

Housing Contract

All residents must complete the housing contract for on-campus housing at Charleston Southern University during the 2020-2021 academic year. This application includes a binding contractual agreement between the resident and the Department of Residence Life at Charleston Southern University and entitles the resident to reside in on-campus housing. This contract is personal and may not be transferred or assigned to another person. The terms and conditions of the housing contract are outlined in this application- violations of the contract may result in disciplinary action, fines, and/or removal from campus housing.

Please read the housing contract in full and enter your name at the bottom of the page to indicate agreement with the terms. Some of the below policies are new and you will be responsible for reading and understanding. Please contact your RA or ResLife (reslife@csuniv.edu) with any questions.

I. Housing eligibility and requirements

Charleston Southern University (CSU) residents are degree-seeking, full-time students and may be removed when not in compliance. Students that do not meet requirements may be eligible for housing if participating in a University-approved activity at the discretion of the Residence Life Department. Reducing or dropping credits does not release a resident from the financial and other obligations of this agreement even in cases of removal, suspension, or withdrawal.

Students who complete this contract agree that it is their intent to register and maintain their academic status as a full-time student for the duration of the academic semester.

Students must be enrolled in a minimum of 12 credit hours to live on campus. All full-time, dependent, undergraduate students under 20 years of age are required to live on campus. Residents must reach the age of 20 prior to the start of a major semester to reside off campus.

Exception: Students may reside with their parents, grandparents, or relatives of reasonable parental age in the Charleston area. Students who have lived in the residence hall for four consecutive, major semesters, but who have not reached 20 years of age may also be considered for an exception. No other exceptions will be considered, and other requests that do not meet the above criteria will not be approved. Failure to follow this policy will result in the student being billed for the cost of room and board.

Returning Residents must complete the following requirements to receive housing

1. Pay \$100 non-refundable room deposit
2. Register for at least 12-course hours

New Residents must complete the following requirements to receive housing

1. Pay \$300 enrollment fee
2. Submit completed CSU immunization form
3. Complete the housing and roommate application

II. Agreement period and effective dates:

This agreement is binding upon the resident, or upon a parent/guardian if the resident is under 18 years of age, for the entire academic year.

Residents receive a room and meal assignment as well as access to laundry machines in campus housing for the full academic term.

Residents are required to check in with Residence Life at the designated time and receive a key and fob (if applicable). Improperly checking in or arriving outside of the designated check-in time will result in a \$100 fee.

Residents must check out of their rooms within 24 hours of their last exam or no later than noon the day after finals end. Students must check out with their RA and return their key and fob (if applicable). There is a \$100 fee for improper checkouts, and a missing key and fob charge will be imposed.

Students are required to leave campus at the conclusion of both the fall and spring semesters. Students should begin making travel plans as soon as they receive their final exam schedules to avoid improper check-out fines. Approval to stay past the designated check-out times must be given by the Assistant Dean of Residence Life and is only given in rare, extenuating circumstances. Additionally, there may be additional costs to stay beyond the semester.

III. Official communication:

Official University communications are sent regularly via email; therefore, students should check their BUCmail accounts daily. Failure to be aware of updated policies, procedures, or other information does not relieve students from responsibility or obligation.

Residents are responsible for all policy and procedural information disseminated through University media, including the official university website, emails, and newsletters.

Housing assignments may be viewed on MyCSU. Residents must also confirm their intent to return subsequent semesters. Room assignments are not automatically renewed.

Residents are responsible for reporting maintenance issues in their community, room, and bathroom. Links can be found in the menu on the left-side of MyCSU.

Maintenance requests may be submitted online. Residents must [register for an account](#) in order to submit requests.

Technology request may be submitted [online](#) as well.

All students are responsible for reading and understanding the Student Handbook. Residents will be held to the standards as stated in this contract and the Student Handbook.

IV. Application, application fee, and housing prepayment:

All residents must complete the housing application within the application period on MyCSU.

Housing assignments are prioritized for returning students based on class. Lottery numbers are assigned after the housing application period ends and are assigned based on classification and GPA. Some groups (i.e. Honors, Athletes, students w/ accommodations) will receive priority room selection as well.

Housing assignments for new, transfer and readmit students are based on completion of all housing documents. Roommate requests cannot be honored until their housing file is complete as well. Housing is made on a first-come-first-serve basis.

Students requesting an on-campus housing assignment must pay a \$100 non-refundable housing deposit for each semester.

V. Assignment and temporary assignment:

Housing assignments are on a first-come-first-serve basis. Some groups, such as honors, athletes, and students with housing accommodations will also be given priority as well.

We are unable to guarantee that students will be assigned to a specific bed in a specific unit, nor are we able to guarantee that students will be placed with their preferred roommate.

Room assignments are made without regard to age, disability, national origin race, religion, or veteran's status. Housing assignments are made based on a student's biological sex at birth.

In cases of expanded occupancy, where the number of residents offered an assignment exceeds the number of beds normally assigned, residents may be given a temporary assignment. Residents with temporary assignments will be made aware of his or her status prior to occupancy. Residents will not be given the option to remain in a temporary assignment when a permanent assignment becomes available.

Students requiring housing accommodations must complete paperwork with [Disability Services](#) and ensure Disability Services recommendations are communicated to the Residence Life Department prior to room sign-ups.

VI. Room change requests

Students must reside in their assigned rooms. Residents should not stay in any other room other than the one they have been assigned.

The resident may request to change rooms using the [room change request](#) form (located in the housing office). Room change requests must be submitted after the first week of the semester and prior to the last two weeks of the semester. Residents must receive permission from the Residence Life Coordinator prior to switching rooms.

Residents who choose to move into a new room type or tier option will incur the full cost of the more expensive of the two/higher rate for the semester.

VII. Occupancy

Residence Life has the authority to adjust room assignments as necessary.



When necessary, a resident may be required to move to another room in order to consolidate unassigned space. Residents will be notified by BucMail and have a week to move.

If a resident is assigned and occupies a disability-adapted room, the resident may be required to change rooms at any time in the event there is a need to accommodate a resident with a permanent or temporary disability.

Empty spaces in rooms and suites may be filled at any time. Residence Life recommends students locate roommates/suitemates and maintain them for the entire semester to avoid empty spaces. Resident(s) must maintain the any vacant space(s) in a manner that would allow another resident to move in immediately and without prior notification. Failure to do so may result in the student's rental rate being adjusted to the private room rate for the assigned space.

Private rooms are \$6,000. Residents who find themselves in a room alone may locate a new roommate to move into the open space, move into another room with roommate(s), or incur the private room cost.

VIII. Cancellation prior to occupancy

Cancellation of this application prior to occupancy is only valid if received in writing via postal mail, BUCmail, or hand delivery, according to the schedule of applicable dates. Only the student who entered this contract, or the parent who signed the contract on behalf of a resident under the age of 18, may submit a cancellation request. The date of receipt as recorded by CSU staff will serve as the date of official notification.

Cancellation prior to occupancy will result in loss of the non-refundable \$300 enrollment fee or \$100 housing prepayment, regardless of the date of cancellation.

IX. Housing Fees and Financial Responsibilities

This contract becomes binding at the time of signature- the student shall pay the balance due as required by Charleston Southern University policies. If the student attends class and fails to occupy the assigned room, the full cost of space and meal plan will nonetheless be due.

By officially occupying a room, the resident assumes full responsibility for the financial obligations of the agreement and specifically agrees to pay the housing fee in full as per the application and any associated fees, whether or not the resident actually utilizes the assigned space.

X. Meal Plan Requirement, Changes, and Refunds

All students residing in University Housing are required to have a residential meal plan.

Required meal plans will not be cancelled or refunded when a student is removed from campus housing for a violation of the Code of Student Conduct, Residence Life Guide, and this contract.

All residents are automatically signed up for the unlimited meal plan. Residents may change their meal plan the first week of classes each semester through MyCSU.

XI. Release from the Agreement

Applicable housing fees will be charged to residents who check out of a room voluntarily, do not withdraw from the University, and remain registered for at least one academic credit during a term within the agreement period.

If a resident withdraws from the University and remains withdrawn for the full academic term, and checks out properly, the resident will be charged housing fees based on the date of his or her occupancy. If a resident withdraws during the fall term and re-enrolls and is registered for classes during the spring term, this agreement will remain in effect and the resident will be charged full housing fees as applicable. A new assignment will be issued based on availability at the time of re-admittance.

CSU reserves the right to terminate this contract if payments are not received by the required due date and/or assess an additional fee to any unpaid balance in accordance with University policy.

XII. Damages, Losses, and Fees

Residents are financially responsible for all damages to and losses of University property attributable to act, omission, neglect, or participation in group activities. Residents will not be charged for normal wear and tear (as determined by CSU staff).

Residents are responsible for removing their own trash and placing it in the designated outdoor dumpsters. Residents will be charged for each box, bag, or uncontained item of trash not properly disposed of during the contract term or following check-out.

Residents are prohibited from having items that may pose community safety risks and/or damage the residential facilities. A thorough, but not an exhaustive list of these items is available in the student handbook. CSU reserves the right to remove and/or require the removal of any item deemed to be a community safety or damage risk. If necessary, the student may be required to send home - at the resident's expense - these items at the request of CSU.

In the event that damage cannot be attributed to a specific resident or group of residents, such as trash found or damages occurring in a community or common area of the residence hall, associated charges will be divided equally among all non-staff residents of a room, floor, or residence hall.

Residents may be charged for all keys and/or fobs broken, lost, or unreturned. Residence Life assesses a fee of \$75 for lost, broken, or unreturned keys and \$15 for lost, broken, or unreturned fobs.

Acts of vandalism and other criminal acts/conduct are subject to financial and disciplinary action and to prosecution by state and local authorities.

Neither the University nor Residence life staff will be held liable for loss, theft, or damage to a resident's or other person's personal property for any cause (including unforeseen facilities issues such as equipment malfunction, natural disasters, water leaks, floods, fire, etc.). Residents are encouraged to purchase Renter's Insurance or check and see if they are covered under their parent or guardian's Homeowner's Insurance while residing in University Housing.



Routine maintenance requests will only be accepted online via myschoolbuilding.com. The password at the end of the form is: "gobucs". The University shall not be held liable if a request is not made through the standard procedure. Emergency maintenance issues must be communicated promptly to Residence Life student and professional staff.

Room Condition Reports should be completed through your RA within 72 hours of moving into a new space.

XIII. Conduct

Residents must comply with all local, state, and federal laws, CSU policies and any policies adopted and/or published during the term of this application. Failure to do so may result in sanctions including, but not limited to, prohibited visitation in specific residence halls, fines, and removal from University-operated residences, and/or from the University entirely in accordance with the Student Code of Conduct, the Student Handbook, and Residence Life policies.

A resident does not have exclusive possession or control of the room to which he or she is assigned. Use is granted in accordance with this application and under the supervision of CSU.

Residents may be removed from their residence for conduct-related offences including, but not limited to: tampering with fire safety equipment or devices; bomb threats; possession of alcohol or repeated use of alcohol, possession and/or use of illegal/illicit drugs or associated paraphernalia; intent to distribute drugs; misuse/abuse of prescription drugs; abusive, disorderly, or obscene conduct; or possession of a weapon.

Reserve the right to deny or cancel a University Housing Application/Contract to students whose past or current behavior and/or criminal conviction indicates a possible risk to the safety, health, or life of any person, and/or to the safety of public or private property, and/or disruption to the University housing community or living-learning environment. Any person required to register under Article 7, Sex Offender Registry, is prohibited from living in campus student housing. S.C. Code of Laws Ann. 23-3-465 (2005). In the event it is determined that any person in campus student housing is subject to the above, law enforcement officials and appropriate University officials will be informed, and the Housing Contract will be deemed null and void and terminated immediately. This person must vacate the residence halls immediately. If the contract is terminated, there will be no refund of any type of payments that have been made associated with this contract.

XIV. Visitation

Guests must be of the same gender as the host unless participating in open house. Overnight guests are only permitted on Friday and Saturday nights. Residents must register guests through MyCSU > ResLife tab no later than 2 p.m. the Friday of arrival. Students must pick up guest passes in the Residence Life Office (RW 126), prior to their guest's arrival.

Open House is Monday- Wednesday from 5-11 p.m. and Friday- Saturday from 12 p.m. -11 p.m. Participants are responsible for reviewing the policy prior to participating and will be held accountable for any violations.



XV. University Rights

The University reserves the right to remove students from the residence halls and terminate this contract at any time if a resident's conduct is deemed disruptive or poses a danger to the community, or when a student is no longer eligible for on-campus housing.

Additionally, the University reserves the right to remove resident students when a student's physical or emotional health and behaviors place unmanageable risks on the individual or University.

Students who are found in violation of University policies regarding drugs, alcohol, or visitation, may be required to resign a housing contract with additional requirements, sanctions, and/or addendums.

All students are expected to live healthy lifestyles, observed local and federal laws and CSU policies regarding drug and alcohol consumption. Campus buildings are drug and smoke-free environments. No tobacco, drugs, tobacco and drug paraphernalia, alcohol, or alcohol paraphernalia are allowed in campus buildings and residence halls.

The University reserves the right to make other rules and regulations from time to time, as deemed necessary and proper for the safety, care, and cleanliness of the residence halls, or for securing the comfort and welfare of all occupants, and to make sure rules and regulations a part of this contract, with sufficient notice from the University.

XVI. Terms of the Agreement

The terms of this agreement will be in effect for the duration of a student's stay within Charleston Southern University housing. Accommodations will be available only when classes are in session. Occupancy may commence on the official move-in day of a given semester, term, or academic year. At the conclusion of the academic semester, term, or year, the room must be vacated 24 hours after the student's last exam or by the announced official closing time of the residence halls, whichever comes first.

Signature

This is a binding contractual agreement between the resident and the Department of Residence Life at Charleston Southern University and entitles the resident to an on-campus housing assignment. This contract is personal and may not be transferred or assigned to another person. Once the contract term has begun, Residence Life will only provide access to the contracted space to the assigned student. Parents, friends, and other parties may not obtain keys or access to the residence on the resident's behalf. The terms and conditions of the resident's housing contract are outlined in this application- violations of the contract may result in disciplinary action, fines, and/or removal from campus housing.

By entering your full name below, you verify you have read and agree to the CSU housing contract and its terms as outlined above.