

## **DALTON STATE RESIDENTIAL LIFE – HOUSING AGREEMENT**

**2018-2019**

This Housing Agreement (this “Agreement”) should be read carefully and signed by the Resident (and the Parent or Legal Guardian as a guarantor of Resident’s obligations under this Agreement if Resident is under age 18).

The board of Regents of the University System of Georgia by and on behalf of Dalton State College (“College/Provider”) Is administering this Agreement and the assignment of housing space to Resident.

Provider is the operator of Mashburn Hall (the “Residence Facility”) to which Resident is assigned.

This Agreement is administered by College’s Residential Life Department (“College Housing”).

### **TERM OF AGREEMENT**

This Agreement is binding when executed by Resident (*i.e.*, the date signed by Resident or submitted by Resident online). The Agreement obligates Resident for the entire academic year identified in the heading (consisting of the fall and spring semesters) or the portion of the academic year remaining after Resident moves into the Residence Facility (the “Term”).

College Housing will designate the date when a Resident may move into the Residence Facility and the date by which the Resident must move out of the Residence Facility. These dates will be published on the College Housing website ([https://www.daltonstate.edu/campus\\_life/residential-life-welcome.cms](https://www.daltonstate.edu/campus_life/residential-life-welcome.cms)). The Housing Facility may be closed during academic breaks. A calendar of official closings is published each year by College Housing and governs the times during which residency is available in the Residence Facility (Please see Residential Living Guide or “The Guide”). All Residents must make alternative arrangements at their sole expense for housing during periods of closure of the Residence Facility. If Provider elects to allow Residents to remain in the Residence Facility during any academic break, Resident will be responsible for payment of all fees charged by Provider during that period.

### **HOUSING ASSIGNMENT AND GRANT OF LICENSE FOR USE OF SPACE**

Provider agrees to furnish Resident with housing space in accordance with the terms of this Agreement. The parties to this Agreement do not intend that an estate, a tenancy, or any interest in the property should pass to Resident from Provider to Resident, nor is it intended that a usufruct be granted to Resident. Instead, it is the intention of the parties that the relationship between Provider and Resident is one of licensor and licensee and that the sole right of Resident to use his/her assigned room as a living unit is based upon the license granted to Resident in this Agreement.

1. Right of Occupancy: Provider will provide Resident with a space in the Residence Facility for his/her occupancy as a residence. The right of occupancy does not include the right to a specific residence space, roommate, or type of accommodation by this Agreement. College will make housing assignments on behalf of Provider subject to availability of space and without regard to race, religion, color, age, disability, national origin, or sexual orientation. Final determinations on housing assignments are in the sole discretion of College/Provider. No guarantee of a specific unit space assignment is implied or made.
2. Move In: Move-in dates are published in the Residential Living Guide posted on the Residential Life website. Resident must meet all residency requirements (as published on the College Housing website) before moving into Residence Facility. Resident must occupy the assigned space or deliver written notice of delayed arrival to the College Housing office no later than 9:00am on the first day of classes of the first academic term of residency. Resident must be paid in full in order to move-in to their assignment. Semester payments must be made prior to issuing keys at move-in. If the resident will be using financial aid funds to pay for housing costs, the applicant is required and responsible for bringing financial aid verification prior to check-in. If your financial aid has not been approved, you will be required to wait to move-in to your housing assignment unless arrangements have been made with the Bursar's office. If Resident has not registered for courses and occupied Resident's assigned room by 9:00am on the first day of classes, the room assignment may, at the sole discretion of College/Provider, be cancelled without notice to Resident, in which case Resident will be responsible for all fees described in the Cancellation Schedule B to this Agreement.
3. Room Changes: No changes in room assignment will be based upon age, race, religion, national origin, disability, sexual orientation, and online profiles except as needed to provide a reasonable accommodation to residents with eligible disabilities registered with the College Office of Disability Access. Room change may only be made with the written approval of College Housing and is dependent upon space availability, timing of the request, and grounds for transfer. Residents who receive approval for a room change may be charged a room change fee as shown on the College Housing website, which will be posted to Resident's account. Room changes that are not authorized by College Housing will result in a fine as shown on the College Housing website, which will be posted to Resident's account.
4. Personal Residence: Resident is to use and occupy the assigned space exclusively as a personal residence and for no other purpose except as may be permitted by College/Provider. Resident may not occupy or reside in any space other than the assigned room except for customary use of the common areas of the Residence Facility.
5. <>:

*Living Standards/Code of Conduct.* The College Housing Residence Hall Handbook ("the Guide") and Student Code of Conduct govern Resident's use of the assigned space and conduct in the Residence Facility and are incorporated into this Agreement and made part of it. The Guide is available on the College Housing website ([https://www.daltonstate.edu/campus\\_life/residential-life-welcome.cms](https://www.daltonstate.edu/campus_life/residential-life-welcome.cms)) and hard copies are available at move-in. College reserves the right to revise the Guide at any time and to make such other rules as deemed appropriate or necessary for the safety, care, and

cleanliness of the Residence Facility and for securing the comfort and convenience of all occupants of the Residence Facility. Resident agrees to abide by all College policies, procedures, and applicable law.

6. Resident will be responsible in all matters regarding this Agreement for the conduct of anyone Resident invites or permits to enter the Residence Facility or its grounds. Any violation of the provisions of this Agreement by such a person will be attributed to Resident and will be grounds for cancellation of this Agreement by College on behalf of Provider, as well as grounds for discipline of Resident by College through its disciplinary process.
- Resident is issued a bedroom key, and mailbox key for Resident's assigned space. These keys remain the property of Provider and may not be duplicated by Resident or loaned to any other person by Resident.< >: College Housing reserves the right to change Resident's housing assignment for purposes such as consolidation, maximization of space and resource utilization, responding to enrollment fluctuations, physical facility problems, establishment of a special interest building, floor, unit or section, disciplinary reasons, staff changes, emergency evacuation and shelter purposes, and other reasonable purposes determined by College. Reassignment may be to another building or unit operated by College/Provider.

Entering Resident's Room: College/Provider reserve the right to enter Resident's room for purposes of verifying occupancy, housing and College policy enforcement, maintenance, improvements, inventory control, sanitation, pest control, safety, fire protection, evaluation of conditions potentially affecting the health or safety of occupants of Residence Facility, responding to epidemic or emergency conditions, to reclaim College property, and for any other purpose allowed by College policy. Resident is not required to be present at the time of maintenance, inspection, or other entries described in this Agreement. Furthermore, College and Provider reserve the right to provide law enforcement officers with access to Resident's room for purposes of conducting a valid search or serving an arrest warrant. Health, fire, and safety inspections will occur on a periodic basis.

- Resident agrees to keep the room in a clean and sanitary condition during the entire term of occupancy and to return his/her room to provider in the same condition, including general cleanliness, as it was at the beginning of the term of occupancy, normal wear and tear expected as determined by College/Provider. Failure to do so will result in assessment of a cleaning charge to Resident's account and/or other damage fees. When there is a vacant space in a partially occupied multi-person room, the vacant space must be maintained by the occupant(s) in a manner that will allow a new Resident to move in immediately. Failure to do so will result in assessment of a cleaning charge to Resident's account.< >: Resident shall pay Provider for loss of Provider property and the cost of repair for any breakage or damage to Resident's assigned room, it's fixtures or any appliances and furniture, plus any damages caused by Resident or guests of Resident to other parts of the Residence Facility, including by not limited to special cleaning necessitated by improper care of rooms, furnishings, or appliances.< >: No changes may

be made by Resident to the Residence Facility or assigned space without the advance written permission of College Housing. Prohibited alternations include, but are not limited to, shelves, partitions, lofts, window coverings, wallpaper, painting, plumbing, heating, structural changes or alterations to the furniture, or removal of Provider owned furniture and its replacement with items owned by Resident.

Tobacco and Smoke: Free Campus: Residence Facility and the entire College campus is tobacco and smoke-free pursuant to BOR Policy 9.1.7. The use of all forms of tobacco products is expressly prohibited. Tobacco products is defined as cigarettes, cigars, pipes, all forms of smokeless tobacco, clove cigarettes, and any other smoking devices that use tobacco such as hookahs or simulate the use of tobacco such as electronic cigarettes. A smoking charge may be assessed to a resident's account should a room smell of smoke.

- Sales and Solicitations: Sales and solicitations in any form within the Residence Facility are prohibited unless specifically authorized in writing by College's Director of Housing. Door to door solicitation, distribution, or advertising is expressly prohibited. Resident will not allow any person to conduct sales, demonstrations, or presentations of any product or service in Resident's assigned space or in the Residence Facility without the prior written permission of College's Director of Housing.
- Personal Information: Resident acknowledges and agrees that university will, in certain cases, be acting as the agent for Provider in the collection of amounts due from Resident under this Agreement. Resident consents to University providing to Provider and its agents personal information about Resident including but not limited to name, address, telephone number, Social Security number, student identification number, date of birth and emergency contact information to enable Provider to collect any amount due from Resident under this Agreement.

## **FEES AND PAYMENTS**

1. Housing Fee: Resident agrees to pay Provider a Housing Fee that is payable in two equal per-semester installments during the Term in accordance with the provisions of this Agreement. The Housing Fee is payable on a per-semester basis and must be received by College/Provider no later than 5:00pm on the date for payment of Housing Fees for the semester as shown on the College Housing website ([https://www.daltonstate.edu/campus\\_life/residential-life-welcome.cms](https://www.daltonstate.edu/campus_life/residential-life-welcome.cms)). Payment in full must be made for each semester regardless of Resident's move-in date.
2. Other Fees: Resident agrees to pay those other fees shown on "The Guide" ([https://www.daltonstate.edu/campus\\_life/residential-life-welcome.cms](https://www.daltonstate.edu/campus_life/residential-life-welcome.cms)).
3. Failure to Pay Housing Fee by Due Date: If Resident does not pay the Housing Fee by the later of (i) the date Resident signs this Agreement or (ii) the date for payment of Housing Fees for the semester (as set by college), Provider may cancel this Agreement, remove Resident from the Residence Facility, and avail itself of any other remedies available at law or equity.

4. < >: If Resident is under age 18, the undersigned parent, guardian, or other guarantor (“Guarantor”) agrees to guarantee payment in full to Provider/College (as the case may be) the Housing Fee and all other charges attributable to Resident per the terms of this Agreement. Guarantor further agrees that if Resident for any reason fails to make such payments, Guarantor will be jointly and severally responsible for making all such payments. Provider/College will not enter into this Agreement or any other agreement with Resident unless Guarantor agrees to guarantee payment.

Failure to Pay Sums Due: Resident understands and agrees that College may apply any sum that would otherwise be returned to Resident under this Agreement to any amounts past-due by Resident to Provider/College; provided, in the case of refunds governed by Title IV of the Higher Education Act of 1965 (as amended), the amount of the refund will not be applied to amounts otherwise owed to Provider/College. Past-due accounts may also be referred for collection. Resident agrees to reimburse Provider the fees of any collection agency, which may be based on percentage of the amount owed by Resident at a maximum of 33.3% of the amount owed and all costs and expenses of collection, including reasonable attorneys’ fees Provider incurs in any collection efforts.

5. Damage to Assigned Room: The condition of Resident’s assigned room, including furnishings, will be inventoried prior to move-in. Resident will have 48 hours after move-in to inspect the room furnishings. Any defects or damage beyond normal wear and tear must be identified by Resident via College’s electronic work order system within this 48-hour period to be considered for exclusion when assessing applicable damage fees upon move-out.
6. Common Area Damages: Residents of a hall within the Residence Facility may also be required to share on a pro-rata basis the expense of cleaning, painting, repairing, or replacing damaged Residence Facility property in common areas which such damage is not due to normal wear and tear and the person causing the damage is unknown. The determination of the amount of such loss or damage, selection of repair or replacement method, and scheduling of the repair or replacement will be made by College in its sole discretion. Resident agrees to pay assessed common area charges upon demand.
7. No-Reduction of Abatement: Temporary failure to provide electricity, hot or cold water, heat and/or air conditioning, phone service, cable television service, internet service, or any other service will not be a reason for reduction, abatement, or withholding of any portion of the Housing Fee or other payment due under this Agreement. No adjustment to the Housing Fee or other compensation may be claimed by Resident for inconvenience or discomfort from the making of repairs, improvements to facilities, or temporary service outage.

## **CANCELLATION BY STUDENT**

1. Full Cancellation: To cancel this Agreement, Resident must submit a completed Housing Cancellation Form available at the College Housing website. Except as described in Subparagraph B below (No Cost Termination), a Resident’s cancellation of this Housing

Agreement will result in accruing certain cancellation charges as described in Schedule B of this Agreement.

2. No Cost Termination: Resident may cancel his/her Housing Agreement without cancellation charges upon submission of supporting documentation evidencing one of the following occurrence during the term:

1. < >

Call to active military duty for the student

2. Marriage of the student
3. Enrollment in a College-sponsored study abroad program or affiliated academic internship;
4. Approved medical withdrawal from the College; or
5. Death of Resident

Any Resident cancelling for one of the reasons covered by this subparagraph will remain responsible for payment of the Housing Fee on a pro-rata basis through the date of cancellation.

### **CANCELLATION BY PROVIDER**

1. For Cause: The occurrence of any of the following events by Resident will constitute a breach of this Agreement for which College/Provider may cancel this Agreement for cause and take immediate possession of the room upon written notice to Resident:
  1. Violation of any term or provision of this Agreement, including but not limited to failure to pay all applicable fees when due;
  2. Violation of Residence Facility policies and procedures as outlined in the Guide;
  3. Violation of College's Student Code of Conduct;
  4. Violation of any state, local, or College drug or alcohol policy;
  5. Violation of any applicable law, rule, or regulation;
  6. Endangerment of the health and safety of the residential community of the Residence Facility;
  7. Academic deficiency;
  8. Disciplinary suspension or dismissal by College;
  9. Disruptive behavior;
  10. Damage from fire or smoke, otherwise causing the assigned space to be uninhabitable;
  11. Refusal to comply with the direction of College Housing or Provider staff acting in accordance with their respective scope of responsibility; or
  12. Vandalizing any College or Provider owned or managed property.

Upon Resident's breach of this Agreement, College will deliver written notice of cancellation of this Agreement and give Resident a minimum of 12 hours and maximum of 48 hours to complete the move-out procedures and vacate the premises. Cancellation by College/Provider pursuant to this paragraph will not

release Resident from the obligation to pay all fees under this Agreement for the entire Term and Resident will not receive a refund of any portion of the Housing Fees or any other applicable fees as a result of this cancellation. Resident's obligation to pay all applicable fees due under this Agreement for the Term will survive termination of this Agreement for cause.

2. Failure to Occupy: Resident must occupy the assigned space or deliver written notice of delayed arrival to College by 9:00am on the first day of classes of the first academic term of residence. College/Provider reserves the right to cancel this Agreement and/or reassign the assigned space to another person if Resident does not comply with this provision. Cancellation by College/Provider pursuant to this paragraph will not release Resident from the obligation to pay all fees under this Agreement for the entire Term.

## **INDEMNIFICATION, ACKNOWLEDGEMENT, AND RELEASE**

1. Acknowledgement and Release: Resident acknowledges and agrees that neither Provider/College promises, warrants, or guarantees the safety and security of Resident, Resident's guest, or Resident's personal property against the criminal actions of other residents or third parties. Resident acknowledges and agrees that neither Provider/College will be liable for any damage or injury to Resident, Resident's guests, or Resident's personal property or to any person entering the room assigned to Resident or the Residence Facility, for injury to person or property arising from theft, vandalism, or casualty occurring in the room assigned to Resident or the Residence Facility.
2. Indemnification and Release: Resident (and Guarantor, if Resident is under age 18) agrees to indemnify and hold harmless Provider, College, and their respective directors, board members, agents, and employees from and against all claims, actions, judgments, damages, liabilities, costs, demands, losses, and expenses (including, without limitation, reasonable attorneys' fees and disbursements) resulting from or arising out of injury to the person or property of Resident or Resident's guests while Resident resides in the Residence Facility, regardless of the cause (including, but not limited to, injury resulting from engagement, involvement, participation by Resident or any of Resident's guests in any event sponsored by College or Provider) unless such injury is caused by the negligence or intentional misconduct of Provider, College, or their respective agents. Resident (and Guarantor, if Resident is under age 18) hereby release and forever discharge harmless Provider, College, and their respective directors, board members, agents, and employees from any and all demands, causes of action and/or judgments of whatsoever nature or character, past or future, known or unknown, whether in contract or tort, whether for personal injuries, property damage, payments, fees, expenses, or any other monies due or to become due, or damages of any kind or nature, and whether arising from common law or statute, arising out of, in any way, this Agreement and the use of Residence Facility.
3. < >: Resident is strongly encouraged to purchase and maintain appropriate renters insurance as well as health and accident insurance and personal liability insurance. Resident acknowledges that Provider/College carry any insurance on Resident's personal

property and are not liable for lost, stolen, or damaged personal property kept within the Residence Facility or on College property.

Emergency Contact Information: Resident must complete and provide to College emergency contact information provided by College Housing before Resident will be allowed to move into the Residence Facility.

4. Fire Safety: Resident will not tamper with fire alarms, smoke detectors, fire extinguishers, fire hoses, or exit signs. Resident will promptly evacuate Residence Facility upon the sounding of an alarm or as otherwise directed by College Housing staff. Resident will participate in any periodic fire drill and fire safety training conducted by College for the Residence Facility.
5. Communication with Resident: Resident agrees that College/Provider may (but is not required to) communicate with Resident through Resident's official College email account for all aspects of this Agreement, including but not limited to notice of charges, refunds, and housing information notices.
6. Non-Disclosure of Room and Phone Number: Except as otherwise required by applicable law, College Housing does not disclose room or telephone information except upon written request by Resident for the release of this information.
7. Check-out Requirements: Residents must meet the following check-out requirements: (i) Resident has moved all personal property from the Residence Facility; (ii) Resident's assigned space has been cleaned by Resident; and (iii) the proper check-out records, keys, and access card(s) have been returned to authorized College Housing staff. In addition to any fees assessed for damages, lost key(s) or lost access card(s), failure to follow the check-out guidelines will result in Resident continuing to incur room charges and Resident will be assessed an improper check-out fine as outlined in "The Guide".
8. Transfer and Assignment: No transfer or assignment of this Agreement or the space assigned to Resident is permitted without the prior written consent of Provider/College. Provider is allowed to transfer or assign its interest in this Agreement at any time.
9. Modification of this Agreement: Provider/College reserve the right to modify any provision of this Agreement upon notice to Resident that may become reasonably necessary to efficiently and effectively operate the Residence Facility.
10. Governing Law: This Agreement will be governed by the laws of the State of Georgia and the rules and regulations of the College.
11. < >: If any part of this Agreement is found to unenforceable, the remaining parts will continue in full force and effect.

No Waiver: The failure of Provider/College to insist, in any one or more instances, upon strict compliance with any of the terms of this Agreement will not be considered as a waiver of such terms and the same will continue in full force and effect.

12. Attorneys' Fee and Collection Costs: Resident agrees to reimburse Provider and/or College (as the case may be) the fees of any collection agency, which may be based upon a percentage of the amount owed by Resident to Provider and/or College (as the case may be) at a maximum of 33.3% of the amount owed and all costs and expenses, including



reasonable attorneys' fees, Provider and/or College (as the case may be) incurs in such collection efforts.

13. Assumption of Risk: There are risks associated with living in a higher education housing environment and with participating in College Housing. Resident acknowledges these risks and elects to reside and participate with full knowledge of the risks and injury, illness, or damage to property. Resident acknowledges and agrees that he/she is owed no extraordinary duty of care in connection with his/her residency in the Residence Facility or in connection with any College Housing programming.
14. Personal Property: Neither Provider and College is responsible for unclaimed personal property and items left in any part of the Residence Facility after check-out or termination of this Agreement will be deemed abandoned and discarded or donated to local charities.
15. Criminal Background Checks: Provider and College reserve the right to conduct criminal background checks on Resident to determine Resident's suitability to live in Residence Facility, and Resident consents and agrees that Provider and College has permission to conduct criminal background checks on Resident.

Resident (and Guarantor, as applicable) accept and agree to the terms and conditions of this Agreement.

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Print Name of Resident (as shown in College Records)

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Signature of Resident

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Date

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Resident's Email Address

Guarantor hereby agrees that he/she assumes all financial obligations of Resident.

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Print Name of Resident

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Signature of Guarantor

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Date

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Guarantor's Mailing Address

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Guarantor's Mailing Address (continued)

## **EXHIBIT A**

### **HOUSING AND OTHER FEES**

#### **HOUSING FEES**

##### **First Year Housing (0-11 Credit Hours)**

2 Bedroom/1 Bathroom

Shared Semi Suite

\$2,600 per semester

##### **Upper Classman (12+ Credit Hours)**

4 Bedroom/2 Bathroom

Private Semi Suite

\$2,950 per semester

2 Bedroom/1 Bathroom

Private Semi Suite

\$3,200 per semester

#### **OTHER FEES**

1. Application Fee: \$200 application fee when residents apply to housing.
2. Cleaning Fee: Residents are to clean their suite set forth by Residential Life over the academic year. Violation will result in a minimum \$125 cleaning fee and judicial action.
3. Damage Fee: Residents are expected to pay for any damage caused in their suite or by them.

4. Improper Check-Out Fee: Residents check-out after the allotted check-out date or do not follow proper checkout procedures will be assessed a \$125 improper check-out fee.
5. Lock Out Fee: After the first week of each academic term, residents are billed \$25 each time they request lock out assistance. From 1:00am – 9:00am, the lock out assistance fee is \$50. To request lock out assistance after hours, call the RA on Duty number.
6. Lost Keys Fee: Residents are issued bedroom and mailbox keys at check-in. If you lose your key(s) there will be a \$125 lock change fee billed directly to your student account.

Smoking Fee: Dalton State College is a tobacco free institution. Tobacco products are defined as cigarettes, cigars, pipes, all forms of smokeless tobacco, clove cigarettes and any other smoking devices that use tobacco such as hookah or simulate the use of tobacco such as electronic cigarettes. If found in violation of this policy inside a housing unit, you will receive a \$250 fine each time and documented through the student conduct process. If found in violation of this policy but not inside the residence hall, you will be documented through the conduct system and fined \$50 per violation. Three or more violations could result in eviction from campus housing as determined by Residential Life.

## EXHIBIT B CANCELLATION FEE

### (A) Contract Holder Cancellations Prior to the Start Date of the Academic Year

As a Resident seeking cancellation approval prior to the start of the Academic Year, please note that **an approved** cancellation will result in the following financial penalty as outlined by the date that your cancellation request is received. These requests are reviewed by the Residential Life Office in consultation with other appropriate departments on campus.

**Fall Semester** – *For contracts beginning in August, which are effective through the end of the Spring semester, the following deadlines apply:*

*New/Transferring Residents:*

1. If your written request to cancel is received by June 30 it will be approved and there is no cancellation fee.
2. If your written request to cancel is received on July 1 and thereafter, and is approved by meeting one of the stipulations below, you are obligated to pay 50% of the academic year contract value.
3. If not approved you will be billed accordingly.

*\*Students are required to check their DSC email address which is the College's official form of communication and where official notices related to this contract will be sent.*

*Returning (or continuing) Residents:*

1. If your written request to cancel is received by April 1 it will be approved and there is no cancellation fee.
2. If your written request to cancel is received between April 2 and June 30, and is approved by meeting one of the stipulations below, you are obligated to pay 25% of the Academic Year Contract Value which means the total cost for housing for Fall and Spring semesters.
3. If written request to cancel is received on July 1 and thereafter, and is approved by meeting one of the stipulations below, you are obligated to pay 50% of the academic year contract value.
4. If not approved you will be billed accordingly.

*\*Students are required to check their DSC email address which is the College's official form of communication and where official notices related to this contract will be sent.*

**Spring Semester** – *For contracts beginning in January, which are effective through the Spring semester, the following deadlines apply:*

1. If your written request to cancel is received by November 30, it will be approved there is no cancellation fee.
2. If your written request to cancel is received on December 1 and thereafter, and is approved by meeting one of the stipulations below, you are obligated to pay 50% of the remaining academic year value.

***\*Students are required to check their DSC email address which is the College's official form of communication and where official notices related to this contract will be sent.***

### **(C) Request for Cancellation**

Petitions to cancel contracts and other notices relative to this contract must be submitted to Reslife@daltonstate.edu from the student's DSC email account OR in writing to the Department of Residential Life, 623 Campus Place, Dalton State College, Dalton, Georgia 30720 OR faxed to 706-272-0250.

Supporting documentation for appeals may be submitted to the Residential Life Department in Mashburn Hall.

Notification submitted to other College offices will not be accepted. Residential Life will process all fully completed requests within one (1) week, so please leave adequate time for processing the cancellation. Residential Life is not responsible for cancellation requests not received due to incorrect email address, mailing address, or fax number.

### **Residence Hall Contract Release Request - Definitions & Required Documentation:**

***Birth of a dependent child for whom the student is the parent and will be the primary caregiver:*** A copy of the child's birth certificate, or the student's prior year's tax return listing the child as a full-time dependent of the requesting student.

***Marriage:*** A copy of the student's marriage license after it has been filed at the courthouse. If the marriage occurred before the beginning of the Residence Hall Contract, the student will still be required to submit a copy of the marriage license to request a review from the board.

***Family obligations:*** A change in family status due to family member health issues, need for additional care, death, notarized statement from parent/guardian, accompanied by appropriate physician's support and/or legal documents.

***Financial Aid Award adjustment:*** Written statement from DSC Financial Aid counselor verifying that the student's financial aid award indicates a significant decrease from the current academic year award amount (with the documented amount of the decrease) since the date the student signed the current Residence Hall Contract. Documentation from the student of all other current means of income, such as: bank statements, pay stubs, copies of bills, copies of college bills of other family members in college,

and any other documents that would support the budgetary information being used to explain the need for the request for release. Please note that a student and their parent/guardian must apply and accept all available financial aid. Students who are on financial aid probation prior to April 1 are ineligible to be released due to this clause.

***Change in family income:*** Written narrative from the student explaining how the family's income situation has changed since the student signed their current Residence Hall Contract. Supporting documents to verify the stated changes: copies of job status changes on company/organizations letterhead, legal documents outlining changes in business ownership, change in marital status, bankruptcy proceedings, unexpected family expenses, etc.

***Military commitment:*** Required documentation is a copy of the student's military paperwork showing the date that the student must report for active duty.

***Other:*** Any additional extenuating circumstances not present in any of the other categories. Please note that obtaining another lease at another housing complex does not warrant a release from this contract. Written narrative from the student describing the nature of the situation causing a request of release from the Residence Hall Contract should be provided. The narrative should include: a discussion regarding how the student's circumstances have changed since the signing of the Housing Contract, what makes the student's situation extraordinary, why moving to another residence hall will not address these concerns, any DSC resources the student has used for assistance in addressing concerns, and how living off campus will help the situation. Depending on the situation of concern, additional documentation might include: statements from employers, police reports, academic/personal records, and/or legal documents.