waiting lists. **Please note that room changes are permitted only between the third and fourth week of each semester. Please make your selection carefully.**

Your signature below confirms that you have read, understand and agree to comply with the room draw process, the terms and conditions listed within this contract and the policies/procedures of the Office of Housing and Residence Life

Signature

/ /
Date

Springfield College Students under the age of 18

I _____ have also read the conditions of the Office of Housing & Residence
(Print Name of the parent or legal guardian)

Life Contract and approve my son/daughter _____ to live on campus in the residence halls.

Signed By: _____

Relationship to Applicant (i.e., Parent/Legal Guardian): _____ Date: ____/____/____

Office use only

ROOM ASSIGNMENT: _____

Hall

Room

Semester