

Incoming Student Housing Agreement 2009/2010

To be Completed by All Incoming Students Immediately Following Payment of the \$150.00 Enrollment Reservation Deposit

DEADLINE: MAY 1, 2009

INSTRUCTIONS: (Please use a ballpoint pen to print clearly and firmly)

1. **STUDENTS:** Carefully read the entire document and complete all necessary information. This will assist with making the proper room assignment or commuter designation.
2. Review "Conditions of Occupancy" at the end of this document.
3. To reserve a residence hall space, attach a security deposit of \$175.00 payable to USP and send it along with this form in the enclosed envelope to University of the Sciences in Philadelphia, Department of Student Life, Box 66, 600 South 43rd Street, Philadelphia, PA 19104.
4. If you meet the criteria to reside off campus, please complete sections A and B only and return this form to the Department of Student Life by May 1, 2009. Please note your request for exemption is not approved until you receive a letter from the Director of Student Life and Leadership Development or the appropriate designee.

CONDITION OF AGREEMENT:

This serves as a binding contract for the entire duration of the 2009/2010 academic year. Each resident shall be liable for payment in full for this period. The duration of this agreement for Goodman, Wilson, and Osol Halls is 10 months beginning August 30, 2009 through May 7, 2010. All students residing in 10-month buildings will be billed for the Fall and Spring semesters. The duration of this agreement for Alexandria, Chester, and Gunter Halls is 12 months beginning May 10, 2009 through May 7, 2010. All students residing in 12-month buildings will be billed for the Summer, Fall, and Spring terms.

Housing Policy:

All unmarried first-and second-year students under the age of 21 whose permanent address is beyond the 30-mile commuting range are required to reside in USP housing.

A. Please Print Clearly

Name: _____ Gender: _____
 First Middle Last

Permanent Address: _____
 Street City State Zip Code

Home Phone #: _____ Cell Phone #: _____ Email: _____

Social Security Number: _____ - _____ - _____ Date of Birth: _____

Meal Plan:

Meal plan information will be mailed to you during the summer. First year resident students, regardless of room assignments, are required to be on a meal plan.

Special Considerations:

1. If you believe you have a disability that necessitates special housing accommodations, please contact the ADA coordinator at 215.596.7530.
2. I am a transfer/non-traditional student and, if space is available, wish to be placed with other transfer/non-traditional students. YES

The Department of Student Life refrains from using a detailed housing questionnaire in placing students with other students since this type of procedure tends to promote an unreasonable expectation for "the perfect roommate." For this reason, as well as our desire to promote diversity among our students, we do not consider special requests for housing.

Housing Information:

1. The majority of incoming students will be placed in triple rooms regardless of preference.
2. No security deposit can be processed until your enrollment reservation deposit of \$150.00 has been received by to the Office of Admissions.
3. **In order to guarantee a space in USP housing, this form and your security deposit of \$175.00 must be RECEIVED in the Department of Student Life by May 1, 2009.**
4. Students whose deposits are received after May 1, 2009 will be placed on a waiting list if the halls are full, and housing is not guaranteed after this date. You will be notified should space become available.
5. This security deposit is a one-time only fee that will be held for the time that you are in housing. It will either be applied to subsequent housing agreements or applied to your tuition account, minus any fines or charges, upon exiting University Housing.
6. If either the University or you choose to terminate housing on campus prior to the end of this agreement, your security deposit **WILL BE FORFEITED**, and you will be responsible for payment in full for this period.
7. Your security deposit will be forfeited if you decide to withdraw your admission application.

Conditions Of Occupancy:

I hereby agree to abide by the Conditions of Occupancy (see end of document) as well as all housing and USP policies. Upon matriculation to USP for the academic year 2009/2010, I agree to be a resident of USP student housing for the entire 2009/2010 academic year.

Signature: _____ Date: _____

B. Request For Exemption From Housing (Only Sign if You Reside Within a 30 Mile Radius of the Campus):

I am requesting to be exempted from the housing requirement in order to commute, since my permanent home is within 30 miles of USP and/or I am over 21 years of age.

Address of Residence

Signature of Student

*** For detailed information regarding the exemption process, please contact the Department of Student Life.**

STUDENT LIFE STAFF ONLY

Forms of Payment Accepted for Deposit (no credit card): ___ Cash ___ Check/ Money Order # _____ Amount enclosed \$ _____

Student Assignment: Building and Room # _____ Staff Initials _____ Date _____

University of The Sciences in Philadelphia Conditions of Occupancy 2009/2010

The residence halls at USP have been designed and furnished to provide students with a "home away from home." Learning to live with others is an important aspect of University Life. In order for residence halls to be conducive environments for living and studying, residents are expected to conduct themselves in a manner that is respectful of others. Therefore, the following conditions have been established.

TERMS OF OCCUPANCY:

General

1. Residents shall keep all common areas orderly and leave them in suitable condition for the next user.
2. Furnishings shall not be removed from designated locations.
3. Residents shall be courteous of others in regard to noise. This means radios, TV's, stereos, and speaking voices shall be kept low.
4. Common areas shall be used for the designated purposes.
5. Quiet/Consideration hours shall be observed according to Residence Life Regulations.
6. Residents shall cooperate with ALL USP personnel. This includes Residence Life, Facilities Services, and Security Staffs.

Terms of Billing

1. Students residing in 10-month housing will be billed twice. The billing periods will be for the Fall 2009 and Spring 2010 terms.
2. Students residing in a 12-month occupancy option will be billed three times. The billing periods will be Summer 2009, Fall 2009, and Spring 2010 terms.

Financial

1. The agreement period for room or room and board is for the academic year 2009/2010. Each resident shall be liable for payment in full for this period.
2. **The residence halls are closed during the Thanksgiving Holiday, the Semester Break, and the Spring Recess with the exception of twelve month lease buildings, such as Alexandria or other university leased buildings. Students are expected to leave the residence halls within 24 hours of their last exam at the end of each semester or at the designated time determined by Residence Life.**
3. USP shall retain a security deposit of \$175.00. The residents shall incur the cost of damage to a hall or floor not attributed to a specific individual(s). Students shall be billed for any charges that exceed the \$175.00 deposit. Students must maintain a deposit of \$100.00 at all times, net of charges. Security deposits are nonrefundable if a resident leaves the residence hall before the end of the agreement period.
4. Students identified as responsible for vandalism, missing items, or those fined for infractions of University or Residence Hall Regulations must pay in full upon receipt of charges. Fines not paid by the due date will result in penalties such as additional charges against the security deposit and potentially a 'conduct hold' on the student's record.
5. All remaining security deposits will be automatically applied to subsequent housing agreements. Deposits remaining at the end of the housing agreement, provided the student elects not to return to campus housing, will be credited towards the student's tuition bill.
6. USP is not responsible for damage to or loss of any personal property of a resident, either in the halls or on its grounds. **It is recommended that parents contact their homeowner's insurance agent to ensure that belongings are properly insured.**

Meal Plans

1. All first year resident students, regardless of room assignment, are required to be on a meal plan.
2. All second year and above residents of Goodman, Wilson, and Osol Halls are required to be on a full meal plan.
3. Upper-class residents of Alexandria and Gunter Halls may choose between being on a meal plan or cooking in their apartments.

Fire, Safety And Security

1. Safety inspections will be completed during all residence hall closings. For University apartment buildings, inspections occur three times during

the fall semester (Pacing, Thanksgiving & Winter breaks) and twice during the Spring/Summer Semester (Spring Break and July 4th closing).

2. Fire and safety equipment is to be used for emergencies only.
3. The possession of firearms, fireworks, knives, any object intended for personal bodily injury, or the storage of volatile or flammable materials is prohibited.
4. Cooking appliances e.g. toasters, coffeepots, microwaves, and popcorn makers, are prohibited in Goodman/Wilson and, are only to be used in kitchen areas of Osol hall and appropriate University apartment buildings.
5. The possession of items that can be used to produce an open flame is prohibited including potpourri, incense and candles (including candle warmers).
6. Residents and visitors must vacate the building immediately when a fire alarm sounds.
7. Individual keys and IDs are for resident's use only and are not to be copied or given to anyone.
8. Lost keys must be reported promptly to the Residence Life Staff. A charge of at least \$50 may be deducted from your security deposit.
9. Students shall carry **University ID cards and keys at all times, and IDs must be presented each time when entering the building.**
10. **Doors may not be propped/left open or unattended. Any damage or loss of property is the responsibility of the residents.**
11. Residents are responsible for all conduct occurring in their room/suite whether or not they are present.
12. Entering or exiting through windows is prohibited.
13. Throwing objects out of windows is prohibited.
14. Pets, including fish, are not allowed in the residence halls.
15. The Smoking Policy of USP prohibits smoking and the possession of smoking paraphernalia (e.g. pipes, hookas) in all buildings including the residence halls.
16. All halogen lamps are prohibited in the residence halls.
17. Students are not permitted to bring their own loft units. Residents who wish to bunk/debunk their beds must contact Facility Services. Students are required to utilize University-provided furniture (including bed frame and mattress).

Vandalism

1. Students involved in vandalism may be fined, sent through the University Conduct Process, and banned from the residence hall(s).
2. The Director of Student Life shall determine what constitutes vandalism.
3. A surcharge of \$75.00 may be added to repair bills.

Alcohol/Other Drugs

1. The Commonwealth of Pennsylvania prohibits the consumption of alcohol by anyone under 21 years of age.
2. USP prohibits the consumption, possession, or students in the presence of alcoholic beverages or paraphernalia (including decoration), regardless of age, in or near the residence halls.
3. Intentional use, possession, sale, transfer, or offer of transfer of any controlled drug along with associated drug paraphernalia for non-medical purposes is prohibited.

Visitation

1. All nonresidents must sign in with the deskworker, showing proper identification until time of departure.
2. Overnight guest(s) must be signed in with the Residence Life Staff prior to their stay.
3. Unless there are extenuating circumstances, as approved by the Professional Residence Life Staff, only students with valid USP identification may be overnight guests from Sunday through Thursday evenings. Guest passes will be issued one (1) day at a time. Requests are due by 11:00 p.m.
4. Non-USP students are permitted only on Friday and Saturday evenings. Each resident will be limited to ten (10) of these overnight visitations per semester. Guests must be 18 years of age or older.

5. No resident may have, at any one time, more than two guests.
6. Residents are responsible for any damages or violations caused by their guest(s) including all potential sanctions and financial responsibility.
7. Nonresidents violating any conditions of occupancy may lose all visitation and overnight privileges.
8. Visitation hours, as determined by the Director of Student Life, shall be followed.
9. Any non-resident of Wilson Hall must be signed in. This includes all other USP students.
10. All residents must have their roommate(s) approval before any visitors/guests enter their room.

Maintenance

1. All maintenance problems shall be reported to Facilities Services.
2. In case of emergency, all maintenance problems may be reported to the Residence Life Staff and/or Public Safety Staff.

Housekeeping

1. The cleaning of bedrooms and apartments is occupants' responsibility.
2. Residents are financially responsible for unusual cleaning caused by inappropriate behavior as determined by the Director of Student Life.

Phones

1. USP does provide a phone, voice mail, and on-campus calling.
2. Residents will incur the cost of missing or damaged room phones.

Parking

1. First year students are not permitted to have cars on campus.
2. Parking spaces are available for a limited number of upper-class students for a fee. Arrangements are through Auxiliary Services in Kline Hall.

I understand that the University of the Sciences in Philadelphia:

1. May revoke a room agreement by giving not less than a one day notice for any of the following reasons:
 - a. abuse, theft, removal, or destruction of University and/or residence hall property.
 - b. possession of firearms, fireworks, ammunition, explosives of any kind, flammable materials or weapons of any nature, in or near the residence halls.

- c. illegal use of fire equipment in the residence halls.
- d. illegal use, possession and/or distribution or sale of alcohol, narcotics, dangerous drugs, or hallucinogenic substances in or near the residence halls.
- e. assault of a resident, guest or USP personnel in or near the residence halls.
- f. repetitive disruptive behavior, as determined by the Director of Student Life, including demonstrated lack of respect for others, especially University staff.
- g. posing a threat, as determined by the Director of Student Life, to the safety and well being of him/herself or other members of the community.

IN SUCH CASES, THERE WILL BE NO RETURN OF ROOM AND BOARD FEES.

2. Shall take disciplinary actions according to the guidelines in the Residence Hall Handbook and/or the Student Handbook.
3. Reserves the right to refuse the reapplication of residents for USP housing based on their behavior.
4. May require a psychiatric evaluation and follow-up treatment of a resident if there is specific behavior that would warrant concern regarding the safety of the student as well as other residents. This evaluation and follow-up treatment may be a stipulation for the student to remain a resident.
5. Reserves the right to enter student rooms to make repairs in cases of emergency, and to conduct investigations, inspections, or seizures in order to secure and protect the policies of USP. USP recognizes its responsibility to respect the rights of its residents not to have their privacy unreasonably disturbed.
6. Reserves the right to make room assignments and residence hall changes. The Director of Student Life may make necessary changes at any time during the year, including consolidation.
- 7. Requires all unmarried first and second year students under the age of 21 and whose permanent address is beyond the 30 mile commuting range to reside in USP housing.**