1. CONDITIONS OF CONTRACT
a) This is a binding agreement between Northern Arizona University - Housing and Residence Life, NAU Campus Dining, and the student. This contract is a full academic year contract. After approval by the Arizona Board of Regents, rates for room and dining charges will be available at nau.edu/reslife.
The resident is responsible for both the fall and spring semester room rent and dining charges. 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 are closed during the winter break between fall and spring semester. Thus, students may not reside in them during this time. More information about winter break housing options is available at nau.edu/reslife.
c) Should a student withdraw from the residence hall at any time during the contract period and remain a student, that student will be held responsible for rent and dining charges for the entire contract period. The residence halls are available only for registered students; therefore, once the student is no longer registered, he or she agrees to vacate within twenty-four hours of his or her withdrawal. A student withdrawing from the university is eligible for a prorated refund of the student’s rent and meal plan. The contracted resident agrees to pay the university those charges as determined 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. Housing and Residence Life reserves the right to complete rent payments when due. NAU Campus Dining reserves the right to suspend a student’s income and dining payments until payment has been made available to all full-time students, will consider exceptions to this policy.
f) Accounts with a past due balance are subject to applicable late fees and University guidelines. Detailed information related to late fees and collection costs can be found at nau.edu/sdas.
g) A continuing student’s residence hall application/contract may be terminated upon that student’s failure to complete rental payments when due. NAU Campus Dining reserves the right to suspend a student’s meal plan until payment is accepted. Payment arrangements have been made.

2. RENT AND MEAL PLAN PAYMENTS
a) Fall semester rent and meal plan due dates are August 24, 2015; spring rent and meal plan due date is January 11, 2016. Students who are unable to pay the full amount at that time will automatically be placed on a payment plan. The fall semester payment due dates are August 24, September 15, October 15, and November 15, 2015. Spring semester due dates are January 11, February 15, March 15, and April 15, 2016. Rent is charged 50% in the fall and 50% in the spring.
b) All housing charges are posted to the student’s LOUIE account at nau.edu/loui. Payment must be made through Student 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) Students receiving sufficient financial aid to cover tuition and room and board 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, housing charges, and meal plan charges will result in financial responsibility for all sums due under the contract.
d) If checking out before the end of the contract period, rent will be charged until a contract termination is granted and a prorated check out with a staff member is completed. Request for termination is considered only for the following five reasons: official withdrawal, marriage, not registered for classes, graduation, or participation in an internships or co-op option. It is the student’s responsibility to supply all required documentation for a contract termination request.
e) Residents who complete only one semester in housing due to an approved contract termination or a spring-only contract are charged rent equal to 60% of the academic year total. Residents who check out prior to the twenty-fourth hour of the spring semester will not be charged rent beyond the date of contract termination.
f) Rent refunds, when applicable, will be credited to the student’s university account unless otherwise indicated. NAU Campus Dining reserves the right to suspend a student’s housing when damage occurs or for outstanding university charges or for being refused to the student.
g) NAU reserves the right to change room rental rates without notice if circumstances require rent adjustment(s).

3. CONDITIONS OF RESIDENCE
a) Room selection is based on 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) Room and hall transfers: A transfer process exists for students who wish to make room or hall transfers during the contract period based on space availability. Information is available through Housing and Residence Life and the Office of the Director of Housing.
c) Periods of occupancy: Each resident must check out of the residence hall with an authorized staff member on the last day of the student’s contract period or within twenty-four hours of the student’s last final examination, whichever comes first. The residence halls will close at 10 a.m. the day following the last exam for any academic term. Dates of occupancy may vary to accommodate changes in the academic calendar of the university.
d) Residence entry: The university reserves the right to reject a student for health, maintenance, repair, or safety purposes.
e) Health and safety: i) For reasons of health and safety, pets, candles, incense, explosives, flashed lighting, halogen lamps, furniture/bedroom furnishings, and some appliances are not permitted in student living units. Cooking is not permitted in traditional residence halls. Students are responsible for abiding by university fire and safety regulations.
ii) Residence and other buildings at NAU have been assessed 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 928-525-6435.
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.

4. CANCELLATION OF RESERVATION
a) Applications can be cancelled prior to a room being selected at no penalty. Once a room is selected (either by the student OR by the student’s accepted roommate), a cancelled application will be subject to a cancellation fee. The student will be charged the fee based on date of cancellation:
   - Cancel before July 1 - $250
   - Cancel by May 15 - $500
   - Cancel on or after July 1 - $1000
b) Students wishing to cancel their housing must formally cancel their contract prior to the first day of the contract period, which is the published opening day of the residence halls. Students can cancel through the housing portal at nau.edu/reslife.
c) A registered student who fails to cancel his/her contract prior to the first day of the contract period and is not living in the residence halls will be held financially responsible for rent charges for the 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 can be found at nau.edu/sdas.
d) Housing and Residence Life reserves the right to use space not claimed by 5 p.m. on the first day of classes.
e) Cancellation of campus housing does not automatically cancel NAU Campus Dining. You must contact NAU Campus Dining. A Cancellation of Campus Dining plan does not cancel campus housing.

5. CONTRACT PERIOD
a) This contract is for a full academic year (both fall and spring semesters). Registered students checking out of the hall prior to the end of the contract period are financially obligated for the entire contract period, 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.