

# University of Wisconsin-Stevens Point Traditional Hall Contract for Housing and Dining Service 2024-2025 Academic Year

This document and those referred to within it constitute the University of Wisconsin-Stevens Point Housing and Dining Service Contract. The services described in the contract are offered exclusively under the terms and conditions stated.

To indicate acceptance of the contract, please complete and submit the housing contract (using the online instructions provided). A confirmation email will be sent upon successful completion of the contract.

Your electronic signature on the housing contract indicates you have read the contract, understand it and agree to all terms and conditions included in it. **THIS CONTRACT BECOMES LEGALLY BINDING ON BOTH PARTIES WHEN HOUSING AND RESIDENCE LIFE RECEIVES YOUR SIGNED CONTRACT.**

This contract is for all residence halls EXCEPT the Suites@201. Please contact Housing and Residence Life for separate instructions if interested in that residence hall.

## 1) Residency Requirement

- a) *The Board of Regents of the University of Wisconsin System policy states that “those freshman and sophomore students who are not veterans, married or living with parents or guardian, shall be required to live in a university-operated residence hall when such accommodations are available;” (Board of Regents' On-Campus Residency Requirement Resolution 173).*
  - i) At the University of Wisconsin-Stevens Point, first-year and sophomore students are defined as individuals having graduated from high school two or fewer years ago.
- b) Students wishing to be exempt from the on-campus living requirement may fill out the “UWSP Housing Exemption Form”, which may be downloaded from the Housing and Residence Life page of the UWSP website. This exemption is granted if:
  - i) The student is living with a parent/legal guardian at their permanent home and is commuting from within a 40-mile radius of Stevens Point.
    - (1) completion of the commuter statement portion of the UWSP Housing Exemption Form is required
  - ii) The student is married.
    - (1) a copy of the marriage certificate must be submitted.
  - iii) The student has dependent child(ren) living with them.
    - (1) birth certificate(s) and third-party verification is required.
  - iv) The student is enrolled in extension or other off-campus programs only.
  - v) The student is enrolled for six or fewer credits at UWSP.
  - vi) The student has reached the age of 21 years prior to the first day of classes for the semester in question.
  - vii) The student has served two (2) years of active duty with the military. ROTC, National Guard and Reserve duty do not qualify for this exemption.
    - (1) a copy of Form DD214 must be submitted.
- c) If a student has other extenuating circumstances for which they feel an exemption should be granted, a written request must be submitted to Housing and Residence Life.
- d) The UWSP Housing Exemption Form is due no later than August 1 prior to the start of the applicable academic year and December 1 for spring admits.

## 2) Eligibility

- a) To be eligible to live in a University of Wisconsin-Stevens Point residence hall, you must either be an enrolled student at the University of Wisconsin-Stevens Point or be otherwise determined eligible by Housing and Residence Life.
- b) Students subject to special partnership arrangements of the University may also be eligible.
- c) Eligibility may also be extended through Regent approval to students of other university education programs.

## 3) University's Rights and Obligations

- a) The University of Wisconsin-Stevens Point agrees to furnish housing and dining services to you according to the time periods listed in Section 5, “Contract Term.”
- b) The university will provide a twin extra-long bed and mattress, dresser, desk and chair, closet space and utilities.

- c) In the event of facility emergencies or building maintenance that results in a temporary shutdown of a building's amenities, Housing and Residence Life will provide access to another building's facilities such as showers, laundry, etc. Notice will be provided to residents via their University of Wisconsin-Stevens Point email.
- d) Failure of the university to honor assignment preferences will not void this contract. Housing and Residence Life will make every effort to assign accommodations to living preference but does not guarantee assignment to a particular residence hall, type of accommodation, specific roommate, or a single room. Students with appropriate documentation of a condition that requires special accommodations should contact Housing and Residence Life for further information.
- e) The university reserves the right to change room or hall assignments, to assign roommates, to consolidate vacancies by requiring you to move from half-vacant rooms or to charge you for a single room, or to make other necessary changes in room accommodations at its discretion.
- f) Housing and Residence Life reserves the right to change an assignment or cancel an assignment and remove a resident from university housing in the interests of order, health, safety, or discipline.
- g) The University of Wisconsin-Stevens Point Housing and Residence Life does not discriminate on the basis of race, color, gender, disability, sexual orientation, national or ethnic origin, or veteran status in the assignment of rooms or in the assignment of persons as roommates and rejects all requests for change of assignment based upon such reasons.

#### **4) Your (the "Resident's") Obligation**

- a) You ("the resident") agree to make payment of all fees as specified in Section 8, "Rates and Payments" of this agreement.
- b) You agree to observe all rules, policies, and regulations of the University of Wisconsin-Stevens Point, which are by reference a part of this contract.
- c) You agree to honor the terms and conditions stated in this contract.
- d) Furthermore, you agree to abide by all state and federal laws.
- e) You are responsible for the actions of guests. Guests are to abide by university policies, rules, and regulations and state and federal laws and be escorted in residential facilities by you at all times.

#### **5) Contract Term**

- a) This contract provides you a space in campus housing and is for the entire academic year (defined as the fall and spring semesters only), or any portion of the academic year remaining at the time this contract is signed.
- b) This contract becomes legally binding on both parties when Housing and Residence Life receives your signed contract.
- c) This contract maybe terminated only under the conditions cited in Section 9 "Termination of Contract" of this agreement.

#### **6) Contract Assignment**

- a) This contract cannot be reassigned by you to any other person; neither may you sublet any part of the premises.
- b) Residential space(s) must be occupied only by the resident(s) officially assigned to the space by Housing and Residence Life. This provision applies both to your space and to the board (meal) plan you have chosen.

#### **7) Dining Service**

- a) All traditional hall residents (except for those living in Hyer Hall) are required to contract for one of the on-campus dining plans.
- b) Dining service will be provided to you as described online at [www.uwsp.edu/dining](http://www.uwsp.edu/dining).
- c) Meal hours and dining service locations may be adjusted at the discretion of Dining Services. Additionally, individual food item prices may be adjusted to meet unforeseen cost changes.
- d) Termination of Dining Service meal plan can only occur when a housing termination is granted as described in section 9. When a housing termination is granted, you will be responsible for payment based on the below refund schedule:
  - i) Termination by student prior to taking occupancy of room or the first day of classes, whichever occurs first: 100% of the meal plan and administrative fee is refunded.
  - ii) Termination by Student After taking occupancy for the room or the first day of classes, whichever occurs first:
    - (1) Proper check out completed during the first and second weeks of the semester, per the academic calendar: student forfeits 100% of the administrative fee and the meal plan is prorated daily from student check in date through check out date

- (2) Proper check out completed during third and fourth week of the semester, per the academic calendar: student forfeits 100% of the administrative fee and is charged 50% of meal plan for the semester.
- (3) Proper check out completed during the fifth week or later of the semester, per the academic calendar: student pays 100% of the administrative fee and is charged 100% of the meal plan for the semester.

**8) Rates and Payments**

- a) The housing and dining service rates are determined annually and approved by the Board of Regents of the University of Wisconsin System. You agree to pay the rates established and announced in the summer prior to the start of the academic year.
- b) All rooms are double occupancy; residents assigned to single occupancy rooms (including Hyer Hall) will be charged the appropriate single room rate.
- c) A per resident program fee is included in the overall housing rate for Residence Hall Association, Resident Assistant and hall council programming.
- d) The university, as a nonprofit, self-supporting enterprise, reserves the right to adjust contract rates and individual food item prices during the term of this contract, and you agree to pay the rates and prices as adjusted.
- e) Rates will not be increased by more than a total of 15 percent for room and dining services for the academic year.
- f) Before school begins or soon after the first day of classes, you will receive a bill for academic fees, room and board (housing and dining), and special course fees. These bills are paid through the Student Financial Office located in the Student Services Center. The university does offer a partial payment plan.
- g) Failure to satisfy the financial obligations accrued under this agreement may result in one or more of the following actions by the university, or other actions as appropriate:
  - i) denial of further meals
  - ii) denial of request for official grade transcript
  - iii) denial of enrollment
  - iv) termination of this agreement and removal from the residence halls as provided in Section 9 (c)(5)

**9) Termination of Contract**

- a) Termination by Student Prior to Taking Occupancy of the Room or the First Day of Classes, whichever occurs first:
  - i) Termination of this contract prior to taking occupancy of the room or the start of the first day of classes may only occur for the following reasons:
    - (1) Cancellation of enrollment.
    - (2) Academic dismissal.
    - (3) Exemption criteria cited in Section 1, "Residency Requirement," of this agreement.
  - ii) Academic Year Contracts:
    - (1) Termination requests must be received, in writing, on or before June 1 and approved by Housing and Residence Life. Termination requests received and approved by the above deadline do not face a cancellation termination fee.
    - (2) Termination requests received and approved after June 1 may face a \$150 termination fee if the student remains enrolled at the University of Wisconsin-Stevens Point main campus.
      - (a) Exceptions to the termination fee include but are not limited to academic dismissal, military deployment, serious illness or injury to individual, or death in immediate family.
    - (3) Contracts entered into on or after July 1 are subject to the same termination policies as stated above. If the student signs a contract after July 1 and then terminates the contract, the student may face a \$150 termination fee if the student remains enrolled at the University of Wisconsin-Stevens Point main campus.
  - iii) Spring Semester Only Contracts:
    - (1) Termination requests must be received, in writing, on or before December 15 and approved by Housing and Residence Life. Termination requests received and approved by the above deadline do not face a cancellation termination fee.
    - (2) Termination requests received and approved after December 15 may face a \$150 termination fee if the student remains enrolled at the University of Wisconsin-Stevens Point main campus.
    - (3) Contracts entered into on or after December 15 are subject to the same termination policies as stated above. If the student signs a contract after December 15 and then terminates the contract, the student may face a \$150 termination fee if the student remains enrolled at the University of Wisconsin-Stevens Point main campus.
- b) Termination by Student After Taking Occupancy of the Room or After the First Day of Classes, whichever occurs first:
  - i) Termination of this contract after taking occupancy of the room or the start of the academic year may only occur for the following reasons:

- (1) Graduation.
  - (2) Authorized academic activities occurring outside of a 40-mile radius of Steven Point, including but not limited to study abroad, student teaching, or an internship/co-op experience. Proof of location may be required.
  - (3) Withdrawal or Cancellation of enrollment.
  - (4) Academic dismissal.
  - (5) Circumstances that are determined by Housing and Residence Life to be an “authorized reason.” A termination fee of \$150 may apply.
- ii) This contract cannot be terminated solely for the purpose of living off-campus or to commute from home (if eligible).
  - iii) If you withdraw from the university or receive an approved termination from Housing and Residence Life after taking occupancy of the residential space, you will be responsible for payment based on the below refund schedule:
    - (1) Proper check out completed during the first and second weeks of the semester, per the academic calendar: prorated nightly from student check in date through check out date, plus \$150 late termination fee if the student remains enrolled at the University of Wisconsin-Stevens Point main campus.
    - (2) Proper check out completed during third and fourth week of the semester, per the academic calendar: student pays 50% of housing fees for the semester.
    - (3) Proper check out completed during the fifth week or later of the semester, per the academic calendar: student pays 100% of the housing fees for the semester.
  - iv) Residents contracted for a full academic year who do not return and are not enrolled at the university for the second semester will be billed for charges until the day following the university drop/add deadline for enrollment, unless the resident properly checks out of the hall, whichever occurs first. A proper checkout of the hall includes an approved cancellation request.
  - v) Residents who move out of their residential space but do not initiate the university’s withdrawal procedure or remain enrolled will continue to be billed room and board charges for the entire length of the contract.
- c) Termination by the University
- i) The university may terminate this agreement under the following circumstances:
    - (1) Failure to occupy room. The university may terminate this agreement if you fail to occupy your residential space by the end of the first day of classes. If you will be delayed in occupying your residential space beyond this point, notify the Housing and Residence Life Office, in writing, of the delay and the date of arrival. There will be no proration of housing or dining fees due to delayed occupancy.
    - (2) Ineligible to return. The university may terminate this agreement if you are ineligible to return to the university for any reason, including disciplinary or academic expulsion or suspension.
    - (3) Exigency. The university may terminate or temporarily suspend performance of any part of this agreement without notice in the event of an exigency that would make continued operation of student housing and/or dining service not feasible. Exigency for purposes of this section includes, but is not limited to, a public health emergency such as an epidemic or pandemic and related public health orders.
    - (4) Violation of university policies, rules, and regulations and state and federal laws. The university may terminate this agreement if you are found to have violated a policy, rule or regulation, or state or federal law, referred to under Section 4, “Your (the Resident’s) Obligation.” Such termination must be in accordance with the provisions of Section 18, “Disciplinary Action” of this agreement. In all cases where a student is removed from the halls due to violation of university policies, rules, and regulations and state and federal laws, the student will be responsible for the full payment of the housing and meal plan contract for the entire contract term referred to under Section 5, “Contract Term” of this agreement.
    - (5) Failure to comply with contract. If you fail to comply with any portion of this agreement, including any policies, rules, and regulations adopted before or during the contract term for health and safety measures, the university may terminate this contract or take other appropriate action after providing you with appropriate notice and an opportunity to meet with residential housing staff. In all cases where a student is removed from the halls for failure to comply with the contract, the student will be responsible for the full payment of the housing and meal plan contract for the entire contract term referred to under Section 5, “Contract Term” of this agreement.
    - (6) Failure to enroll in courses 15 business days prior to the start of the official new student move-in date if you are a first-time student, or failure to enroll in courses or contact housing 15 business days prior to the start of the of the official new student move-in date if you are a continuing student.

Students who have their contracts terminated and then later re-enroll at the university for the same academic year may reapply for housing upon re-enrollment.

#### **10) Liability**

- a) The University of Wisconsin-Stevens Point is not liable for property belonging to you that may be lost, stolen or damaged in any way, wherever this may occur on the premises (including storage facilities).
- b) You agree to be solely responsible for insuring any personal property located or stored with university owned or managed housing against the risks of damage, destruction, or loss resulting from theft, fire, weather, water damage, and all other hazards and casualties. Regardless of whether you secure such insurance, you assume responsibility for your own personal belongings.
- c) You agree to hold harmless the state of Wisconsin and the Board of Regents of the University of Wisconsin System and all of their officers, employees and agents and to indemnify them for any claims for loss, theft, property damage or personal injury, including death, sustained by you or others that occur in student residential spaces, common areas, or elsewhere in or around the residence halls as a result of your acts or omissions. **THIS CLAUSE MAKES YOU FINANCIALLY RESPONSIBLE TO THE UNIVERSITY AND RELEASES THE UNIVERSITY FROM RESPONSIBILITY IN THE EVENT THAT A PERSON IS INJURED DUE TO A HAZARD CREATED BY YOU IN THE RESIDENCE HALLS, OR DUE TO YOUR NEGLIGENCE.**

#### **11) Break Periods**

- a) Residence halls remain open during university break periods (Thanksgiving, winter break and spring break)
- b) You may remain in your assigned residential space during break periods. If you choose to stay during any portion of the winter break, you will reside in your spring assignment.
- c) Residence hall desk hours and mail operations are limited. Changes will be posted prior to and during break periods.
- d) There is no dining service provided during break periods.

#### **12) Entry by Staff**

- a) University officials reserve the right to enter and inspect university residential spaces at any time. Inspections are conducted to protect and maintain the property of the university, ensure the health and safety of all university students, or whenever necessary, to aid in the basic responsibility of the university regarding discipline and maintenance of an educational atmosphere. In such cases, efforts will be made to notify the resident(s) in advance and to have resident(s) present at the time of entry.
- b) Inspections will be conducted by university officials during academic break periods.
- c) University facilities personnel reserve the right to enter residential spaces to repair and maintain the space. Concerns with time of entry for maintenance can be noted on maintenance requests and facilities personnel will do their best to accommodate that request.

#### **13) Vacating your Residential Space**

- a) You agree to vacate the premises
  - i) within 24 hours after your last examination of the semester, or
  - ii) within 24 hours of ceasing to be a student at this university, or
  - iii) within 24 hours of termination of this agreement, or
  - iv) according to the posted residence hall break schedule, whichever occurs earliest.
- b) Under compelling circumstances, exceptions to the provisions in this section may be granted upon the recommendation of the appropriate residence hall director.
- c) If you are a graduating senior at this university, you may remain in your residential space until the announced time on Commencement Day.

#### **14) Abandoned and Unclaimed Property**

- a) Housing and Residence Life will not store any personal property left by residents who vacate or abandon their residential space, with the exception for prescription medication or medical equipment, which will be held for seven (7) days from the date of discovery per 2011 Wisconsin Act 143. After seven (7) days, medical items will be securely disposed of.
  - i) Housing and Residence Life may dispose of the property without compensation to you and charge you for labor involved in removing trash or property.
  - ii) Housing and Residence Life may sell or otherwise dispose of such property in any manner without liability.
- b) Property left in common areas of the residence halls, such as laundry rooms, kitchens, and lounges, and are unclaimed in a timely fashion will be sold or otherwise disposed of.

### **15) Room Condition**

- a) When you move into your residential space, you will have an opportunity to complete a room condition record, which will be an accurate and complete record of the contents and condition of the assigned residential space. This inventory will serve as the basis for any check-out charges you may be assessed.
- b) A failure on your part to complete check-in or check-out procedures will not prevent assessment of charges. You agree to follow the proper check-out procedure when vacating the premises. Should extra cleaning by university personnel be required, you may be assessed a service charge.
- c) You are responsible for cleaning your own residential space, for removing waste materials regularly, and for maintaining a sanitary and safe environment acceptable to the university.
- d) All university-provided furniture must remain in rooms, suites or common areas to which it has been allocated. Housing and Residence Life will not provide storage for furniture and any furniture that is missing upon checkout will be charged for accordingly.
- e) Housing and Residence Life does not allow students to construct their own bed-lofting structures.
- f) False walls, partitions, or platforms are also not allowed in any of the residence halls.

### **16) Damage and Costs**

- a) You agree to pay for any damages, lost property or unnecessary service costs accrued. You will be billed for damages to the building and for damaged or missing furniture or equipment.
- b) When two or more residents occupy the same room, the residents will be given the opportunity to explain any damage or loss to their room. If the university cannot determine who is responsible for the damage or loss, the cost will be divided and assessed equally between or among the residents of the room.
- c) When damages occur in a common area of a building, residents of that wing, floor or building will be given the opportunity to explain any damage or loss to the common space. If the university cannot determine who is responsible for the damage or loss, the cost will be divided and assessed equally between or among the residents of the wing, floor, or building.

### **17) Rules and Regulations**

- a) You are responsible for observing university and residential policies, rules, and regulations, including UWSP Chapter 17 – Non-academic Standards and Disciplinary Procedures and/or UWSP Chapter 18 – Conduct on University Lands and the Housing and Residence Life Handbook (available online at [www.uwsp.edu/resliving/documents/pdf/rlhandbook.pdf](http://www.uwsp.edu/resliving/documents/pdf/rlhandbook.pdf)).
- b) Lack of knowledge or understanding of the policies, rules, and regulations does not exempt you from the responsibility of abiding by them.
- c) Individual hall policies, when passed by the hall council, approved by the vice chancellor for Student Affairs or a designee, and published for individuals of the hall, constitute a part of this contract. Violations of hall policies will be handled in the same manner as contractual violations as described in section 9 (c) (5).
- d) The university and Housing and Residence Life reserve the right to make changes to the existing policies, rules, and regulations and to adopt additional reasonable policies, rules, and regulations during the term of the contract. Such changes are communicated via email and/or other notification methods before the changes become effective, unless the health or safety of persons using the facilities may be adversely affected by a delay; then implementation may be immediate.
- e) Upon arrival to campus, you need to complete a roommate agreement regarding your shared living space with your roommate(s). Violations of that agreement may result in disciplinary action, or a room change if a solution cannot be agreed upon.

### **18) Disciplinary Action**

- a) If you are involved in a violation university policies, rules and regulations, or state or federal laws, any disciplinary action taken will be according to the procedures described in via UWSP Chapter 17 – Non-academic Standards and Disciplinary Procedures and/or UWSP Chapter 18 – Conduct on University Lands. Information about these policies are available via the Dean of Students Office or at <https://www.uwsp.edu/dos/>.
- b) UWSP Chapters 17 and 18 notwithstanding, residents involved in excessive noise or disruptive behavior, which is deemed detrimental to the environment of the hall, may be removed from the halls upon the recommendation of the appropriate residence hall director and the concurrence of the Dean of Students office and the vice chancellor for Student Affairs or a designee. Such action may be taken instead of temporary suspension from the university and may occur prior to the convening of a conduct adjudication hearing.

**19) Background Disclosure**

- a) In accordance with UW System Administrative Policy 136, *Required disclosure for participation in certain UW System services and programs*, the University of Wisconsin-Stevens Point must inquire about whether a student has any felony pleas or convictions or non-academic post-secondary disciplinary violations prior to that student being able to live in university housing.
- b) This information is gathered as part of the housing contract and application process. Students who reply yes to one or both of the following questions are provided an opportunity to explain their situation.
  - i) "Have you ever been convicted of a felony? This includes pleading no-contest or guilty to a felony."
  - ii) "Have you ever been expelled, dismissed, or suspended from a postsecondary institution for a non-academic reason?"
- c) The University of Wisconsin-Stevens Point will review affirmative disclosures and may request additional information to decide on student participation in on-campus housing.
- d) Failure to disclose information requested by UW System Administrative Policy 136 may result in disciplinary action or removal from university housing.

**20) Immunization Requirement**

- a) The state of Wisconsin requires that all university students living in residence halls either be immunized for Hepatitis B and Meningococcal disease or sign a waiver indicating they have received information regarding these diseases and is choosing to not be immunized.
- b) A response form and information are included in the housing application process.