

# On-Campus Housing Contract

## On-Campus Housing Contract

By agreeing to live in ON-CAMPUS HOUSING, you agree to abide by the policies and procedures of Liberty University as outlined in *The Liberty Way*, *On-Campus Living Guide*, and the *Course Catalog*, all of which are incorporated herein by reference, as the terms thereof may exist from time to time.

## General Information

The University may, in its sole discretion, at any time: (a) alter, change, or cancel a housing assignment; (b) change any room assignment or rate; (c) enter residences during reasonable hours at your request or for routine maintenance, inspections, repairs, or housekeeping duties (d) enter residences at any time for an emergency; (e) control the residences in the event of an emergency; (f) terminate the Housing Assignment for violation of University policies and regulations, for health or social reasons, or for other reasons deemed sufficient by the University.

## Eligibility

Liberty University requires all unmarried students under the age of 21 to live on campus. On-campus residents must be currently enrolled in a residential program. All students must complete Financial Check-In prior to occupancy. Students who are age 25 or older (at any time during the semester) or married are not allowed to live on campus. Rooms are assigned on a first-come, first-served basis.

## Policies and Procedures

### 1. Assignments and Residence Hall Check-in

The effective date of this On-Campus Housing Contract ("Contract") shall be from the time the housing assignment is made until the earlier of 24 hours after the student's last scheduled exam for the academic year, upon the close of residence halls as stated in the University Academic Calendar, incorporated herein by reference, or as terminated by another provision herein.

Housing Assignments will terminate upon any of the following:

- 48 hours after an official withdrawal is processed by the University.
- 24 hours after a student's last scheduled exam for the Fall semester if the student does not intend to return to the University for the Spring semester.
- Student confirms moving off-campus after official permission is granted by the Office of Residence Life.
- Student gets married at any point during the term of the housing assignment.

The period of occupancy begins when the student checks-in to the residence hall (by means of receiving key and/or moving belongings into the assigned space). The official opening and closing dates of the residence halls are published annually in the University Academic Calendar. Students are not allowed to move into the residence halls prior to the dates listed. Exceptions to this policy will be limited and based on extreme need, and students will be charged accordingly.

### 2. Breaks

During Fall and Spring breaks, the residence halls will remain open; however, foodservice is **not** provided. All residence halls will be closed during the Winter break (Christmas break) unless announced otherwise. Students are required to check-out with their Resident Assistant prior to leaving for Winter break. Please see Check-out Procedures.

Students who are returning to their room assignments for the Spring semester may leave personal belongings in their assigned rooms during Winter break; however, because the University will be closed for the holidays and

routine maintenance will be performed during the break, students are encouraged not to leave items of great sentimental or financial value.

### 3. Hall Damage

Students are responsible for any damage or loss caused to their rooms, common areas, or to the residence halls, including all University furnishings and fixtures. Students responsible for damage, whether accidental or intentional, will be charged for replacement or repair. If the University cannot determine who is responsible for the damage or loss, the cost will be divided equally among the residents of the apartment, quad space, common area, floor, or building as applicable. All damage charges are billed to the student's account. All damage charges must be appealed by email to the Office of Residence Life within 30 days of the date the charges are billed to the student's account. Failure to pay damage charges billed may result in a hold placed on the student's account. A hold on a student's account will impede the student's ability to conduct transactions with Liberty University until the hold is resolved in the Office of Student Accounts.

### 4. Institutional Liability

The University will not be responsible for damage to or loss of personal belongings, which are a result of fire, wind, water, insects, rodents, vandalism or theft. However, when damage or loss is reported, the University will take reasonable steps to attempt to resolve the problem. **Students are encouraged to make sure personal belongings are covered by a renter's insurance policy or parent's home owner's policy.**

### 5. Safety and Security in the Residence Halls

**Commission of any Safety Violation will result in up to a \$100 Safety Violation Fine.**

It is necessary for every resident to share the responsibility for the safety and security of his/her residence hall. The following is a list of safety/security violations (this list is not comprehensive/exhaustive):

- Discharge of false alarm/setting off alarm with fireworks or smoke
- Tampering with the locking mechanism of any residence hall door
- Disconnecting/tampering with any smoke detector in a residence hall or room
- Discharge of a fire extinguisher for reasons other than extinguishing a fire
- Lighting of fire in or around a residence hall
- Possession/use of matches, lighters, candles, incense, or other flammable substances in a residence hall (exceptions are made for grilling/tailgating purposes).
- Propping open any exterior residence hall door
- Possession/use of halogen lamps
- Tampering with a fire extinguisher (or other safety equipment) in any way
- Climbing in/out of residence hall window
- Stepping on air conditioning or heating unit
- Adjustment or modification of bedroom furniture that creates a safety issue (this list is not all inclusive):
  - Blocking access to climbing bunk beds/Loft via head board or foot board acting as ladder
  - Removing bed safety rails or Loft Kit Stabilizer bars
  - Moving bunk beds/Loft Kits creating a side without a bed safety rail
  - Safety Rails must not be rendered ineffective by placing against the wall
- Improper possession, storage, use, or discharge of a firearm in violation of the Liberty University Weapons Policy, incorporated herein by reference, as the terms thereof may exist from time to time. Penalties for such violations shall be those as established by the Liberty University Weapons Policy as well as those which may exist under this Contract.

If the violation occurs in a residence room and no one claims responsibility, the consequences will be shared equally among the occupants of the room. If the violation occurs in the residence hall (or any commons area) and no one claims responsibility, the fine will be divided equally among all occupants of the residence. All fines are billed to the student's account. Failure to pay fines billed will result in a hold placed on the student's account. A

hold on a student's account will impede the student's ability to conduct transactions with Liberty University until the hold is resolved in the Office of Student Accounts.

Students shall not make modifications to the residence room (i.e., hanging items from ceiling tile supports, tampering with telephone wires, etc.). Furniture must not be removed from the room.

Visit the Residence Life webpage to review the On-Campus Living Guide and contract for detailed information.

### **6. Early Withdrawals from the Residence Hall**

If a student checks into the residence hall and withdraws from the University, or is approved to move off campus, the housing fee will be prorated based on a weekly rate of the room price and will be noted on the student's account.

### **7. Withdrawal from the University**

When students withdraw from the University, it is imperative that they go through the proper procedures as outlined in the University Course Catalog. Upon withdrawal, students must follow the residence hall *Checkout Procedures* as described in the *On-Campus Living Guide*.

### **8. Checkout Procedures**

Students must thoroughly clean their rooms and arrange a Checkout appointment with their Resident Assistant prior to departing from campus at the end of every semester. Failure to properly follow all *Checkout procedures*, as stated in the *On-Campus Living Guide*, may result in significant fines.

At the end of the Spring semester or before early termination of a housing assignment, students must follow all *Checkout Procedures*, as stated in the *On-Campus Living Guide*, including removal of all personal items.

**Any items remaining in the residence halls after termination of the housing assignment will be considered abandoned. The University assumes no responsibility for abandoned items.** All abandoned items will be disposed of by the University and corresponding fees will be charged to the student account.

**Important Note:** Liberty University may, in its sole discretion, unilaterally amend, modify, and alter the terms of this On-Campus Housing Contract. Any such amendments, modifications, and alterations occurring after the effective date of this Contract are incorporated herein.

For more information about living on-campus, visit the Residence Life web page:

<http://www.liberty.edu/studentaffairs/residencelife/>

If you have any questions, please contact the Office of Residence Life at (434) 592-4139 (Monday – Friday, 8am to 5pm) or email us at [residencelife@liberty.edu](mailto:residencelife@liberty.edu)

## **CONSENT TO CONDUCT BUSINESS ELECTRONICALLY**

**By choosing to electronically sign the Liberty University On-Campus Housing Contract (“Contract”), you agree as follows:**

- 1. Your consent to access the Contract is voluntarily, and you agree that the Office of Residence Life may communicate with you concerning the Contract electronically, including providing any notice related thereto. If you choose not to consent to do business electronically concerning this Contract, you must contact the Office of Residence Life at (434) 592-4139 for further instructions.**
- 2. All communications from the Office of Residence Life concerning this Contract will be sent to your official Liberty University e-mail account. You will be responsible for reviewing, retaining, and responding to electronic communications concerning this Contract provided to you by the Office of Residence Life.**
- 3. By confirming electronically below that you agree to the terms and conditions of this Contract, you are affirming that you have the ability to access your official Liberty University e-mail account, to access and review the electronic mail and any attachments thereto, and consent to communicate with and conduct business with Liberty University and the Office of Residence Life electronically.**
- 4. BY CLICKING ON THE “I AGREE” CHECKBOX AND CONTINUE BUTTON, YOU ACKNOWLEDGE THAT YOU HAVE READ THE INFORMATION ABOUT CONDUCTING BUSINESS WITH LIBERTY UNIVERSITY USING ELECTRONIC METHODS, AND HAVE EITHER CONSULTED WITH OR HAD SUFFICIENT OPPORTUNITY TO CONSULT WITH ADVISORS OF YOUR CHOICE IN THE MEANING AND IMPLICATIONS OF THIS CONSENT. YOU AGREE THAT LIBERTY UNIVERSITY MAY CONDUCT BUSINESS WITH YOU ELECTRONICALLY CONCERNING ALL MATTERS RELATED TO THIS CONTRACT.**