

2020-2021 Housing and Meal Plan Contractual Conditions: Revised 08/19**1. CONDITIONS OF CONTRACT**

- a) This is a binding agreement between Northern Arizona University (NAU), Housing and Residence Life, Campus Dining, and the student. This contract is a full academic-year contract or spring-only contract. After approval by the Arizona Board of Regents, rates for room rent and dining charges will be available at nau.edu/residence-life. **The resident is responsible for both fall and spring semester room rent and dining charges.** Students applying for spring semester housing are held financially responsible for the full spring semester's rent. For meal plans, this contract is binding for the full term of the chosen meal plan. Refer to Meal Plan Policies and Procedures found at nau.edu/dining.
- b) Most residence halls close during the winter break between fall and spring semester, thus students may not reside in them during this time. Information about winter break housing options is available at nau.edu/residence-life.
- c) Should a student move out from the residence hall at any time during the contract period and remain registered for classes, the student is held responsible for rent and dining charges for the entire contract period. The residence halls are available only for registered students; therefore, once no longer registered, the student agrees to vacate within twenty-four hours of withdrawal. A student withdrawing from the university is eligible for a prorated refund of the student's rent and meal plan. The contracted student agrees to pay the university those charges as prescribed by the Arizona Board of Regents for rent owed according to the terms of this contract.
- d) This contract is not transferable to any other person, organization, or department of Northern Arizona University. **SUBLETTING ARRANGEMENTS OF ANY KIND ARE NOT PERMITTED.**
- e) Students living in residence halls must be registered for, and complete, a minimum of twelve credit hours of coursework per semester (nine credits hours for graduate students), and be pursuing a degree. If space has been made available to all full-time students, Housing and Residence Life will consider exceptions to this policy.
- f) Accounts with a past due balance are subject to applicable late fees per University guidelines. Detailed information related to late fees and collection costs is available at nau.edu/sdas/.
- g) A student's residence hall contract may be terminated upon failure to complete rent payments when due. NAU Campus Dining reserves the right to suspend a student's meal plan until payment or acceptable payment arrangements are made.

2. ENROLLMENT DEPOSIT/APPLICATION FEE REQUIREMENTS

- a) New NAU freshman students must submit the \$350 Enrollment Deposit upon acceptance of admission to the university to be eligible for housing. The Enrollment Deposit includes the \$100 non-refundable housing application fee. If the student does not submit a housing application \$100 will be transferred to outstanding charges.
- b) All other eligible housing applicants are charged a \$100 non-refundable housing application fee to their student account upon submission of the housing application. This charge will be due within seven days of application. Failure to make the payment by the posted due date will result in the cancellation of the housing application.

3. HOUSING RENT CONFIRMATION PAYMENT

- a) A housing rent confirmation payment of \$175 is due on May 15, 2020 (November 15, 2020 for spring-only contracts). This payment applies toward fall semester rent and confirms the student's intent to live in campus housing.
- b) Failure to make the \$175 housing rent confirmation payment by May 15, 2020 (November 15, 2020 for spring-only contracts) will result in the cancellation of the housing application.
- c) If a housing application is received after May 15, 2020 (November 15, 2020 for spring-only contracts), the \$175 housing rent confirmation payment will be due within seven days of the charge being posted on the student account. Failure to make the payment by the posted due date will result in the cancellation of the housing application.
- d) If paid, the housing rent confirmation payment is only refundable for cancellations received by May 15, 2020 (November 15, 2020 for spring-only contracts).

4. RENT AND MEAL PLAN PAYMENTS

- a) Housing rent and meal plan charges must be paid by the published installment due dates posted on nau.edu/reslife and nau.edu/dining. Rent is charged 50% in the fall and 50% in the spring.
- b) All housing charges are posted to the student LOUIE account at nau.edu/louie/. Payment must be made through the Student and Departmental Account Services. Information regarding all payment options is available at nau.edu/sdas/. The university reserves the right to terminate the contract if payments are not made when due.
- c) A student receiving sufficient financial aid to cover tuition and residence hall rent may delay full payment until financial aid is disbursed at the beginning of the semester. When possible, financial aid recipients' full semester rent will be deducted automatically upon disbursement. The availability of financial aid, however, does not relieve the student of financial responsibility for all sums due under the contract.
- d) If checking out before the end of the contract period, rent is charged until a petition to terminate housing contract is approved and proper checkout with a staff member is completed. A petition for termination is considered only for the following five reasons: official withdrawal, marriage, not registered for classes, graduation, or participation in a non-local NAU program earning NAU credit. It is the student's responsibility to supply all required documentation for a contract termination request.

- e) A resident who completes only one semester in housing due to an approved contract termination or a spring-only contract is charged the corresponding semester-only rent rate posted on nau.edu/reslife. A resident who checks out prior to the end of a semester due to an approved contract termination is charged prorated rent based on the semester-only rent rate and refund schedule posted on nau.edu/reslife.
- f) Rent refunds, when applicable, are credited to the student's university account to pay outstanding university charges or refunded to the student.
- g) NAU reserves the right to change room rental rates without notice if circumstances require rent adjustment(s).

5. CONDITIONS OF RESIDENCE

- a) Room selection times/room assignments are based on date of housing application and space availability. This contract is for space only and the university reserves the right to make changes in room assignments when the university deems it necessary.
- b) Incoming freshmen are prioritized into freshman halls and are required to choose an academic year meal plan.
- c) Room and/or hall assignment may be denied, changed, or cancelled by the university in the interest of health, safety, discipline, or maximum use of space.
- d) **Room and hall transfers:** A transfer process exists for a student requesting to make a room or hall transfer during the contract period, and is based on space availability. Information is available through Housing and Residence Life or the Residence Hall Director.
- e) **Periods of occupancy:** Each resident must check out of the residence hall with an authorized staff member on the last day of the contract period or within twenty-four hours of their last final examination, whichever comes first. The residence halls close at 9 a.m. the day following the last exams for any academic term. Dates of occupancy may vary to accommodate changes in the academic calendar of the university.
- f) **Residence entry:** The university reserves the right to enter rooms to inspect for health, maintenance, repair, or safety purposes.
- g) **Health and safety:**
 - i.) For reasons of health and safety, pets, candles, incense, explosives, weapons, halogen lamps, water furnishings, and some appliances are not permitted in student living units. Cooking is not permitted in traditional residence hall rooms. Students are responsible for abiding by university fire and safety regulations.
 - ii.) Residence and other buildings at NAU have been assumed or documented to contain asbestos in a variety of building materials. These materials do not pose any health risk as long as they remain undisturbed and are maintained in good condition. Students are prohibited from performing any activities that would disturb or damage existing building materials in resident buildings or rooms. For more information, contact Environmental Health and Safety at 928-523-7288.
 - iii.) **Lead Warning Statement:** Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, landlords must disclose the presence of known lead-based paint and/or lead based paint hazards in the dwelling. Review the federally approved pamphlet on lead poisoning prevention at epa.gov/lead. Lessor's Disclosure: The University has no knowledge and no records or reports pertaining to lead-based paint and/or lead-based paint hazards in University Housing.
- h) **Personal damage:** Each resident is responsible for keeping their residence clean and for preventing damage beyond reasonable wear. Damage charges are billed to the resident when damage occurs or after the resident checks out of their residence.
- i) **Rules and regulations:** The resident agrees to be bound by the rules and regulations as printed in the Standards of Residence, the Student Code of Conduct, and the Student Disciplinary Procedures found at nau.edu/reslife/policies-and-expectations/. Any information printed herein supersedes other printed publications.
- j) **Personal property:** The university does not assume responsibility for the loss or damage of personal property of residents. Students are encouraged to obtain renter insurance.

6. CANCELLATION OF RESERVATION

- a) Cancellations must be made prior to May 15, 2020 (November 15, 2020 for spring-only contracts) to avoid rent charges. A student wishing to cancel housing must formally cancel the contract prior to the first day of the contract period, which is the published opening day of the residence halls. Cancellations can be submitted through the housing portal at nau.edu/reslife.
- b) A registered student who fails to cancel the contract prior to the first day of the contract period, and is not living in the residence halls is held financially responsible for rental charges for space in the residence halls for the duration of the contract period. The full amount of rent due under the terms of this contract shall constitute a debt owed to the university and, if unpaid, may be collected in any lawful manner and may prevent registration at the university. Detailed information related to late fees and collection costs is available at nau.edu/sdas/.
- c) Housing and Residence Life reserves the right to use space not claimed by of 5 p.m. on the first day of classes.
- d) Cancellation of campus housing does not automatically cancel a selected meal plan. You must contact NAU Campus Dining to cancel a meal plan. Cancellation of a Campus Dining meal plan does not cancel campus housing.

7. CONTRACT PERIOD

- a) This contract is for a full academic year (both fall and spring semesters) or spring only. A registered student checking out of the hall prior to the end of the contract period is financially obligated for the entire contract amount unless the student withdraws or is no longer a registered student in accordance with 1c.
- b) All dining dollars expire on the last day of the spring semester. All unused balances are forfeited.

Northern Arizona University is an Equal Opportunity/Affirmative Action Institution