

## Bentley University Housing and Meal Plan Contract

This contract applies to the entire **2017-2018** academic year, but is payable by semester.

### **I. GENERAL INFORMATION:**

1. Fall semester housing and meal plan fees are due **August 1, 2017**. Spring semester housing and meal plan fees are due **January 2, 2018**.
2. This contract, along with the Bentley University Student Handbook, outlines the rights and responsibilities of all Bentley University Students. Your electronic signature on this contract indicates your acceptance of the terms of this contract, and your agreement to abide by all University rules and regulations found in the Student Handbook, as well as those rules and regulations that may be subsequently implemented. Residential students are expected to read the Student Handbook in addition to this contract. For fire safety purposes, any furniture brought into the residence hall must comply with California flammability standards.
3. Bentley University reserves the right to assign and change student room assignments at its discretion, to assign anyone on a temporary basis to vacancies, and to consolidate vacancies in order to achieve optimal utilization of facilities. Students who refuse to comply with the university in its attempts to make the best use of vacant spaces may be subject to conduct action and will also pay the full cost of the affected vacancies.
4. Bentley University reserves the right to enter rooms, suites and apartments. Some, but not all, reasons for entry include scheduled and unscheduled maintenance, semester health and safety inspections, and interventions in incidents that are considered (at Bentley's discretion) to necessitate entry.
5. All undergraduates in housing must maintain a full time status and be registered for 12 or more credits per semester to live in university housing. Requested exceptions to this policy must be submitted in writing to the Residential Center.
6. Bentley University furniture may not be removed from any student accommodations. The University will not remove or store any Bentley issued furniture. Lofts are not allowed unless provided by the University.

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### **II. OPENING AND CLOSING DATES:**

#### FALL SEMESTER OPENING DATES:

Move in times: **8:00 AM - 4:00 PM**

UNDERGRADUATE NEW STUDENTS: **Wednesday, August 23, 2017**

RETURNING UNDERGRADUATE STUDENTS: **Sunday, August 27, 2017**

All dates are subject to change at the discretion of Bentley University.

Returning undergraduate students WILL NOT be allowed to move onto campus prior to **Sunday, August 27, 2017**. By agreeing to this contract you understand that you will need to make appropriate arrangements for you and your belongings to move to campus on **Sunday, August 27, 2017**. Returning undergraduate students attempting to move in prior to that date will likely be removed from housing for the **2017-2018** academic year.

Each semester, immediately upon your arrival on campus, you must complete the semester check-in process through Administrative Responsibilities in MyBentley. If your arrival is delayed more than 24 hours, and you do not inform the Residential Center, you may forfeit your room assignment.

FALL SEMESTER CLOSING DATE:

**Wednesday, December 20, 2017 at 6:00 PM**

All students should vacate their residence hall no later than 24 hours after their last final. On the date of closing, failure to vacate your room on a timely basis may result in a \$100 late move out fee.

Residence halls and dining halls are closed during Winter Break.

Requests for access to the residence halls during winter break, if approved, will only be permitted during normal business hours and students will incur a \$50 access fee.

SPRING SEMESTER OPENING DATE:

**Monday, January 15, 2018 at 10:00 AM** for all students.

SPRING SEMESTER CLOSING DATE:

**Thursday, May 10, 2018 at 6:00 PM**

Undergraduate students are required to vacate housing no later than 24 hours after their last exam if it precedes the stated closing date by more than one day. Failure to vacate your room may result in a \$100 late move out fee.

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### **III. FINANCIAL INFORMATION:**

CANCELLATION FEE:

All returning students who have signed (electronically) this contract, and who cancel their housing after June 22, 2017, will be assessed a cancellation fee of \$500.

DAMAGE DEPOSIT:

A damage deposit of one hundred dollars (\$100) will be paid to the university in order to cover the cost of possible damage to a specific student's individual assignment. Residential Center Staff will inspect rooms/suites/apartments after all students have vacated. Staff will assess any damage or unacceptable cleanliness of the space using the guidelines described in the Student Handbook and on the Residential Center's website. A complete or partial refund of the damage deposit will be applied to your student account upon completion of the academic year.

#### COMMUNITY BILLING:

Common areas within buildings are defined as hallways, bathrooms, stairwells, lobbies, lounges, laundry rooms, basements, entrances and exits of buildings, and elevators. For the purpose of community billing, common area damages are defined as trash, vandalism (broken exit signs, broken glass, broken windows, damaged ceiling tiles, etc.), bodily fluids, fire extinguisher discharge, and furniture removal. When individual responsibility for damages cannot be determined, the residents of a floor, suite, wing or entire hall are collectively responsible for repair or replacement costs. The residents of the area in question will be informed of the community billing process via their Bentley University e-mail account. Each student's portion of the community billing charges are assessed on the student account monthly. All community billing charges are final.

#### ACCOUNT BALANCE:

Failure to pay your student balances will result in termination of your housing contract and removal from housing. Please note that the License Agreement does not convey a tenancy or other property interest to you; it creates a licensor/licensee relationship subject to the terms and conditions in the Agreement, in the Student Handbook and in the Student Code of Conduct.

#### REFUNDS:

Although payable by semester, room charges are for the entire academic year. If you agree to the Housing and Meal Plan Contract and move into housing, you are obligated to pay for the entire academic year of housing, as long as you are enrolled in any division of Bentley University (except education abroad and some internship programs). Requests for exceptions should be directed, in writing, to the Associate Director of the Residential Center. Withdrawal from housing between semesters does not warrant a refund unless the student meets all three of the following conditions:

1. Does not register at Bentley University for any courses, graduates, is on an internship, or is dismissed for academic reasons,

AND;

2. Informs the Residential Center through the [ga\\_housing@bentley.edu](mailto:ga_housing@bentley.edu) account no later than December 4, 2017, for cancellation of the Spring Semester,

AND;

3. Gains the approval of the Associate Director of the Residential Center. Housing charges accrue until your petition to withdraw has been approved, the Housing Amendment form has been completed, and you have vacated from Bentley housing.

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#### **IV. FOOD SERVICE INFORMATION:**

1. All residents of on campus residence halls/suites (mandatory areas) are required to contract for a Unlimited, Value 15 or Value 12 meal plan for the duration of their occupancy in these accommodations. Residence hall/suite residents are NOT eligible for the 921 60 meal plan or the Apartment Plan.

2. All first year students are required to be on either the Unlimited Plan or the Value 15 Meal Plan for their first two semesters of enrollment.

3. Upper class students who have a meal plan may lower their meal plan within the first two weeks of the semester. Students residing in mandatory meal plan areas may lower their plan to the Value 12 plan.

Last day to lower Meal Plans:

Fall Semester: **Monday, September 11, 2017**

Spring Semester: **Monday, January 29, 2018**

4. Meal Plans are not in effect during Thanksgiving, semester break and spring break. If students are approved to stay over a break period, they may be subject to a per day rate to cover meal plan costs. The Meal Plan contract for Apartments, Cape, Castle and Stratton residents may be changed at any time. These are non-mandatory areas.

5. It is the responsibility of the student to drop or change their Meal Plan through MyBentley. Once the semester begins students are charged for the number of days they have been on the plan regardless of use.

6. Students remain financially responsible for the Meal Plan until the student communicates through MyBentley that they wish to modify their Meal Plan. Board payment is refundable, but other charges may still apply.

7. Discretionary Money does not rollover to the next semester.

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**V. PERSONAL PROPERTY LIABILITY AND INSURANCE:**

**The University will assume no liability, directly or indirectly, for loss or damage to personal property by fire, flood, theft, or any other cause. Every resident is encouraged to review his/her family personal property insurance coverage and to obtain appropriate coverage.**

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**VI. TEMPERATURE & UTILITY CHARGES:**

The University operates several types of heating and cooling systems for its campus buildings which are upgraded on a continuous basis. As such, a Temperature Policy has been created to communicate the parameters and local controls, where available, of these systems to all community members. This policy also specifically outlines the heating and cooling controls in residential buildings and provides information for occupants with local controls on how to make adjustments to their heating and cooling system.

The primary objective of any heating and cooling system is to create a reasonably comfortable living and working environment, while balancing the need to economize and use resources wisely. Using energy responsibly by standardizing temperature set points will reduce greenhouse gas emissions and will offset increases in utility costs. To increase the efficiency of our heating and cooling systems, the HVAC

units in all of Bentley's residence buildings are set to an automated cycle system. The units are set to turn on if the outdoor air temperature is less than 61 degrees F or more than 75 degrees F.

All Housing rates include an estimated energy (utility) charge. In the event that the cost to the University for resident-related utilities is higher than the amount budgeted for these utilities during the academic year, the student agrees to pay any energy surcharge imposed by the University to cover this increase in cost.

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## **VII. OTHER INFORMATION:**

The Bentley University residential program seeks to create safe, civil, and inclusive communities that foster the personal and intellectual growth of each individual. Students who live in university housing have certain freedoms and responsibilities.

Regulations exist which are consistent with the educational purposes of the residential campus. The residential environment requires those sharing a living unit to be both cooperative and considerate. Bentley University does not discriminate on the basis of age, race, color, gender, sexual orientation, disability, religion, national and ethnic origin or veteran status.

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## **HOUSING AGREEMENT ADDENDUM**

I agree that if I choose/or am assigned to the Residence Halls below, I will abide by the additional regulations for the type of housing indicated. I understand that if I fail to follow these guidelines I may be required to move.

### Roommates of Residents Assistants:

1. If I select, or am assigned to a Resident Assistant apartment/suite/room, I understand that the Residential Center retains the right to change my room assignment to ensure the proper functioning of the Residence Life staff structure.

If an RA resigns, participates in an education abroad program, graduates, or leaves the position for any other reason, the roommates of the RA may be required to move to a new assignment.

2. I understand that if I (or my guests) engage in behavior(s) that prevent or compromise the ability of the assigned RA to perform their job function I may be relocated to a new assignment.

By submitting this contract, I agree to pay, for the accommodation to which I am assigned and the meal plan I choose.

In addition, I accept and agree to abide by all terms of the agreement, all University rules and regulations, including those found in the Student Handbook, and those rules and regulations that may be subsequently implemented.

**I UNDERSTAND THAT THIS CONTRACT, WHILE PAYABLE BY SEMESTER, IS FOR THE ENTIRE 2017-2018 ACADEMIC YEAR**