

**2000 - 2001 HOUSING LICENSE AGREEMENT - RETURNING STUDENT**

**STUDENT INFORMATION:**

Last Name	First	Middle	Sex	Social Security Number	
				(      )	
Permanent Address			Phone Number		
Email Address:		Fr.	So.	Jr.	
		Sr.+	Do you smoke? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Academic Class (circle one)					

**DATES OF OCCUPANCY:** *Fall Term 8/24/00 – 12/22/00 & Spring Term 1/12/01 – 5/16/01*

This License provides for occupancy of an assigned space in campus housing only during the dates specified above. Students may not take up residence prior to the opening dates for both fall and spring without special approval in writing from the Office of Housing Services. The full terms of this Agreement will be enforced should occupancy be taken prior to the established opening dates. During the official winter recess, all terms of the Agreement will remain in effect although the Student will not have access to his/her accommodation unless otherwise published or approved by the Office of Housing Services. All Carnegie Mellon residential areas must be vacated at the close of the academic year in accordance with published schedules. All personal belongings must be removed from University property by 12 noon following the last day of final exams. Certain exceptions may be made for graduating seniors and students taking part in graduation ceremonies (official, campus-related requests only).

**ROOM CHARGES:**

Unless otherwise specified, this contract is for **two (2) terms**. Do not send payment with contract.

By signing this Agreement, the Student agrees to pay the housing rate as published by the Office of Housing Services for the type of accommodation to which he/she is assigned.

**ROOM ASSIGNMENTS:**

The Office of Housing Services has the sole right to make room assignments in campus housing, to determine the occupancy of any room, fill any vacancies and approve room changes. The Office of Housing Services may change the Student's accommodation assignment at any time if the University feels it to be in its own best interest or in the best interest of the Student. When a permanent accommodation is changed at the convenience of the University, the Student will be charged at the pro-rated share of the lesser amount of either his/her former rate or the rate in the facility where he/she is reassigned. (The University reserves the right to store at no liability for a limited period of time or discard the belongings remaining in an accommodation after the accommodation has been assigned to another student or not vacated by a prescribed time.) No unassigned person is permitted to reside in campus housing.

**DECLARATION OF INTENT:**

I understand that by signing this Housing License Agreement, I am declaring my intent to occupy my campus housing assignment for both the fall and spring semesters. I understand that if I decide to cancel my Housing License Agreement on or before April 14, 2000, I may do so by completing the appropriate paperwork in the Office of Housing Services and I will receive a full refund of the \$200 housing reservation fee. I understand that by canceling this Agreement after April 14, 2000, and on or before April 28, 2000, I will receive a refund equal to 50% of my \$200 housing reservation fee (\$100). I understand that after April 28, 2000, I may only cancel my Housing License Agreement for the 2000-2001 academic year by following this agreement's appeal process as administered by the Office of Housing Services. If I am permitted to cancel my Housing License Agreement, I will forfeit the \$200 housing reservation fee.

I have read the terms of this Agreement as outlined on this page and on the back page and agree to abide by these terms by affixing my signature below. I understand that this Agreement goes into effect upon being signed by a representative of the Office of Housing Services. I further agree to abide by all rules and regulations established by the Carnegie Mellon Office of Housing Services, the Office of Student Affairs, the Student Dormitory Council and the individual living units.

Student Signature \_\_\_\_\_ date \_\_\_\_\_ Parent/Guardian (if student is under 18) \_\_\_\_\_ date \_\_\_\_\_

Housing Services Representative \_\_\_\_\_ date \_\_\_\_\_

White Copy: Housing Services      Yellow Copy: Student

## **HOUSING LICENSE AGREEMENT TERMS AND CONDITIONS**

This housing license, hereafter referred to as Agreement, is between the individual named on the reverse, hereafter referred to as Student, and Carnegie Mellon University, hereafter referred to as University.

- 1. TERMS:** The University grants to the Student the personal right, license, and privilege to occupy and use an assigned accommodation in the University's facilities together with at least a bed, desk, dresser, bookcase, and chair situated therein on the date the Student takes possession of the accommodations subject to the terms and conditions set forth in this Agreement.
- 2. USE OF PREPAYMENT:** One \$200 housing reservation fee is required to secure a residential space in campus housing for the 2000-2001 academic year. (Please see Declaration of Intent section on reverse side for details about refund deadlines and occupancy deadlines.)
- 3. CANCELLATION OF AGREEMENT:** This Agreement may not be terminated by the Student earlier than the two term period of dates specified except for marriage or verified withdrawal from the University. Exception: The Student may terminate this Agreement with the authorization of the Director of Housing Services, or his/her designee, prior to occupying his/her residence hall room if the request is made prior to the first day of classes and if there is also a waiting list of students who desire a space in campus housing at the time of the request. (Please see Declaration of Intent section on reverse side for details about cancellation and refunds.) Cancellations may also be granted to students who are participating in University-sponsored study abroad and co-op programs, as well as verified mental or physical reasons. For more information, please refer to "From the Ground Floor Up: The student guide to Housing Services."
- 4. VERIFIED WITHDRAWAL FROM UNIVERSITY:** Only Carnegie Mellon University students may reside in campus housing. Any student withdrawing from housing during the duration of the Agreement cannot consider his/her withdrawal official until he/she has returned his/her key to the Office of Housing Services and completed the official Withdrawal from Housing form. Students moving from the residence halls will be subject to any pro-rated charges for the period of occupancy. After academic dismissal, financial suspension, verified withdrawal or leave of absence, the Student shall move from the accommodation within 72 hours upon notice of termination by the Director of Housing Services or his/her designee.
- 5. CHANGE IN ENROLLMENT STATUS:** A student who has a change in enrollment status (for example if a student goes from full-time to half-time, etc.) may have his/her agreement cancelled at the sole discretion of the Director of Housing Services or his/her designee. If that student participates in disorderly behavior of any kind, the University reserves the right to terminate this agreement and remove the student from campus housing.
- 6. CONSOLIDATION:** After the Room Draw process for returning students has concluded, the Office of Housing Services will consolidate students without roommates or whose roommates cancel their reservations with other students in the same situation. Students will be consolidated within their assigned building and specific room type whenever possible. Every effort will be made to notify the Student if this situation occurs. If necessary, consolidation will be determined by class standing and lottery number. The consolidation process will then continue until such time that wait list and first year housing needs are successfully addressed. The University will also exercise its right to consolidate students who share similar interests and activities (i.e. smoking) if no compatible roommates exist on the waiting lists.
- 7. QUIET LIVING AREAS:** Designated University-operated apartments in the Oakland Community and other designated residence hall buildings or floors are expressly quiet living areas. The Student agrees to abide by a 24-hour quiet hour policy in these designated quiet living areas and agrees to be responsible for ensuring that the noise generated within his/her apartment or residence hall room is not audible at a distance of ten feet from his/her apartment or room.
- 8. VACANCIES:** When vacancies occur during the term of this Agreement in an accommodation designed for multiple occupancy, the remaining occupant(s) may be given the option to pay an additional charge reflecting the reduced occupancy of the accommodation. The University has the right to assign any vacant space on campus during the contract period. During periods of reduced occupancy, the room furnishings shall remain in place and become the responsibility of the remaining occupant(s).
- 9. KEYS:** All keys issued to the Student by the Office of Housing Services are the property of the University and cannot be exchanged with or given to another person. The Student is required to return all keys received to the Office of Housing Services within 24 hours of vacating his/her assigned space or a fee (as published by the Office of Housing Services) will be assessed to cover costs of a lock change and key replacements. Students may not duplicate keys.
- 10. HOUSEKEEPING:** The University will provide daily bathroom cleaning for all communal bathroom facilities and public areas of the residence halls. The University will also provide weekly bathroom cleaning for all semi-private bathrooms. Students residing in apartments or accommodations with private bathrooms are responsible for the cleaning of their own bathrooms.
- 11. COOKING:** The University provides working kitchens in all apartments and house accommodations. Public kitchen facilities are provided in select residence halls. In all other areas, cooking will only be permitted with a University-approved MicroFridge or similar microwave unit.
- 12. TELEPHONES:** The Student agrees that the University will provide on campus and limited local telephone service to the living quarters assigned to the Student. The Student will be provided an individual authorization code through which off campus calls may be made at additional cost. Failure to pay a bill promptly may result in termination or restriction of calling privileges.

Students must provide their own telephone headsets, as they are not provided in student rooms.

**13. PROHIBITED USES AND ACTIVITIES:** None of the following shall be permitted in student accommodations: waterbeds, refrigerators larger than 4.3 cubic feet, unauthorized air conditioners, unauthorized home-constructed loft units, unauthorized pets, exterior radio/television aerials, controlled substances, ammunition or other explosives, firearms or other weapons, and highly combustible substances. Additionally, the operation of any personal or other business efforts or ventures are expressly prohibited. Students interested in seeking exceptions to this policy may contact the Office of Housing Services.

**14. UNIVERSITY RIGHT OF ENTRY:** The University reserves the right for authorized representatives of the University to enter an accommodation at any time to plan or perform maintenance or whenever a clear and present danger or violation of the University's regulations requires such entrance.

**15. FURNITURE:** Non-University furnishings must be removed from the accommodation at the close of the Spring Term. The University will not be responsible for furniture left in an accommodation.

**16. RESIDENCE HALL DAMAGE:** The Student is absolutely responsible for all damage in the assigned Residence Hall or loss of furniture therein and will be charged the cost of any subsequent repairs, replacement, or custodial service not normally provided. The Student is also responsible for leaving the assigned area in reasonably clean condition as defined as broom swept with no articles of any kind left remaining in the accommodation at the conclusion of occupancy. Unless responsible individual(s) are held accountable, each student in that Residence Hall will be jointly responsible for and will be charged a pro-rated share of the cost of whatever damage may occur, for any cause, to the public and semi-public areas in their residence halls.

**17. PERSONAL PROPERTY:** Under no circumstances shall the University be liable for damage or loss of personal property of the Student.

**18. RULES AND REGULATIONS:** The Student shall comply with the rules and regulations of the Residence Hall and the University which are now, or hereafter, in effect. These rules and regulations are specifically made part of this contract by reference. The right, license, and privilege granted in this Agreement is subject to additional regulations governing the conduct of occupants of specific Residence Hall areas which are promulgated by the University and student government groups recognized by the University. Violation of such regulations or the terms of this Agreement may result in whatever disciplinary and punitive action the University feels is reasonable and warranted, including immediate cancellation of this agreement and removal from campus housing.

**19. STATEMENT OF ASSURANCE:** Carnegie Mellon University does not discriminate and Carnegie Mellon University is required not to discriminate in admission, employment or administration of its programs or activities on the basis of race, color, national origin, sex or handicap in violation of Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973 or other federal, state or local laws, or executive orders. In addition, Carnegie Mellon University does not discriminate in admission, employment or administration of its programs on the basis of religion, creed, ancestry, belief, age, veteran status, sexual orientation or in violation of federal, state or local laws, or executive orders. While the federal government does continue to exclude gays, lesbians and bisexuals from receiving ROTC scholarships or serving in the military, ROTC classes on this campus are available to all students.