Fall 2020 - Spring 2021 Terms and Conditions

PART I – BACKGROUND AND PURPOSE

Section 1.1. The Housing Contract is a legally-binding agreement between the student and the University. The resident agrees to services, policies, rules, and procedures that are, or may be, established concerning the operation of the Residence Hall. Residents are responsible for knowing the policies, rules, and procedures stated in the housing contract terms and conditions and On-Campus Living Guide.

The On-Campus Living Guide is available on our website at http://housing.camden.rutgers.edu.

Section 1.2. Declaration of Intent: Submitting an application for housing to the University means that you accept the terms of this Agreement and that you fully intend to occupy a room within a University residence hall for the full term of the Agreement, and that you have considered the financial commitments attached to living on campus for the entire term of this Agreement.

PART II- Housing

Section 2.1 Contract Type
It is important to keep in mind, students who wish to live on-campus contract for their housing choices. As such, once the contract is submitted and accepted, the student is bound to certain terms and conditions of the contract, which include a responsibility to notify the Office of Housing & Residence Life of certain academic events, and fees for cancellation related to those events. We encourage and recommend that all student come to the Office of Housing & Residence Life and discuss with us decisions they plan to make that would affect their housing contract status in advance.

Section 2.2 Academic Year Contract
The Academic Year Contract permits occupancy beginning Sunday, August 30th and ending 24 hours after the student's last final exam of the spring semester, or Commencement, in May.

The residence halls as well as all dining facilities will remain closed for the duration of all break periods during the fall and spring semesters. These breaks include Thanksgiving, Winter, and Spring Break. Only students with extenuating circumstances will be permitted to remain in the halls during the break periods listed below.

**Break periods for the 2020-2021 academic year are as follows:

- Thanksgiving: November 25, 2020- November 29, 2020
- Winter Break: December 23, 2020- January 17, 2021
- Spring Break: March 19, 2021- March 28, 2021

**Please note that halls close for each break at 7pm and reopen at 12pm on the dates listed above.

Section 2.3 General Conditions and Eligibility
Housing contracts are for the full term chosen by the student. Residents are to occupy the space they are assigned to by Housing & Residence Life. Changes to the bedroom, suite or apartment assigned by Housing & Residence Life must be formally requested and approved before any relocation takes place. Rooms are to be used by the assignees only. Residents must be officially registered for classes throughout the fall and spring semesters under full time status. Residents who drop down to part time
status may be released from their housing contract and asked to vacate the halls. Residents must have a cumulative GPA of at least a 2.0. Residents must be in good financial standing with the university. Any resident with a financial balance will not be permitted to reside on-campus. Residents must fulfill all obligations for immunizations, insurance, and adherence with Wellness Center directives.

Section 2.4 Financial Aid
All financial aid applicants who plan to reside on-campus should check the appropriate box under HOUSING PLANS when completing the FAFSA. You will automatically be assigned a resident/on-campus budget when your financial aid is processed. Any change to your residency status at any point during the academic year must be reported to the Financial Aid Office immediately. A residency change will require an adjustment to your financial aid budget and may result in a change in your award status. The student bears all responsibility for notifying the Financial Aid Office of residency changes.

Office of Financial Aid website: http://studentaid.rutgers.edu/

Section 2.5 Payments
Housing charges are placed on a student's account with the University for each term they are contracted to reside in on-campus housing, and are payable in the same manner as tuition and other fees. The student bears all responsibility for ensuring they have sufficient financial aid or resources to pay for the housing they have contracted for. Students must remain current with all financial obligations with the University. Late housing payments are subject to late payment fees. A financial hold will be placed on students' records for nonpayment of any housing fees. Residents must be in good financial standing with the university and failure to do so will result in removal from on-campus housing.

Section 2.6 Students Returning to On-Campus Housing
During the Spring semester, you will receive full instructions pertaining to rules, obligations, and deadlines pertaining to contracting for housing for the next academic year. Full details for processing and making requests are included in the renewal instructions. Deadlines included in this information must be adhered to by all students. The University does not guarantee housing or room assignments beyond the terms of your current contract.

Section 2.7 Non-Returning Students
Students that do not plan to attend classes after the end of the fall semester, or will graduate in December of an academic year, must officially cancel your housing contract and check out of your room with the Office of Housing & Residence Life by the last day of the fall term. The Termination of Contract form is available on, on our website or at the office. Financial charges will continue into the spring semester until the office has received a signed Termination of Contract form, any keys provided have been returned, and the housing sticker has been removed from your Rutgers ID card.

Section 2.8 Canceling Your Housing Contract
Requests to cancel the Housing Contract must be made in writing to the Office of Housing & Residence Life by completing a Termination of Contract form. This form is available below, on our website or at the office. A cancellation fee will be applied based on the date of the release. Writing or telephoning another University department, withdrawing from classes, or leaving the University will not automatically result in the cancellation of your housing contract. The student bears all responsibility for officially notifying Housing & Residence Life of their desire to cancel the housing contract and leave campus housing by completing the Termination of Contract Form, and are responsible for all housing charges up until the date the termination form is received, all personal items have been removed from their assigned space, and room keys have been returned to Housing & Residence Life. Only the student
who signed for the housing contract may cancel the contract; parents, relatives, or legal guardians may not cancel the contract for the resident. The decision to release a student from a housing contract will be made only at the discretion of Housing & Residence Life.

- Prior to 5pm August 15th - no fee
- After 5:00pm August 15th - $600

NOTE: The day the resident accepts their room key is considered their move-in day. Once a resident has accepted a room key, they are responsible for paying a daily rate, in addition to the cancellation fee.

Section 2.9 Refunds
Refunds of housing charges paid to the University are processed when a student notifies the Office of Housing & Residence Life in writing of their intent to leave housing before the expected end date of their contract, or a student is forced to vacate on-campus housing for a variety of reasons (withdrawal, non-registered status, etc.). Several components make up the total charges a student pays for housing, and not all of these are refundable. Additionally, any refund due to the student will be subject to a cancellation fee for release from the contract as outlined in the section "Cancelling Your Housing Contract". The University reserves the right to place additional housing charges upon a student who has left housing because of withdrawal or de-registration if he or she becomes an active student or re-registers for classes during the same academic year.

After the ninth week of classes in a given semester no refunds of any housing fees paid will be processed. If charges have not yet been paid, a hold will be placed on the student's records until payment is made in accordance with the University Hold Policy.

Students that are evicted from housing for disciplinary reasons or who have been suspended or expelled from the University, will not receive a refund of any housing fees. Further, the student evicted at any time from housing for judicial reasons will be responsible for the full cost of their housing for the remainder of the contract period.

Requests for refunds or charge adjustments must be requested in writing and processed before June 1st of the fiscal year in which the charge occurred. After June 1st, requests for refund or adjustment will be denied.

Section 2.10 Deadline for Formal Check-In

Notices regarding move-in dates are sent via e-mail to all students assigned to on-campus housing spaces prior to any scheduled move-in period, and are posted online at housing.camden.rutgers.edu. The student bears all responsibility for making arrangements to arrive on their scheduled move-in day during the scheduled move-in time to accept their room assignment. If extenuating circumstances exist that will prevent you from adhering to the posted move-in schedule, an extension or alternate move-in date can be requested by contacting the Office of Housing & Residence Life via e-mail at housing@camden.rutgers.edu. Note: this is a request, approval is not guaranteed. Requests for an alternate move-in date or time submitted to another University office will not be honored.

Students that arrive for move-in outside of the approved move-in period/schedule may be assessed an improper move-in fee of $200. Full details will be provided on move-in expectations in your housing assignment e-mail.
Section 2.11 Checking-Out of On-Campus Housing

Students departing the residence hall at the end of the academic year, at the end of their designated housing contract period, or during the academic year for any reason must check out at the Office of Housing & Residence Life during posted business hours. The student bears all responsibility for making arrangements in advance to complete the check-out process at the office before departing campus. Housing & Residence Life includes the return of any keys issued, the removal of all personal belongings from the assigned housing space, and removal of the housing sticker from the resident's Rutgers ID card as part of the check-out process.

Failure to return the room key(s) provided will result in a lock change for the affected area(s). The full cost of the lock change will be placed on the student's account.

All students on an Academic Contract must vacate their assigned housing space within twenty-four hours after their last final examination of the spring semester, with all rooms vacated no later than 5pm on the day following the last examination as listed in the University calendar. Students are required to follow any additional instructions for check-out issued by the Office of Housing & Residence Life.

Graduating students may remain in housing until 5pm the day following Commencement. Housing & Residence Life reserves the right to assign graduating students to other space in the residential facilities after the last day of finals at its sole discretion.

Section 2.13 Room Condition

A mandatory part of the check-out process requires that students leave the room to which they have been assigned in move-in condition. Move-in condition assumes that all trash and personal items have been removed, no damage has been done to the furnishings provided or walls during the student's length of stay, and that all items and furniture that were present in the room at move-in are in place upon check-out. Personal items remaining in the room after a student has checked-out will be discarded, and a disposal fee will be assessed.

Students assigned to a particular bedroom, suite or apartment are all responsible for the condition of the area(s) they live-in. Housing & Residence Life inspects all suites and apartments following a student departure to record the condition. Students departing suites or apartments that are determined not to be in move-in condition will be assessed fines to cover the costs of returning the suite or apartment to move-in condition. The fines will be placed directly on the student's account.

Section 2.14 Students with Disabilities and Housing Accommodations

If you have questions or would like to request housing accommodations related to a diagnosis or disability, please reach out to the Office of Disability Services for more information. Conversations and information are kept confidential within the office and office staff. You can contact them by sending an email to disability-services@camden.rutgers.edu or by calling 856-225-6954.

Section 2.15 Personal Property

The University is not responsible for loss, theft, or damage to a resident's personal property. Residents are advised to keep their suite/apartment secure at all times and carry personal property, renter's or homeowner's insurance to cover their personal items while living on campus. Information on this type of insurance is available on our website at http://housing.camden.rutgers.edu, and also from many private insurance carriers. Many homeowners’ insurance policies provide coverage for student’s belongings while they are away at college. Families should check with their particular insurance company for further details and to ensure coverage is available.
Section 2.16 Smoke Free Buildings
All on-campus housing facilities are smoke-free. Smoking is not permitted in any area of the buildings, including lounges, hallways, stairwells, laundry rooms, bathrooms, kitchens, elevators, trash rooms, mechanical rooms, storage closets, and lobbies. Students, staff, and/or faculty who smoke in unauthorized areas of the Residence Halls may be subject to University-imposed sanctions. Additionally, there is no smoking permitted within 50 feet of any of our entrances.

Section 2.17 Pet Free Buildings
All on-campus housing facilities are smoke-free. Smoking is not permitted in any area of the buildings, including lounges, hallways, stairwells, laundry rooms, bathrooms, kitchens, elevators, trash rooms, mechanical rooms, storage closets, and lobbies. Students, staff, and/or faculty who smoke in unauthorized areas of the Residence Halls may be subject to University-imposed sanctions. Additionally, there is no smoking permitted within 50 feet of any of our entrances.

Section 2.18 Immunization Requirements
As a result of the state immunization law that went into effect in January 2004, Rutgers University requires that all students who live in University housing receive the meningitis vaccination and submit the appropriate documentation no later than July 1st 2020. Any student who has not provided the necessary documentation will not be assigned a space and can forfeit their assignment. Please contact the Wellness Center at (856) 225-6005, or visit http://healthservices.camden.rutgers.edu/ for immunization information.

Sections 2.19 Diversity Statement
Rutgers, The State University of New Jersey, is committed to making diversity a way of University life, where all members of the University community feel welcome, valued and respected. Residents will actively participate in creating a welcoming on campus living community. We expect that our facilities be a space that respects all individuals and groups, and we encourage residents to engage in formal and informal diversity education through exploration of their own identities and the identities of those around them (including but not limited to age, gender, biological sex, religion, race, ethnicity, physical and mental abilities). This behavior is specified in the Student Code of Conduct, which all students must adhere to. Therefore, conduct that violates the rights of other individuals is grounds for immediate termination of your housing contract and/or the withdrawal of future university housing privileges. In addition, such conduct may result in university disciplinary action under Rutgers Student Code of Conduct. More information on the disciplinary process can be found here.

SPECIAL ADDENDA FOR FALL 2020/SPRING 2021

Addenda Section 1.1. Important Notice: An inherent risk of exposure to the SARS-CoV-2 coronavirus and the disease it can trigger, COVID-19, exists in any public place where people are present. COVID-19 is an extremely contagious disease that can lead to severe illness and death. According to the Centers for Disease Control and Prevention, senior citizens and those with underlying medical conditions are
especially vulnerable. By entering and residing in a University residence hall, you voluntarily assume all risks related to COVID-19. Housing will continue to implement and modify its cleaning protocols as mandated by federal or state directives and as suggested by the Centers for Disease Control and Prevention in the interest of minimizing spread of the disease. To the extent it is reasonably practicable, Residence Life will educate and inform residents on appropriate cleaning protocols within their assigned spaces to reduce the spread of disease within residence halls.

**Addenda Section 1.2. Hold Harmless:** You agree to release the University, its agents, and employees from any and all damages, liability, claims, expenses, or loss (collectively, “Claims”) resulting from or arising out of your use of space within a University residence hall, including those related to the potential exposure to contagious viruses like the SARS-CoV-2 coronavirus, and to indemnify and hold harmless the University, its agents, and employees from any Claims resulting from or arising out of your breach of the terms and conditions of this Agreement. You understand that by residing in a University residence hall, you are assuming the risks associated with communal living and, as in any shared living environment, those risks include potential exposure to communicable diseases, including but not limited to the SARS-CoV-2 coronavirus.

**Addenda Section 2.1. Special COVID-19 and Public Health-Informed Policies:** The University aims to deliver its mission while protecting the health and safety of our students and minimizing the potential spread of disease within our community. As a resident within a University residence hall, COVID-19 will impact your housing experience as the University continues to make public health-informed decisions. The following policies and guidelines are incorporated into this Agreement and are applicable to all residents. As always, to the extent it is reasonably practicable, we will endeavor to update you with timely information about specific health and safety guidance important for our residents.

**Addenda Section 2.2. Interim No Guests Policy:** Guests are defined as anyone not residing within your specific residence hall. Residents permitted to live on campus may not allow or invite guests into their residence hall. Only currently authorized residents of your specific residence hall may enter your residence hall. The suspension of the traditional guest policy will be reviewed as the year progresses; when the interim policy is lifted and returned to the existing it will be communicated to residents and revised on the Residence Life website.

**Addenda Section 2.3. Health and Safety:** All members of the Rutgers community — students, staff, and visitors — are required to act in a manner that demonstrates respect and consideration for those around them, including respect and consideration for the health and safety of all community members. All residents are prohibited from creating a health or safety hazard within residence halls and the University may request or require a resident to leave on-campus housing on a temporary or permanent basis if the University reasonably concludes that their continued presence in the housing community poses a health or safety risk for community members. Residents are required to comply with health and safety laws, orders, ordinances, regulations and health and safety guidance adopted by the University as it relates to public health crises. This guidance will evolve as the public health crisis evolves and may include, but is not limited to, social distancing, limitations on public gatherings, wearing a face covering, diagnostic and surveillance testing (including before or upon arrival to campus), contact tracing, disinfection protocols, limitations and/or restrictions on guests in the residence halls, and quarantine / isolation / separation requirements (including before or upon arrival to campus). Adherence to any health and safety requirements that the University reasonably deems appropriate applies to all residents, staff, guests and visitors and extends to all aspects of residential living, including bedrooms,
bathrooms, apartment kitchens, living rooms, community kitchens, lounges, computer rooms, courtyards and other common spaces.

**Addenda Section 2.4. Quarantine / Isolation / Separation:** At any time, the University may request or require a resident to leave their assigned space when the University reasonably concludes that resident’s continued presence in the housing community poses an actual or potential health or safety risk for community members. Residents are required to comply with requests from Residence Life to leave their assigned space due to COVID-19 or other public health emergency and failure to do so is a violation of this Agreement and may subject a resident to emergency removal from their assigned space. When at all possible, the resident should return to their home. A resident recommended to self-quarantine or self-isolate may not be permitted to continue residing in their residential space and will be provided alternative housing arrangements to the extent available. Removal from one’s existing assignment to isolate or quarantine does not constitute a termination of this Agreement.

**Addenda Section 2.5. De-Densifying Efforts:** Residents are required to comply with any de-densifying efforts needed on campus due to COVID-19 or other public health emergency, including, but not limited to, the relocation of all or some residents to alternative housing. Relocation does not constitute a termination of a resident’s housing contract. In the event Residence Life must relocate residents as part of a de-densifying strategy due to public health concerns for an extended period of time and alternative housing is not available, the University may offer impacted residents fair and reasonable reimbursement as appropriate and based on information available at that time and provided that the resident has removed their belongings and returned their key to the applicable Campus Residence Life Service Office.

**Addenda Section 2.6. Termination:** Upon reasonable notice, the University reserves the right to terminate the Agreement due to public health emergency needs, including COVID-19. In the event the University terminates the Agreement due to public health concerns, the University may offer fair and reasonable reimbursements for impacted students as appropriate and based on information available at that time and provided that the resident has removed their belongings and returned their key to the Office of Housing and Residence Life.