



VITERBO UNIVERSITY

900 Viterbo Drive

La Crosse, WI 54601

HOUSING AND DINING SERVICE AGREEMENT

608-796-3116

www.viterbo.edu/residence

New incoming students: Return this agreement and a \$200 deposit for housing and tuition to: Admission Office, Viterbo University, 900 Viterbo Drive, La Crosse, WI 54601.

Returning students: Return this agreement and a \$100 deposit to: Business Office, Viterbo University, 900 Viterbo Drive, La Crosse, WI 54601.

You will want to remove the "Terms and Conditions" section before mailing and you may make a copy of this agreement for your records.

HOUSING

For Office Use Only:

Date Received
Room Assignment
Meal Plan
Student ID #

Agreement is for: Academic Year 20 and 20; Fall only 20; Spring only 20; Summer only 20

Name: Last First Middle

Address Phone Number

Cell Phone Number Cell Phone Carrier

City State Zip

Email Date of Birth

Emergency Contact NAME RELATIONSHIP PHONE

Fall Semester Grade Classification FR SO JR SR Other, specify Gender Male Female

Table with 5 columns: Student Status, Occupancy Preference, Freshman Preference, Soph./Jr./Sr./Grad. Preference, Theme Houses. Includes checkboxes for various options like Returning Student, Single Room, Marian Hall, etc.

Students with special needs should contact residence life as early as possible to arrange accommodations.

Do you smoke? Yes No Would you object to your roommate smoking? Yes No

NOTE: All residence halls, apartments, and houses are SMOKE-FREE facilities.

MEAL PLAN

Select number of meals per week (ALL first year freshmen must choose one 19 or 14 meal plan)

- 19 meals, 14 meals, 10 meals, Flex 80 + \$100*
19 meals + \$100*, 14 meals + \$100*, 10 meals + \$100*, 80 meals per semester with \$100*

*V-Hawk Bucks (optional)

If choosing a meal plan with "+\$100," you are agreeing that \$100 will be deposited onto your campus ID card in the form of "V-Hawk Bucks." You can use these "bucks" for yourself or a guest at the Marian Hall Dining Room, Crossroads Snack Bar, or Franny's Cyber Cafe. Additional dollars can be added onto your ID card throughout the year in any increment. They are convenient to use and offer flexibility to your meal plan.

By signing this agreement, the student agrees to the "Terms and Conditions" (see Terms and Conditions Statement enclosed) as well as residence hall policies and procedures in the Student Handbook and Planner provided at the beginning of each year. No Agreement Form will be processed without a deposit. Thank you.

Please sign below

Student's Signature Date

Parent's Signature (student under 18) Date

Return this portion of form to Viterbo University

ROOMMATE SELECTION: INTEREST SURVEY

1. Your major _____
2. Name(s) of student(s) you would like to room with _____
3. I am part of ROTC International student Athletic team _____ Other _____
4. Your favorite interests and activities _____
5. Are you interested in living with an international student? Yes No
6. Personal hours
 - Early to bed early to rise – I start winding down early in the evening and am energetic in the morning.
 - Flexible – My personal hours change depending on what is happening in my life.
 - Night owl – I stay up late and sleep in often.
7. Approach to cleanliness
 - Neat – I am orderly, clean, and tidy.
 - Casual – My space is fairly clean with some clutter.
 - Untidy – I drop my stuff where it is convenient at the time and pick it up when I need it again.
8. Music moods – When hanging out in my room I would be most happy to have music on that is:
 - somber. mellow. upbeat. aggressive.
9. Study habits in my room
 - Multi-tasker – I like to have music or television on and can talk on the phone while doing homework.
 - Background noise – Some nice but my room needs fewer distractions for me to study.
 - Quiet – I cannot have any distractions to complete my work.
 - Don't take work home – I study in other places such as library, cafe, or lab.
10. Socializing in the halls
 - Room is a social hub – I enjoy people dropping by.
 - Room use varies – I will invite people over but need time alone, too.
 - Room is a sanctuary – I need privacy and personal space.
11. I would be interested in the following:
 - Student organizations or clubs
 - Spiritual and religious activities
 - Participating in recreational sports (intramurals)
12. I plan to go home:
 - 3–4 weekends a month. 1–2 weekends a semester.
 - 1–2 weekends a month. on designated holidays/breaks.
13. Please initial below if you would like your personal phone number and/or email address released to your assigned roommate(s).
 - Personal phone number _____ Email address _____
14. At your previous school(s), were you the subject of any school discipline? Yes No
Have you ever been convicted of a high misdemeanor or felony (or currently have a case pending)? Yes No
If yes to either question, please include a written explanation. _____

The information provided on this agreement is accurate and factual to the best of my knowledge.

Misrepresentation of felony and/or misdemeanor history will result in immediate housing agreement cancellation. _____

INITIAL HERE

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RESIDENCE HALL TERMS AND CONDITIONS

The following constitutes the Viterbo University housing and food service contract. The housing services described in this agreement are being offered under the terms and conditions stated herein.

You can indicate your acceptance of this offer of Residence Life services by completing the Contract Acceptance Form and submitting a \$100 advance payment to the business office. Completing and submitting the form means that you have read, understood, and agreed to all of the terms and conditions of the contract. Furthermore, you agree to abide by all state and federal laws and university and Residence Life regulations, as outlined in university publications. Any changes in the rules and regulations may be made by the university during the term of the contract, with changes being published in advance. However, implementation of these changes may be immediate if the health and safety of people is affected by a delay in implementation.

This agreement will become legally binding on both parties when Viterbo University receives your completed contract and advance payment.

1. Eligibility

You must be enrolled at Viterbo University and be determined eligible to reside in student housing by the Director of Residence Life or appropriate Viterbo University authority. Residents are required to be full-time status to live on campus. Students carrying less than 12 credits must request approval of the Director of Residence Life to live on campus.

2. Contract Length

This contract is for the full academic year and cannot be terminated or cancelled except under the conditions cited in the Termination of Contract section of this agreement. If entered into after the academic year begins, this agreement applies only to the remaining balance of the academic year. Students interested in living on campus during summer months must complete the Summer Reservation form available on the Residence Life Web page.

3. Hall Closings for Breaks

Dining service is not available during Thanksgiving break, Christmas break, and spring break. For these breaks, all students living on campus must arrange meals. Bonaventure and Marian Halls are closed for Thanksgiving break, Christmas break, and spring break. Students residing in Bonaventure or Marian Hall must arrange lodging for these breaks. (Exceptions are made only with completion of required paperwork for students with verified academic or sports team commitments, or students living over 1,000 miles from campus.) For the aforementioned breaks, Bonaventure and Marian Halls close at 6 p.m. on the last day of class/exams. These two halls reopen at 8 a.m. on the day before classes resume.

4. University Agrees

Viterbo University agrees to furnish you housing in the residence halls/apartments/theme houses under the terms and conditions herein stated. The university will furnish you the use of a single bed, chest of drawers, desk and chair, and closet space.

5. Resident Agrees

You agree to make payment of all fees, to observe all rules and regulations of Viterbo which are by reference a part of this contract, and to honor the terms and conditions stated in this contract. Failure to do so may result in disciplinary action up to and including eviction from university housing. Disciplinary

action may also be taken by the university in accordance with the Code of Student Conduct and other university policies.

6. Meal Program

All residential students are required to carry one of the meal plans offered. Freshman residents are required to be on one of the 19 or 14 meal plans for their first year. Sophomores, juniors, and seniors have the option to choose any of the meal plans offered.

7. Assignment Policy

Viterbo University will not discriminate in room or building assignment on the basis of race, color, religion, sexual orientation, national origin, or ancestry. Continuing residents will be given the opportunity to select their room in accordance with reassignment and selection procedures announced by the university. The university reserves the right to place limits on the number of residents to be reassigned in order to maximize space for new residents. New residents will be assigned to their preferred building to the extent possible. Failure to honor assignment preferences will not void the housing and dining service agreement. The university reserves the right to change room or building assignments, to assign roommates, or to consolidate vacancies. This may be done by requiring residents to move from single occupancy of rooms designed as doubles to double occupancy in the same building. If a student refuses to consolidate, he or she is subject to paying the single room price designated for that building on a prorated basis.

8. Advance Payment

- A. An advance payment of \$100 and the completed housing contract for the academic year is required to hold a room reservation and must be submitted to the business office. First year students are required to pay an additional \$100 tuition deposit. This amount will be applied toward your student account.
- B. These deposits are refundable prior to move-in only with a written request received by April 15 for returning students and by May 1 of the fall semester and Jan. 1 of the spring semester for new students.
- C. All refund requests must be submitted in writing to the Director of Residence Life, 900 Viterbo Drive, La Crosse, WI 54601.

9. Damages and Costs

The resident agrees to pay the university for any damages, lost property, or unnecessary service costs incurred through accident, neglect, or intent. When more than one resident occupies the same room, and responsibility for damage or loss in the room cannot be ascertained by the university, the cost of damage or loss will be divided and assessed equally between the residents of the room. In cases of loss, damage, or unnecessary service costs to common areas of the building, defined as those areas not assigned to an individual, the cost of repair, replacement and/or service may be assessed to each resident on a prorated basis.

10. Vacating

The resident will vacate his/her room within twenty-four (24) hours after termination of this agreement, loss of student status, after his/her final examination of the semester, or according to the occupancy schedule, whichever occurs earliest. The university reserves the right to administratively remove any resident upon 24 hours notice if, in the judgment of the university official, a

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resident's behavior will have an effect on his or her own safety or that of others. All students living on campus must have completed check-out procedures and move out with belongings no later than 8 p.m. on the last day of spring semester class/exams (unless granted extended stay).

11. Check-in and Check-out

Upon moving into his/her assigned room, the resident will complete, sign, and return the Room Inventory Form to his/her Resident Assistant. This Room Inventory Form will be an accurate and complete record of the contents and condition of the assigned room and will be the basis for room damage charges if assessed. When vacating the room, the resident agrees to follow established check-out procedures. This includes removing waste and debris and leaving the room in an acceptable, clean condition, and returning room key. Failure to follow established check-out procedure may result in the assessment of a \$25 service fee and damage charges. Any personal property left at the end of the contract term will be removed from the room. Viterbo officers, employees, and agents shall not be responsible for any personal property not removed from the room.

12. Entry by Staff

In case of an emergency, university officials reserve the right to enter and inspect university housing units at any time. Inspections are conducted to protect and maintain the property of the university, ensure the health and safety of its students, or whenever necessary to aid in the basic responsibility of the university regarding discipline and maintenance of an educational atmosphere. In such cases, effort will be made to notify the resident(s) in advance and to have resident(s) present at the time of entry.

13. Guests

Residents are responsible for the actions of their guests. Guests are to abide by university policies and be escorted at all times. All overnight guests must be registered with the Office of Residence Life. (See the student handbook for more information.)

14. Termination of Contract

- A. Cancellation: Cancellation of the contract is not possible except as provided in this Termination of Contract section. Resident is responsible for housing charges for the entire academic year unless housing contract is terminated for one of the reasons listed below. To terminate your contract for one of the following, submit a written letter to the Director of Residence Life:
- (1) Assignment to a university-sponsored internship, research, or other program: if you have received an assignment to or are a participant in a university-sponsored internship, exchange, or other university program which requires living away from La Crosse.
 - (2) Medical or health problems: the Office of Residence Life may grant a termination of contract if, in its judgment, you have a severe medical or health problem which is directly related to residence hall living. The resident must present documentation of the severity of the health problem through a medical service provider.
 - (3) Permission to live with parents or close relatives: you may apply for termination in order to live with parents who have moved to La Crosse after the contract was signed.
 - (4) Marriage: if you become married after entering into this contract, a copy of the marriage certificate must be presented before an application for termination will be

considered.

- (5) Graduation: completion of graduation requirements during the term of the contract.
- (6) Transfer: If you are transferring to another university, proof of the transfer must be turned in when the letter is submitted.

- B. Mandatory termination: If a student loses eligibility as defined in the section entitled Eligibility, termination of this contract is mandatory for both parties.
- C. The university may terminate the housing contract under the conditions stated in the following circumstances:
- (1) Violations of rules and regulations: the Office of Residence Life may terminate the housing contract with appropriate notice if the resident is found to have violated rules and regulations as listed in university publications.
 - (2) Failure to comply with the housing contract: if a resident fails to comply with any portion of the housing contract, the Office of Residence Life may terminate the contract with appropriate notice.
 - (3) Ineligible to return: the housing contract is automatically terminated if the resident is ineligible to return to the university for academic, financial, or disciplinary reasons.
- D. A student desiring cancellation of his/her contract for any other reason must submit a contract release appeal form available through the Office of Residence Life.

15. Refund of Rental Payment

Students who voluntarily withdraw from the university shall have housing charges adjusted on a prorated basis. Refunds cover the period between the date of move-in and the Sunday following the date of withdrawal from the university.

16. Contract Assignment

This contract is not transferable and shall not be assigned by any person other than a university official.

17. Residence Hall Council

A \$5 per student per semester program fee is included in the overall housing rate for Residence Hall Council programming.

18. Information Disclosure

Residents must inform the Registrar and the Office of Residence Life in writing if they do not want their room location or telephone number or any other personal information disclosed.

19. Hold Harmless Clause

You agree to hold harmless Viterbo University and officers, employees, and agents from, and to indemnify them for, any claims for damages sustained by you or others in your room as a result of your acts of omissions, relating to any changes or modifications made by you to your room or furnishings (as is sometimes done by residents) such as the construction of bunk beds, bookshelves, partitions, or other structures. This clause makes you financially responsible to the university, and releases the university, in the event a person who is injured by a hazard constructed by you, claims that the university is liable for damages. Viterbo University is not liable for property belonging to you which may be lost, stolen, or damaged in any way wherever this may occur on the premises including storage facilities.

20. Contract Changes

Changes may not be made in the terms and conditions of this agreement without the agreement and written permission of an appropriate university official.