



**Concordia**  
UNIVERSITY • SAINT PAUL

## The Residence Hall Housing Agreement 2009-2010

*Concordia University and the Concordia student recognize that living in the residence hall should be an environment where the student benefits academically, socially, personally and spiritually. In this joint endeavor Concordia and the Concordia student strive to establish and maintain an environment that is safe, pleasant and wholesome for the entire Concordia community. To this end, the Concordia student refrains from any actions that abuse or endanger people, property or the academic enterprise. The Concordia student should strive to be a positive and helping influence in this community.*

1. This Agreement is for the 2009-2010 academic year or balance thereof. By completing and signing the Housing Application the terms and conditions of this Agreement are accepted by the student. The University reserves the right to amend this agreement.

2. Eligibility. Enrolled full time students in good standing are eligible for a residence hall assignment. PSEO students and high school graduates who are not 18 years old by the end of fall semester are normally not eligible for a residence hall assignment. The university reserves the right to refuse any application.

3. Down Payment. Each resident must annually submit \$125 housing down payment. The down payment will be applied to the student account for the first semester of housing. Housing assignments will not be made without a down payment.

4. Term of Agreement. The housing agreement is for the academic year, fall and spring semester, or balance thereof. Room and board charges include a meal plan through the University's food service, Sodexo.

5. Cancellation/Release. This agreement obligates the resident for the entire academic year. New residents may cancel their application without penalty if notice is received by the Office of Admission on or before May 1. Cancellations received after May 1 will result in a forfeiture of the down payment. Returning students may cancel their application without penalty by providing written notice to the Residence Life office on or before June 1. Returning Students who cancel after June 1 forfeit the down payment.

### Spring Semester Cancellation.

A fee is charged for canceling this agreement at the end of fall semester. The cancellation fee is based on the date the cancellation request is received.

Request received by Nov. 15 \$200 cancellation fee  
Received Nov. 16- Dec. 15 \$300 cancellation fee  
Received after Dec. 16 \$400 cancellation fee

No penalty is imposed if the request and supporting documentation is received by November 15 for the following reasons: a) graduation; b) study abroad; c) Concordia University System simultaneous enrollment; d) internship; e) student teaching; f) marriage during the semester; g) leave of absence or withdrawal from the University.

Cancellation the first day of classes or later due to withdrawal from the University and/or having picked up residence hall keys will result in charges and/or credits as outlined in the current University catalog and forfeiture of the down payment.

A resident who separates from the University must complete the change of status process with the Director of Academic Advising. The resident is to vacate University housing, return keys, and cease using food service within 48 hours or less of discontinuation or the last day of attendance. Charges will be determined by the last day of residence and the return of residence hall keys. This date may be later than the last date of class attendance.

### Fall 2009

100% through 8/26/2009  
90% 8/27/09-9/2/09  
80% 9/3/09- 9/10/09  
50% 9/11/09-9/17/09  
33% 9/18/09-9/24/09  
17% 9/25/09 – 10/1/09  
0% after 10/2/09

### Spring 2010

100% through 1/19/2010  
90% 1/20/10 – 1/26/10  
80% 1/27/2010 – 2/2/10  
50% 2/3/2010 – 2/9/10  
33% 2/10/2010 – 2/16/10  
17% 2/17/2010 – 2/23/10  
0% after 2/24/10

6. Personal preference, taste and economic status are not criteria for modifying this agreement. These issues are addressed through the Student Policies Committee, the Food Committee and the Financial Aid office. The resident remains bound by this agreement for charges until a modification has been approved in writing.

7. A Room or Apartment Condition Report is to be completed by the resident and approved by the RA on the first day of occupancy. The Report is used in "checking out" a resident at the end of occupancy under the direction of the Residence Life staff. Damage to the room, apartment, or its equipment subsequent to moving out will be charged to room occupant(s).

8. Keys and card access are available on the first day of occupancy. Keys are the property of the University and must be returned to the designated location (may vary) on the last day of approved occupancy. Residents must present a photo ID in order for keys to be released. Residents who lose or have their keys or University ID stolen must report the loss to Card Services and/or Security within 48 hours. Failure to report lost or stolen keys or University ID may result in disciplinary action. Additionally, the resident will be subject to a core change charge and a key and/or ID replacement processing charge. Residents who return keys after the announced deadline are subject to a fine and will be responsible for any re-keying charges. The duplication of keys is prohibited. Possession of unauthorized keys or card access and/or the sharing of keys, University ID and card access is forbidden and will result in disciplinary action.

Residents are to carry their room key and Student ID with them at all times. Residents who lock themselves out of their room must contact their RA. Lock-outs may result in disciplinary sanctions and/or fines.

9. In accordance with University policy, first and second year students are required to live in university-owned housing unless living with their parents.

10. The resident agrees to meet the deadline for payment of all fees due the University as specified in the Catalog and/or on billings.

11. The resident agrees to abide by all University policies, rules and regulations as outlined in the Student Policies Handbook and Catalog, and those referred to on the Residence Life webpage. Residential students should specifically note that:

a. smoking is not allowed in any residence hall. This applies to all interior space including rooms, lounges, corridors, and stairwells;

b. alcohol, narcotics, and controlled substances are prohibited. Alcohol is permitted in the Residence Life Center (RLC) on a privilege basis. See the Student Policies Handbook.

c. possession of firearms or other weapons, explosives, fireworks or dangerous chemicals on university premises is prohibited; and  
d. guests of the opposite sex may be invited into residence hall rooms only within established visitation hours for that hall. Visitation hours for Luther and Wollaeger Halls are 10 a.m. – 12 midnight Sunday-Thursday. The RLC does not have set visitation hours; however, guests of the opposite sex are not allowed to spend the night.

12. In Luther and Wollaeger Halls in-room resident use of radios, stereos, televisions, coffee pots, small refrigerators (4 cu. ft. or less) and the like is permitted. The use of refrigerators larger than 4 cu. ft., electric heaters, microwave ovens, toaster ovens, hot plates, grilling machines, window air conditioning units and the like are not permitted. The University provides microwave ovens for student use. St. Paul city ordinances prohibit food preparation in residence hall sleeping rooms. RLC apartments are furnished with a stove, microwave oven and refrigerator. Cooking is permitted in the kitchen area of the RLC apartments, and cooking appliances such as toasters may be used in the kitchens. Personal refrigerators, electric heaters and hot plates are not permitted in the RLC.

13. The University provides each resident with a bed, desk, desk chair, closet and dresser space, and the room with window coverings. In addition, RLC apartments are provided with living room furniture, dining table and chairs. These furnishings are not to be removed from the room or apartment.

14. The resident will furnish all bed linens (extra long twin), personal towels, blankets, and pillows.

15. The resident agrees to keep the room clean and tastefully decorated. Equipment and furnishings must be kept in good repair. Garbage and refuse must be promptly taken by the resident to the proper receptacle designated for that purpose. Leaving garbage in the hallway may result in an individual or collective fine or other sanctions. No painting or wall repair is to be done. Tape and/or nails should not be used to hang pictures. Decorations and other items may not be hung from the suspended ceiling or sprinkler heads.

16. The resident may not keep or bring pets other than fish anywhere in the residence hall. Aquariums may be no larger than 10 gallons. Modifications to this policy for individuals requiring the use of a service animal will be considered on a case by case basis. Please contact Disability Services.

17. Room changes cannot take place without the prior approval of the Residence Life Manager. Changes made without the proper authorization will result in disciplinary action and those involved may be required to move back to their assigned room.

18. The resident must take part in all fire drills and severe weather drills and must not tamper with or disable any fire safety equipment. Such equipment includes but is not limited to smoke detectors, carbon monoxide detectors, fire extinguishers, door closers and sprinkling systems.

19. The resident is expected to attend routine and special meetings called by the RA and is encouraged to take part in the social, recreational, and devotional activities arranged for members of the living unit.

20. Screens and glass inserts are not to be removed from windows.

21. The University lounge and common area furniture are for the use of all residents in common. Residents may not move furniture from a lounge area to his or her room.

22. Residents are responsible for their guests and their actions. Guests are to be escorted by a host resident at all times. A guest is any person not assigned to live in the room or apartment.

23. Opposite gender guests are not permitted to stay over-night in the residence hall. The resident is to inform the RA if he/she intends to host a guest. Not more than two guests may stay up to three consecutive nights, or a total of 10 days per semester.

24. In case of prolonged absence from the residence hall, with approval in advance from the Residence Life Manager, a pro-rated weekly charge may be assessed, and appropriate credit authorized. The amount of credit is determined by the Residence Life Manager.

25. Unusual furnishings and modifications to the room (lofts, room dividers) must be approved by the Residence Life Manager. The University reserves the right to make the final determination regarding whether or not such modifications are appropriate, and if determined inappropriate, the resident will be required to remove such furnishings and modifications. No part of the building other than the floor may be used for structural support of a loft.

26. The resident can expect reasonable privacy in his or her room.  
a. Rooms may be entered in the case of emergency, for maintenance work, for health or safety inspections, and when behavioral concerns cause supervisory personnel to believe that there is a probable violation of the law or breach of University policy. The University or its agent(s) will make every reasonable effort to notify a resident prior to entry.  
b. Failure to admit authorized individuals investigating probable violations in a timely manner obstructs the University's attempt to provide an orderly, safe living environment and is considered a serious breach of this agreement.

27. The University accepts no responsibility for personal items which may be lost, stolen, or damaged. The University urges the resident to arrange for adequate insurance of personal property.

28. The University holds residents responsible for University property entrusted to their individual and collective care. Residents will be charged, individually when identifiable, or collectively in the alternative, for excessive cleaning, replacement or repair of university property lost, stolen, or damaged.

29. While every effort will be made to grant student preferences for roommate, hall, and room choices, the University reserves the right to make the final determinations. The University reserves the right to reassign if deemed necessary or desirable.

30. If space is available, Luther and Wollaeger residents may request a single room. An additional charge of \$750 is assessed per semester to those who request and are granted a single room.

There are a limited number of studio and two-bedroom apartments available in the RLC. An additional charge of \$750 is assessed per semester to those whose request is granted. Interested residents should request the room at the time of application. Residents who request but are not assigned a studio or two-bedroom apartment may be placed on a waiting list.

31. If one resident vacates a room, the remaining resident agrees to accept another roommate, or to move to another room, if requested. The resident may remain in his or her room without a roommate by paying the additional charge for a single room.

32. Factors of race, color, or national origin will not be considered in making hall, room, or roommate assignments.

33. Requests for specifically named roommates must be reciprocal and received before the room assignment has been made.

34. Violation of any University policy or regulation, or any conduct deemed to be such as to require removal of the resident from the residence hall, shall be grounds for the termination of this agreement and could also lead to disciplinary action, including the loss of rights and privileges (e.g., visitation rights), disciplinary probation, and/or the loss of the privilege of living in University housing.

35. Residence halls are for residential purposes only. Residents may not conduct business or other activities inconsistent with this purpose.

36. For fire safety reasons halogen lamps, candles and incense are not permitted.

37. St. Paul city ordinance prohibits the use of multi-plug adapters or extension cords. Power strips may be used. Refrigerators are to be plugged directly into an outlet, not into a power strip.

38. The University provides a telephone, local telephone service, and access to the University's voice mail system, cable television and computer network.

39. 'Sports' may not be played in the hall (throwing frisbe, football, kicking soccer ball, playing hockey, etc).

40. Storage space is not available in the residence halls.

41. The resident is not to permit anyone into the residence hall unless that person is his/her guest. The resident is responsible to see that his/her guest follows all university policies. Guests are to be escorted or accompanied by a resident at all times

42. Residents are not allowed to prop open entry or wing doors and are to lock their room door whenever leaving the room and at night.

43. The use of live or resin-bearing Christmas trees or wreaths is not permitted in the residence halls. Christmas/holiday lights may only be used from November 1<sup>st</sup> until the halls close for Christmas break, may not be strung over ceiling grids, and must be turned off when unattended. Decorations may not cover exit or emergency signs, or fire extinguishers. All Christmas decorations must be taken down before the Christmas break.

44. Quiet hours for all halls are Sunday –Thursday 10 p.m. – 9 a.m. and Friday-Saturday 12 midnight – 10 a.m. During these hours music, voices, etc are to be contained within the room or apartment.

45. Bicycles may only be stored in student rooms or on provided racks. Bicycles may not be left in common areas or chained to stairwells, lights poles and the like.

46. Concordia's food service contract calls for meal service according to the following schedule:

#### Fall Semester

Begins Sunday, August 23

Dinner only October 8-11

Ends with dinner Tuesday, November 24

Resumes with dinner Sunday, November 29

Ends with dinner Thursday, December 17

#### Spring Semester

Begins with dinner Tuesday, January 19

Ends with dinner Friday, March 5

Resumes with dinner Sunday, March 14

Ends with dinner Tuesday, March 30

Resumes with dinner Monday, April 5

Ends with lunch Friday, May 14

47. Luther and Wollaeger Halls will open and close on the following schedule. Residents staying in the halls during academic breaks are required to register with the Residence Life office. During academic breaks guests are not permitted without the approval of the Residence Life Manager.

Sunday, August 23 – Residence Halls open for new students

6 p.m. Friday, Dec 18 - Halls close for Christmas break

12 noon January 3 - Halls re-open with prior approval

12 noon Friday, January 15 – Residence Halls re-open

6 p.m. Fri, May 14 - Move out deadline for non-graduates

The Residence Life Center will open for the academic year on Saturday, August 23 and will close on Saturday, May 16. Residents staying in the RLC during academic breaks are required to register with the Residence Life office. During academic breaks guests are not permitted without the approval of the Residence Life Manager.

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