

Student Housing Application & Student Housing Agreement 2020-2021

**Please review this Application
This is a legally binding document**

Seattle University seeks to provide affordable on-campus accommodations for students. For this reason, the University operates campus housing and dining services on a full academic year Agreement basis.

GLOSSARY OF TERMS & CONDITIONS

> **Student Housing Application [“Application”]**: submitting the Application is the first step in seeking on-campus accommodations. Submitting the Application represents the intention to accept – the “Student Housing Agreement” - once a room accommodation is made. Submission of the Application further constitutes acceptance, acknowledgement, and the agreement to abide by the terms and conditions of the “Student Housing Agreement” and becomes a binding agreement (a legal Agreement) between the student and the University.

> **Student Housing Agreement [“Agreement”]**: As stated above - the Agreement is a legally binding document between the student and the University. The rules, regulations, policies and procedures outlined in The Resident Handbook, student Code of Conduct, and University Bulletin are subsumed by the Agreement. The Agreement is entered into and effective on the date this application and agreement are signed between Seattle University (the "University") and the student.

> **Residential Housing Requirement**: First year [Freshmen] and Second year [Sophomore] students are required to reside in University residence halls unless exempted from the policy [see below: Residential Housing Requirement]

A. Residential Housing Requirement & Policy Exemption Process

As a residential campus committed to the education of the whole person, the Seattle University residential experience is considered an integral part of the student's education. Students are required to live on-campus and purchase the Residential Meal Plan when they fall into any one of the following categories:

- Freshmen [First year] or Sophomore [Second year] and under the age of 21.
- Freshmen [First year] or Sophomore [Second year] student to Seattle University and under the age of 21.
- Within two (2) years of high school graduation date as of first day of Fall Quarter classes, and under the age of 21.

When a student falls into one of the above categories (effective the first day Fall Quarter), they are required to live on campus for the **full academic year**. If the student status (class year, age etc.) changes during the academic year, students will not be released from the Residential Housing Requirement until the following academic year. The Summer Quarter is not included in the Residential Housing Requirement.

When submitting the Agreement, students will be subject to financial penalties when failing to honor the terms and conditions of the Agreement as outlined herein. While an exemption from the Residential Housing Requirement may be subsequently granted in a given case, the student may still be subject to financial obligations/penalties under the Agreement [see below: E. Student Housing Cancellation Fees and Timeline]

Residential Housing Exemptions are limited to the following conditions/categories:

1. **Living with a family member(s) within a commutable distance to campus:** The student must live with the family member in their primary place of residence (approximately 20 miles or less from campus, please see map on our website with approved commutable areas).
 - "Family" is defined as a parent, aunt, uncle, grandparent, spouse, or children.
 - "Primary place of residence" is defined as a person's true, fixed, and permanent home and place of habitation, to the exclusion of all others. It is the place where the person intends to remain permanently.
2. **Commuting** - If the student – by the first day of their first academic term - is a third or fourth year student or over 21 years of age. After taking occupancy, due to the binding nature Agreement, a mid-year release will **not** be approved without a cancellation penalty.
3. **Marriage** - Occurring after the start date of the Agreement. A marriage certificate to prove actual marriage is required.
4. **Medical Accommodation** - Conditions for which the University is unable to accommodate on-campus residence. Documentation from the Office of Disabilities Services is required. Contact Disabilities Services at (206) 296-5740.
5. **Transfer, Withdrawal, Hardship Withdrawal** - Documentation is required from the appropriate SU administrative office [i.e., College Dean, Registrar, etc.]. When a transfer, withdrawal and/or hardship withdrawal - the Meal Plan Change form is also required. Students who are suspended or expelled for disciplinary reasons will not be released from the financial obligations of their Student Housing Agreement. For mid-quarter withdrawals, students may have their Student Housing and Meal Plan charges prorated based on the occupancy period.
6. **Graduation** - This occurs during the academic year of record.
7. **Academic Internship/Exchange/Study Abroad** - Documentation is required when a non-Seattle University-sponsored program. Participation in Seattle University-sponsored study abroad programs will be verified administratively.
8. **Pregnancy** – Pregnancy/paternity of child birth. Students may have their Student Housing Agreement charges prorated based on the occupancy period.
9. **Military Relocation** - Documentation is required. Students may have their Student Housing Agreement charges prorated based on the occupancy period.

Residential Exemption Petition process: *Students requesting a Residential Housing Exemption must adhere to the following process deadlines:*

> Rising Sophomore/2nd Year students: submit Exemption Petition by March 20, 2020.

> New Freshman/1st Year students: submit Exemption Petition by July 24th

1. First, submit a Student Housing Application. Select the "Exemption Request" option.
2. Upload a photocopy of a valid form of personal identification for the **family member** with whom the student will share residence [i.e., state driver's license, valid passport].
3. Upload photocopy of a map identifying the off-campus address of the residence from which the student will be commuting to the University.

Submittal of an Exemption Petition **will not** necessarily constitute a release from the residency requirement. Failure to obtain an approved Exemption will result in the posting of academic year Student Housing charges to the student's account. A room assignment and meal plan selection will be made on the student's behalf. Providing false information when submitting a Residential Exemption Petition will be subject to University disciplinary action.

The Student Housing Agreement is a binding, legal document. Exemption Petitions will not be granted after the occupancy commences as listed under the "Dates of Occupancy" section of this Agreement.

B. Hall and Room Assignments

1. The University administers decisions regarding room assignments without regard to race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, political ideology or status as a Vietnam-era or special disabled veteran. The University will make reasonable campus housing accommodations for students with disabilities with guidance from the SU Office of Disability Services.
2. The University reserves the right to determine room assignments and to change a student's room assignment for reasons determined necessary by the University. The University also reserves the right to consolidate room spaces when necessary.
3. It is Seattle University practice to give preference in campus housing assignments to students who reside outside the greater Seattle area. In accordance with this practice, the University reserves the right to cancel the Agreement prior to the published date for residence hall opening in the Fall, Winter, or Spring Quarters when a student resides within the greater Seattle area.
4. Any room assignment not claimed by midnight of the first full day of classes for a given academic term will be reassigned as needed. If this occurs, room charges for the original assignee may continue and a different room assignment will be determined by the University from the remaining rooms available, if any.
5. Single room assignments in double occupancy rooms [which is rare] are available only when space permits. Single room assignments cannot be guaranteed prior to the beginning of the quarter and may not be available during the academic year depending on demand. When available, single rooms will be prioritized based on need.

C. Occupancy

1. Continuing students must be registered for classes prior to moving on campus. Continuing students not registered by the date of move-in may forfeit their assignment.
2. Students must be in compliance with the University's immunization policy. Students not in compliance will not be allowed to assume occupancy.
3. Students living on campus should be registered full-time (12 or more credits each quarter). Students who are not full time must request permission from the Office of Housing and Residence Life to remain in campus housing or may otherwise be required to vacate. This requirement does not apply to Senior/4th year students in their final two (2) quarters or students participating in a University co-op or internship program.
4. If a vacancy occurs in a room, the remaining residents(s) may not occupy the vacant space. If residents occupy more than one space their items may be moved at their expense to make room for another occupant. If Housing is unable to assign a new resident to the vacant space because the current resident(s) has occupied the vacated area/space, the current resident may be subject to disciplinary action through the Integrity Formation process and may be responsible for the room charges for the unauthorized use of the space.

The student agrees to occupy an assigned room in one of the University's managed student residences during the 2020-2021 Academic Year. The University agrees to permit the student's occupancy according to the terms and conditions of this Agreement. Except as permitted in the University's Student Handbook (and except for a roommate assigned by the University), the student agrees to disallow any other person to occupy their assigned unit. The student agrees not to lend, provide or give their key or Seattle U ID card to any other person.

D. Dates of Occupancy

START OF OCCUPANCY

- If the student is a **Freshman or Transfer student**, occupancy will begin at 9:00 a.m. on Saturday, September ~~19, 2020~~. If the student is a **returning Graduate student**, occupancy will begin at 9:00 a.m. on Sunday, September 20, 2020. If the student is a **Law student**, occupancy will begin at 9:00 a.m. on Saturday, August 15, 2020.

END OF OCCUPANCY

- If the student is **graduating** at the end of the 2020-2021 Academic Year, occupancy will end at 12:00 noon on Monday, June 14, 2021. If the student is **not graduating** at the end of the 2020-2021 Academic Year, occupancy will end 24-hours after the student's last final exam, but no later than 12:00 noon on Saturday, June 12, 2021. If the student is a **Law student**, occupancy will end no later than Sunday, May 16, 2021 at 12 noon.

WINTER BREAK 2020

- For reasons of safety and security, Winter Break housing will be limited to students assigned to Murphy Apartments and Campion Hall. Students should self-identify of this need when making application for campus housing.
- For all other residence halls, students must vacate their residence hall for Winter Break within 24 hours after the student's last final exam or by 12:00 noon on Saturday, December 12, 2020. The residence halls will re-open for occupancy at 9:00 a.m. on Saturday, January 2, 2021.
- Junior, Senior and Graduate students [assigned to Murphy Apartments] and Campion Hall, are not required to vacate during Winter Break, but must obtain permission to occupy campus housing by submitting a Winter Break Occupancy Request available on the Student Housing Portal. Any student not approved to stay during Winter Break will have to abide by the Winter Break vacancy date(s) listed above.
- The University reserves the right to close campus residential facilities during any University break and may require all students to vacate campus housing for all or part of a break.

E. Student Housing Cancellation Fees and Timeline

Upon receiving a campus housing assignment, students who – by University policy - are not required to live on campus [i.e., Third and Fourth year and/or Graduate/Law students] will be given a 3-day grace period to cancel their campus housing assignment without financial penalty. Should the student petition to cancel their assignment after the 3-day grace period and the petition is subsequently approved, there will be a cancellation fee assessed per the schedule below.

Academic Year Housing Application Cancellation Fee Schedule (Continuing students Only)

April 21, 2020 to June 20, 2020: \$500.00

July 1, 2020 to September 18, 2020: \$1,000.00

On or After September 19, 2020: 100% of the housing charges for current term + 50% housing room charges of any remaining quarter(s) for the academic year

Academic Year Housing Application Cancellation Fee Schedule (First Year students Only)

August 11, 2020 to September 18, 2020: \$1,000.00

On or After September 19, 2020: 100% of the housing charges for current term + 50% housing room charges of any remaining quarter(s) for the academic year

Once a term has commenced, a cancellation request will **only** apply for subsequent terms.

Any student not required to live on campus who requests to cancel their campus housing assignment during the periods listed above will automatically be charged the correlated cancellation fee.

F. Cohabitation and Overnight Guests

Cohabitation is not permitted in University residence halls or apartments. Students will be assigned, and are only permitted to live with students of the same gender. Students are not permitted to live with another student with whom they share an amorous relationship. Only guests of the same gender as their resident hosts are permitted to stay overnight in the residence halls provided the guest is not in an amorous relationship with the resident host. It is expected that anyone hosting an overnight guest has

received explicit permission from their roommate(s). For reasons of safety and accountability and - should an emergency should arise - resident hosts must inform their RA if they have an overnight guest. **A guest is limited to staying over night to three [3] nights per month.** If a guest seeks to stay longer than three nights, they must obtain permission from the Area Coordinator of their building.

G. Room Rates for Academic Year 2020-2021

The student agrees to pay the applicable room rate in three equal installments, one each academic quarter, by the due dates established and announced by the University, except as otherwise denoted by University policy. Room Rates for the 2020-2021 school year are published on the Housing & Residence Life website.

H. Student Housing and Other Charges

The student authorizes the University to post Housing & Residence Life-related charges to their SU Student account. The Student understands the charges may include but are not be limited to: Student Housing fees, meal plan costs, cancellation fees, fines for conduct violations, reimbursement of damage costs, and lockout fees or any other miscellaneous charges deemed necessary by the Department which pertain to Student Housing. The Student should contact Housing and Residence Life directly for a description of charges. The Student is obligated to pay any balance in full by the invoice due date. If the Student fails to comply with these terms, they will not be allowed to register for classes or receive transcripts or diplomas and may be denied other University services. If the Student fails to make timely payment of all or any part of assessed charges, the Student will be liable to the University for all costs the University incurs (including reasonable attorneys' fees) in pursuing collection against the Student. The University's late fee policies will also apply to charges imposed by Housing and Residence Life. The Student understands and agrees to these terms and accepts as the Student's personal responsibility any debt arising in connection with the Agreement.

I. Meal Plan Requirement: FRESHMEN [First Year] & SOPHOMORE [Second Year] Students

A meal plan is required for all Freshman [First year] and Sophomore [Second year] residents in on-campus or affiliate campus housing. There are three (3) meal plan options available: Maximum, Expanded, and Residential. If ~~the student~~the student does not make a specific meal plan choice, the Residential Meal Plan will be the default plan assigned. The meal plan selected Fall Quarter will be renewed automatically in each subsequent quarter unless a meal plan change is request within the first 10 class days of the new quarter. Meal plan change requests are made through the Housing Portal. The meal plan the student selects for fall quarter will be added automatically to each subsequent quarter unless the student submits a meal plan change request to Housing and Residence Life within the first ten (10) class days of Fall/Winter/Spring quarters.

Additional funds can be added to ~~the student's~~the student's account at any time. Funds less than or equal to \$250 remaining at the end of fall and winter quarter are rolled over to the next quarter. Funds remaining at the end of spring quarter are forfeited to the University. Meal Plan 6 and Meal Plan 7 will roll over 100% quarter-to-quarter.

Meal Plan Policy Exemption

Meal Plan Exemptions are any changes to a meal plan outside of the policy outlined above. The University recognizes four [4] circumstances/conditions when exemptions may be considered:

1. A severe financial burden which, without some relief, may result in the student having to withdraw from the University;
2. A medically diagnosed/documented condition with prescribed dietary restrictions which the meal plan program is unable to reasonably accommodate;
3. Religion-based dietary restrictions which the meal plan options are unable to reasonably accommodate;
4. Exceptional circumstances that would hinder the student's ability to complete the meal plan requirement as stated in the policy above.

J. Liability and Damage to Personal Property

1. The student is fully responsible for any damage to or loss of personal property located in/on University premises including money, personal belongings, computers, electronics, or other items of value. The University disclaims any/all liability for damage to or loss of the student's property.
2. The student is responsible for and will be charged the repair/restoration costs of all damage that occurs in their assigned campus housing space for which they are responsible regardless of whom or what caused the damage (damage caused exclusively by a failure in a University mechanical or plumbing system is excluded). The student is also responsible for and will be charged the costs of repair for all damage they may cause (alone or with others) to any other area of Student Housing [community areas] or the University proper.
3. The student agrees they shall be responsible - on a pro-rated basis - for any malicious damage and/or excessive/additional/non-routine cleaning which occurs within their assigned Student Housing common areas/spaces [i.e, main lobbies, floor lounges, study rooms, community restrooms, etc.] Community damages will only be assigned/shared when the University is unable to determine the person(s) at fault for the additional charges.
4. The student agrees to be responsible for the conduct of their guests who are in the residence hall at the invitation or permission of the student.
5. If the University incurs expenses as a result of the student's failure to meet the requirements of Sections J. 2, 3, or 4, the student agrees the University has the right, at its discretion, to either issue an invoice to the student for the costs or offset the costs against any amounts the University may owe the student.

K. Right of Entry

University representatives may enter the residence halls and a student's unit/space at any time without prior notice for the purpose(s) of: (1) making necessary or agreed-upon repairs; (2) supplying necessary or agreed-upon services; (3) investigating health or safety concerns; (4) suspected violations of Student Housing or other University policies (including, but not limited to, violations of firearm or drug, tobacco, and alcohol use policies); (5) to verify occupancy; (6) conducting inventories of University property; and (7) conducting facility health/safety inspections.

Whenever possible, entries into student residential spaces will be announced in advance. However, when an immediate need is evident, or it is determined a life/safety condition is present, the University will announce and may enter a student's unit/space.

L. Termination

The University reserves the right to terminate this Agreement and the student's residency because of improper or unsafe conduct by the student or failure of the student to comply with any term or condition of this Agreement. The University's termination of this Agreement does not waive the student's obligation to pay the room rate for the full Academic Year. If the student withdraws from the University and vacates Student Housing, this Agreement will terminate and eligibility for any refund will be determined by the Student Housing refund policy in effect at that time. The student shall vacate the residence hall within 24 hours of initiating withdrawal procedures.

M. Pets

Pets or animals are not permitted in campus housing facilities at any time, with the exception of (1) an animal trained/certified for the purposes of assisting or accommodating a person with a disability or as an emotional support animal. Proper documentation presented to the SU Disability Services Office is required before bringing an animal into any campus housing facility; (2) fish contained in a small tank [not exceed (10) gallons is permitted.

N. Check-In/Check-Out

1. At the time of check-in, the student is responsible for inspection of the overall condition of their assigned room and will complete a "Room Condition Inventory" of their assigned space.

2. A check-out is completed when the student has their unit checked by a Housing and Residence Life staff member, has re-signed the "Room Condition Inventory", has returned all issued keys, and has posted a mail forwarding address at SU-Online.
3. It is the responsibility of the student to arrange an appointment at least 24 hours in advance to check-out with their Resident Advisor (RA) (or complete an express check out at the front desk when an RA is not available) and to turn in their key(s) at the Front Desk of their residence hall. Failure to do so in a timely manner may result in an improper check-out charge, a lock change charge, and/or other associated costs.
4. The student is required to remove all personal belongings from his or her unit prior to check-out and may not leave belongings to be held by other students. The student agrees the University may treat as abandoned any property left in the student's room after the student moves out. The University has no obligation to store or to attempt to return abandoned property to the student and will dispose of the property according to University policy or practice. The University will remove and dispose all belongings left in the room at the student's expense.
5. The student will leave the room clean and the furniture in good order at the time of checkout. If the space requires additional cleaning, furniture to be repaired, replaced, or reassembled the student will be responsible for the expense to repair, replace, clean, and labor charges as determined by Housing and Residence Life.
6. After check-out, any disputed charges must be submitted to the Housing and Residence Life Office no later than the time frame indicated on the notification message sent to the student after the charge has been placed on their account.

O. Compliance with Other University Policies

The student acknowledges and accepts the University's policies and guidelines which govern student conduct. University policies are contained in several documents – including - but not limited to: [Seattle University Student Handbook](#); [The Resident Handbook](#); [Seattle University Code of Student Conduct](#); [Undergraduate Bulletin](#); [Seattle University Catalogue](#). Students are responsible for accessing online the most up-to-date version of University policies in the publications noted above. Policies posted online are the most current version available and are intended to supersede prior online versions and hard copies. The student agrees to be familiar with these documents and policies and to comply with the responsibilities and obligations set forth in these publications and in other University policy statements that pertain to students or student conduct or activities as these may be amended from time to time.

P. Statement on Nondiscrimination

Seattle University does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, political ideology or status as a Vietnam-era or special disabled veteran in the administration of any of its education policies, admission policies, scholarship and loan programs, athletics, and other school-administered policies and programs, or in its employment related policies and practices. In addition, the University does not discriminate on the basis of genetic information or status as a victim of domestic violence, sexual assault, or stalking in its employment related policies and practices, including coverage under its health benefits program.

All University policies, practices and procedures are administered in a manner consistent with Seattle University's Catholic and Jesuit identity and character. Inquiries relating to these policies may be referred to the University's Assistant Vice President for Institutional Equity/Chief Equal Employment Opportunity Officer/Title IX Coordinator at 206-220-8515 or katahira@seattleu.edu.

Consistent with the requirements of Title IX of the Education Amendments of 1972 and its implementing regulations, Seattle University has designated individuals responsible for coordinating the University's Title IX compliance. Students or employees with concerns or complaints about discrimination on the basis of sex in employment or an education program or activity may contact the following Title IX coordinator or Title IX contact persons:

Andrea Herrera Katahira
Assistant Vice President for Institutional Equity
Chief Equal Employment Opportunity Officer/Title IX Coordinator
LOYA 300
206-220-8515
katahira@seattleu.edu

Alvin A. Sturdivant, Ed.D.
Vice President for Student Development
STCN 140B
206-296-6066
sturdial@seattleu.edu

Michelle Clements
Vice President for Human Resources
RINA 214
206-296-5869
clementsm@seattleu.edu

Individuals may also contact the [Office for Civil Rights](#) of the U.S. Department of Education.
For more information please go to <https://www.seattleu.edu/policies/nondiscrimination-policy/>

Q. Disability Statement

The Department of Housing & Residence Life works closely with the Office of Disabilities Services to ensure appropriate accommodations for students with disabilities who reside in SU residential communities. Please contact [Disabilities Services](#) at (206) 296-5740 to discuss your Student Housing accommodations and any other support you may need on-campus. Student Housing accommodations can include (but are not limited to): a single room, access to an accessible bathroom, alteration of meal plan, etc.