



The Evergreen State College

STUDENT HOUSING LICENSE AGREEMENT 2023-2024 ACADEMIC YEAR

(September 2023, through 12 noon on Friday June 14, 2024)

A. GENERAL PROVISIONS

- A. This License Agreement (Agreement) is entered into between The Evergreen State College (College) and a Licensee attending the College (Resident), and legal guardian if the Resident is under the age of 18. Residential and Dining Services at the College administers college housing buildings, services, and facilities (Housing). This Agreement is not subject to the requirements of Washington's Landlord Tenant Act. See RCW 59.18.040.
- B. In exchange for the right to occupy and be assigned space within Housing, the Resident is obligated to pay the fees and costs outlined in this Agreement and comply with all the terms and conditions of the Agreement. This Agreement covers all Residential and Dining Services' areas and specifically the Unit (bedroom, or apartment/suite) to which a Resident is assigned and the building and common spaces in which the Unit is located.
- C. The Resident agrees to abide by all Federal laws; State of Washington laws; Thurston County laws, ordinances and regulations; and to be bound to the terms and conditions of this Agreement, all College regulations and policies, as they exist now or may later be amended, including but not limited to the Code of Student Rights and Responsibilities, and Residential and Dining Services Policy, all of which are incorporated by reference and made a part of this Agreement.
- D. The College prohibits discrimination as outlined in the College's Non-Discrimination Policy and Procedure found at www.evergreen.edu/policy/nondiscriminationpolicyandprocedure
- E. Important information will be sent to the Resident's @evergreen.edu email address. The Resident is responsible for checking their @evergreen.edu email regularly and staying aware of information communicated in those emails including, but not limited to, billing deadlines, community expectations, and Housing closures.
- F. The College will use the Resident's primary cell number to send important Housing-related text messages including, but not limited to, the emergency alert system. More information can be found at www.evergreen.edu/emergencyresponse.
- G. The Resident agrees to the release of the Resident's name and @evergreen.edu email address to their assigned Roommate or Suitemates.

- H. The College assumes no responsibility for loss or damage to any Resident's personal property from any cause. The College strongly recommends Residents obtain insurance coverage by purchasing a renter's insurance policy or verify that coverage is available under their family's homeowner's insurance policy.
- I. The Resident is responsible for any keys issued. Keys may not be duplicated or altered. A lock change is required for lost or missing keys at a charge of \$150 per lock; lock changes on mailboxes are charged at \$50 per change.

B. ELIGIBILITY

- A. Residents must be enrolled in a minimum of 2 credit hours each quarter at the College
- B. Residents must be at least 17 years of age at the time of check-in.
- C. By the 10th day of each quarter, Residents must pay their rent in full, set up a payment plan, or have communicated with Residential and Dining Services about their plan to pay or they may be subject to termination of the Agreement and removal from housing and/or the loss of certain housing-related services or privileges.
- D. Residents must be able to perform their own independent tasks or provide an attendant to assist them. They are responsible for their own self-care including appropriate personal hygiene, mental health, management of medical conditions/illnesses, and/or disability-related personal needs. They are expected to utilize the various resources available to provide care for themselves. Residents with the inability or perceived inability to care for themselves and/or who cause harm to themselves, or cause harm or disruption to others may be asked to adhere to an action plan and/or leave Housing.
- E. Residents must disclose any details related to current supervision or other active restrictions as mandated by a court decision or on-going legal investigation during the application process and throughout housing occupancy. The College will review the information provided and associated circumstances to determine on a case-by-case basis whether the Resident's application to live in Housing will be accepted and may specify under what conditions the application will be accepted.
- F. Any incomplete, inaccurate, or false statements or misrepresentations by an applicant in the Housing Application or the Agreement may lead to denial of housing and may be considered a breach of Agreement and a basis for termination of the Agreement.

C. AGREEMENT PERIOD AND CHECK IN DATES

- A. The duration of this Agreement and the charges outlined in this Agreement are for the period of the Resident's housing assignment for the **2023-2024 Academic Year (September 2023, through 12 noon on Friday June 14, 2024)**.
- B. Check in dates and times for each quarter covered by this Agreement are:

Quarter	Check in Date The Resident's check in date and specific check in appointment time will be provided with room assignment information.
Fall Quarter	New Student Orientation Participants: Wednesday September 20, 2023 Returning Housing Residents: Thursday September 21, 2023
Winter Quarter	Friday January 5, 2024
Spring Quarter	Friday March 29, 2024

- C. Any request to check in more than three days after the Resident's assigned check in date must be submitted in advance to Residential and Dining Services at rad@evergreen.edu.
- D. If the Resident's initial assignment to a Room occurs after the Agreement Period begins, the Agreement will begin once signed. In this case, the Resident will receive their check in date with their room assignment information.
- E. Residents who are graduating or have an approved academic purpose or are required to work on campus in June, should submit a Late Check Out Request Form by June 1, 2024, to stay past residential closing at 12 noon on Friday June 14, 2024. Residents with approved late check out may be extended on a case-by-case basis, to remain in housing until no later than Monday June 17, 2024 at 10 am.

D. ARRIVAL PRIOR TO STANDARD AGREEMENT PERIOD

- A. The Resident may move in early if they have a College-approved requirement to be on campus prior to formal Check in (e.g., international student orientation, athletics, pre orientation program participants, Evergreen staff) for fall quarter.
- B. Separately from the 2023-2024 Academic Year Application and payment, the Resident, or their program, must request and pay the daily rate for their assigned space each day prior to the start of the standard Agreement Period.
- C. Residential and Dining Services will send notice of the approval or denial of the request for early arrival to the Resident's @evergreen.edu email address.
- D. If the Resident's early arrival request is approved, they may be assigned to a temporary space for some or all of the early arrival period and must comply with Room Change instructions and deadlines sent by Residential and Dining Services to their @evergreen.edu email address.

- E. If the Resident is approved for early arrival housing and check in before the standard Agreement Period begins, the provisions of this Agreement begin on the date of check in.
- F. If the Resident cancels their 2023-2024 housing application after checking in to their early arrival housing assignment but before the quarter begins, they will be subject to Cancellation charges per section 12 of this Agreement.

E. DINING PLAN REQUIREMENTS

- A. All Residents are required to purchase a meal plan for the entire academic year. Meal plan options are based on whether the Resident has lived on campus before:
 - a First Time Residents of the College are required to purchase at least a Weekly 10 meal plan.
 - b Returning Residents of the College are required to purchase at least a Block 50 meal plan.

B. Meal plan funds may be used in any Evergreen Dining Services venue.

C. Meal plans work like a debit card using your Student ID card, with the quarterly allotment deposited into the meal plan at the beginning of each quarter on the dates shown below:

Quarter	Dining Funds Available for Use
Fall Quarter	8 am on Thursday September 21, 2023
Winter Quarter	5 pm on Sunday January 8, 2024
Spring Quarter	5 pm on Sunday April 1, 2024

D. Meal plan funds are nonrefundable and nontransferable to any account including my Evergreen Student Account.

E. The Evergreen State College will provide dining service from the first day of the quarter through the morning on the last day of each academic quarter. During Fall Break, Winter Break and Spring Break there will be limited or no service in the dining facilities.

F. The meal plan selected will continue for each quarter through the end of this Agreement Period unless changed through “Housing Information and Forms” in the [StarRez Housing Portal](#).

G. If a Resident wishes to change their meal plan, they must make the change by the following dates each quarter:

Quarter	Deadline to change meal plan
Fall Quarter	8 am on September 1, 2023
Winter Quarter	8 am on December 1, 2023
Spring Quarter	8 am on March 1, 2024

H. Meal Plan declining balance dollars, including the Flex Plan, (not add-on declining balance dollars) and Guest Passes expire at the close of business on the last Friday of the quarter in which they were issued.

- I. Payment in full for the cost of each quarter's meal plan is due by the Friday of week 1 each quarter.
- J. Meal plans will be billed to student accounts before the beginning of each quarter, Fall, Winter, and Spring.
- K. If the Resident officially checks out of Housing due to a withdrawal, leave of absence, or is exempted from the meal plan through the petition process, the Meal Plan will automatically be cancelled. If a Resident does not properly check out of Housing, meal plan charges will continue to accrue.

F. ALTERATIONS, DAMAGE, AND CLEANLINESS

- A. The Resident must keep their assigned Unit clean and advise Residential and Dining Services staff of any necessary repairs.
- B. The Resident is responsible for the costs and expenses resulting from damage to a Unit, or building, including college equipment or furniture, by the Resident or their guests.
- C. The Resident is also responsible for the cost of additional cleaning required to return their Unit to its pre-occupancy state.
- D. Any existing damage or cleanliness issues present at the time of check in, must be reported to Residential and Dining Services within 72 hours of to avoid being billed for any pre-existing damages.
- E. Any alterations, modification or additions to the Unit are prohibited. Additional locks, structural additions of any kind, removal of fixtures, or painting are prohibited. All repairs, including painting, must be completed by Residential and Dining Services staff.

G. SERVICES PROVIDED

- A. All Units are furnished and include utilities (water, heat, electricity, garbage) and Internet access.
- B. The College has the right to temporarily interrupt such utilities (due to accidents, emergencies, repairs, alterations, or improvements) when, in the judgment of the College, it is necessary or desirable to do so.
- C. Interruption of these services may also occur due to conditions beyond the College's control.
- D. The Resident will not claim or be entitled to diminution or abatement of rent or other compensation for any such interruption. Nor will this Agreement or any part of the obligation to the Resident be affected or reduced by such interruption or curtailment of these services.

H. REASSIGNMENT AND NEW SUITEMATES

- A. The College reserves the right to reassign any Resident to another Unit at any time in the event the College deems the reassignment necessary and reasonable based on its assessment of the

circumstances. Reassignment decisions fall within the discretion of the College. Examples of instances in which reassignment may occur include, but are not limited to, when determined to be in the interests of one or more Resident's welfare; in response to violations of Housing Policy or the Student Code of Rights & Responsibilities; to accommodate facility operations or repair; and/or to accommodate students with access needs.

- B. The College reserves the right to reassign any Resident to another Unit at any time in order to make the most efficient and effective use of Housing facilities. For example, Residential and Dining Services may consolidate one Unit, or more, when a Unit is 75% or less occupied.
- C. If a Resident's suite mate leaves the Unit, the remaining Resident(s) may be assigned a new suite mate to occupy the vacancy at any time.
- D. If a Resident(s) does not maintain the Unit in such a way that a new Resident can move into the apartment, the Resident(s) may be charged for cleaning services or charged rent for the empty bedroom that cannot be rented/occupied.

I. **TERMINATION, BREACH OF AGREEMENT, STUDENT WITHDRAWAL, AGREEMENT BREAK**

- A. The College may terminate, revoke, or refuse to renew, this Agreement upon the following conditions:
 - 1. Administrative necessity of the College;
 - 2. Loss of eligibility as defined in this Agreement under the Eligibility section above;
 - 3. Failure of the Resident to maintain status as a student at the College;
 - 4. Resident's failure to comply with any term or condition of this Agreement;
 - 5. Resident's participation in activities or conduct that damage or deface Housing facilities or surrounding areas;
 - 6. Resident's continued presence in Housing or surrounding areas is determined to be an unreasonable risk to Resident or others in the College community;
 - 7. Resident is subject to a conduct hold on their student registration or is no longer able to reside in Housing as a result of a decision under the Student Code of Rights and Responsibilities.
 - 8. Resident's failure to pay or history of failure to pay for all costs associated with this Agreement.
- B. Termination of the Agreement will not relieve the Resident of their liabilities and obligations under this Agreement including charges for the Unit and meal plan, cancellation fees, agreement break fees or obligations, and any other charges incurred before or after termination. The Resident will receive written notification electronically sent to their @evergreen.edu email address, which will provide a date by which they must vacate Housing. In the case of a serious violation, or a reasonable belief that a threat exists, the Resident may be required to vacate within 24 hours or sooner.
- C. This Agreement is considered to have been broken or breached by a Resident who moves out without an approved Housing Agreement Release form and/or is removed or required to leave for any of the above listed reasons. **A Resident who has broken the Agreement is obligated to pay the full rental rate for the current quarter plus a charge for not honoring the remainder of the Agreement. For the**

purposes of termination of this agreement, winter quarter begins when fall quarter ends at 12 noon December 15, 2023, and spring quarter begins when winter quarter ends at 12 noon on March 22, 2024.

Agreement Break Charges	
Deadline for submitting Agreement Release Form and vacating space (check out time)	Charge
Before 12 noon December 15, 2023	\$700 (in addition to Fall Quarter Rent)
12:01 pm December 15, 2023 to 12 noon March 22, 2024	\$350 (in addition to Winter Quarter Rent)
12:01 pm March 22, 2024 to 12 noon June 14, 2024	\$175 (in addition to Spring Quarter Rent)

- D. Residents may seek an Agreement Release by filing a Housing Agreement Release form found in the "Housing Information and Forms" section of the [Star Rez Housing Portal](#). Housing Agreement Releases must be approved by the Director of Residential and Dining Services, or their designee. Housing Agreement Releases are typically granted for the following reasons:
1. Academic Internship, Study Abroad, or an Individual Learning Agreement that requires the Resident to live outside Thurston County for a period of 30 consecutive days, or more, during an academic quarter.
 2. Change of academic status with the College such as Academic Leave of Absence, Academic Withdrawal, or Graduation.
 3. Medical Release. Medical releases are available if Access Services has determined that a medical release is a reasonable accommodation. Access Services will need to collect medical information and possibly consult with your health care provider explaining why the medical condition requires the Resident to be released from their housing Agreement. The College requires thirty (30) days from receipt of notification from Access Services to accommodate the Resident's specific medical needs before considering a Housing Agreement Release.

- E. If a Housing Agreement Release is approved, the Resident will be billed for the number of days the Unit was occupied prior to check-out, with the following limitations:
1. If the Resident checks-out within 30 days of the end of the academic quarter, they are obligated to pay rent for the entire quarter.
 2. If the Resident checks-out after 12:00 noon on the last day of a quarter and before the 30th day of the following quarter, they will be charged a \$300 late check-out fee, in addition to the per diem cost of their Unit.
 3. Residents with approved Housing Agreement Releases who do not pay rent for the entire quarter will be billed for any nights their Unit is occupied over a break using the subsequent quarter's per diem rate (e.g. winter break nights are billed at the winter quarter rate, spring break nights are billed at the spring quarter rate).
- F. Change of Academic Status: If a student's registration status changes during the quarter due to a withdrawal, leave of absence, suspension/expulsion, or graduation, the student must vacate their room within 48 hours of a change in academic status.

J. EMERGENCY CLOSURES

- A. The College's inability to make a Unit available to the Resident for any reason beyond the College's control including, but not limited to, natural disaster, fire, flood, earthquake, condemnation, epidemic, pandemic, quarantine, utility malfunction, infestation, or other emergency or force majeure event shall not constitute a breach of this Agreement by the College. In such circumstances, the College shall have no liability to Resident in any way for injuries, reimbursement, damages, inconvenience, annoyance, or compensation of any kind.
- B. The College may attempt to find, but cannot guarantee, an alternative Unit for the Resident. If the College deems Resident's Unit or an alternative space unavailable for more than 72 hours, the College may offer the Resident the opportunity to terminate this Agreement and check out during said unavailability without penalty provided that the Resident shall be responsible for all financial obligations incurred up to the date of such termination.
- C. The College will provide a prorated refund, calculated from the date of emergency closure to the end of the Agreement Period, of any prepaid housing and dining payment made to the College. It is the College that determines whether emergency closure under this section is necessary and the timeframes to which it applies. The College will notify the Resident of resumption of standard operations via their @evergreen.edu email address, at which point Agreement Termination requirements and charges will apply as described in Section 10.

K. PAYMENTS

- A. The Evergreen State College Board of Trustees annually approves housing rental rates which may be found at www.evergreen.edu/housing/rates and are incorporated herein by reference.
- B. Meal plan descriptions and rates can be found online at <https://evergreen.campusdish.com/MealPlans> and are incorporated herein by reference.

- C. All Residents reserving a Unit are required to pay (or if eligible, defer their payment of) a \$50 Housing Application Fee and a \$300 Housing Facilities and Maintenance Fee at the time this Agreement is signed in order to secure a Unit assignment. These fees are nonrefundable. Exceptions to this non-refund policy will only be made for documented medical reasons approved by the Director of Residential and Dining Services, or their designee.
- D. Charges for Units will be assessed based on the Resident's assigned Unit and Agreement terms. Residents who are allowed to move in prior to their Agreement start date will be billed at a prorated daily rate for the additional days of occupancy. Adjustment in billing will not be made for Residents who move in after the beginning of their Agreement; however, Residents who receive a Unit assignment after the standard check in date will only be responsible for rent from the date of their assignment.
- E. Rent is billed quarterly and due in full at the same time quarterly tuition is due. Rent is paid online at www.evergreen.edu/financialservices/payments or at the Cashier's Office. Rent paid with grants, loans, scholarships, or other financial aid and/or earnings from the College, is due upon receipt of the aforementioned funds. If unable to pay rent in full, the Resident must contact the Residential and Dining Services Office prior to the due date to arrange a payment plan to meet the financial obligations.
- F. A late fee of \$50 is assessed for all Housing charges that are past due on the tenth (10th) day of the quarter. An additional late fee of \$75 will be assessed for all Housing charges that are past due on the thirtieth (30th) day of the quarter.
 - a Residents awaiting the receipt of financial aid or College earnings and who are unable to timely pay rent will be subject to the late fee set forth above. Residents who have not met the deadline by paying their rent in full, setting up a payment plan, or communicating with Residential and Dining Services in advance about their plan to pay, may be subject to the loss of certain housing-related services or privileges, and/or termination of the Agreement and removal from housing.
- G. Unpaid rent and collections. The Resident agrees to pay the reasonable cost and expenses of collection of any outstanding debt, incurred under this agreement, including the collection agency fee and reasonable attorney's fees, in the event the College is required to place any outstanding account, debt or claim with a collection agency and/or utilize the assistance of legal counsel to collect on the account, debt or claim arising from this agreement. In addition, the Resident's transcript and records will be held until the debt is resolved.
- H. Financial appeals. Housing charges may be appealed by filing a Financial Appeal Application; appeal deadlines and the Application may be found at www.evergreen.edu/housing/procedures. Appeals are reviewed and determined by the Director of Residential and Dining Services, or their designee.

L. CANCELLATION PRIOR TO OCCUPANCY

- A. The Resident may cancel their housing application and Agreement before they check in. Students wishing to cancel their Agreement after check in will be treated as an Agreement Break as described in Section 9. In addition, students may be charged cancellation fees as described in this section.
- B. If the Resident wishes to cancel their housing Agreement, they must submit a cancellation notice through the "Housing Information and Forms" section of the [StarRez Housing Portal](#).
- C. Except as stated in Section D, a cancellation charge as shown in the table below will be assessed regardless of the Resident's reason for cancelling their housing application including, but not limited to, being assigned to a room that does not meet their preferences or finding different housing accommodations.

Academic Year: Fall-Spring Bookings cancellation deadlines and charges	
Deadline	Charge
On or before July 31, 2023	\$0
August 1 -15, 2023	\$100
August 16-31, 2023	\$200
On or after September 1, 2023 and before assigned move in date	\$200 + \$15/day for each day in September
On or after assigned move in date	\$600

Winter-Spring Bookings cancellation deadlines and charges	
Deadline	Charge
On or before November 30, 2023	\$0
On or after December 1, 2023, and before assigned move in date	\$15/day for each day in December and January
On or after assigned move in date	\$600

Spring Bookings cancellation deadlines and charges	
Deadline	Charge
On or before February 28, 2024	\$0
On or after March 1, 2024 and before assigned move in date	\$15/day for each day in March and April
On or after assigned move in date	\$600

- D. The Resident will not be assessed a cancellation charge if:
 - a They submit their cancellation within 48 hours of signing the housing agreement.
 - b They do not attend Evergreen the quarter of their scheduled check in. However, if they withdraw or take a leave of absence from Evergreen, cancel housing, then re-enroll and attend Evergreen the quarter of the originally scheduled check in, they will be assessed cancellation charges.
- E. The Agreement is deemed automatically cancelled if the Resident fails to check in and receive keys for a Unit within three days of their scheduled check in, unless they have made prior arrangements with the Housing office for a late check in. As provided for herein, the College will assess a \$600 cancellation charge in the event of an automatic cancellation.

M. CHECK-OUT INFORMATION

- A. Residents must check out when they vacate their Unit and return any keys. They do so by following the check-out process outlined online at www.evergreen.edu/housing/checkout.
- B. If a Resident does not check out properly by following the check-out process indicated above, they will be charged an improper check-out fee of \$200.
- C. Residents must check-out before 12 noon on the Friday of Evaluation week of Fall (December 15, 2023) and Winter Quarter (March 22, 2024) to avoid being charged for the full cost of the following quarter, as well as additional charges and/or penalties.
- D. Residents who do not have an approved Late Check Out Request must check-out before Friday, June 14, 2024, at 12 noon to avoid a late check out fee, additional rent charges, and possible fees for impounding belongings.

N. PUBLIC HEALTH INFORMATION

- A. Each member of the Evergreen community, including Residents, has an individual responsibility to help prevent the spread of COVID-19 and comply with policies, procedures, and safeguards that are implemented to minimize the potential spread of disease, COVID-19 or otherwise, within our community.
- B. Programs and services will be modified due to COVID-19 and other public health concerns to provide a positive student experience while protecting the health and safety of our residents and minimizing the potential spread of disease within our community.
- C. Housing community members—residents, staff, and visitors—are expected to act in a manner that demonstrates respect and consideration for those around them including respect and consideration for the health and safety of all community members. All residents are prohibited from behavior that would create a health or safety hazard within Housing, and the College may request or require a resident to

leave Housing if their continued presence in the housing community poses a health or safety risk for community members.

- D. Residents are required to comply with health and safety laws, orders, ordinances, regulations, and health and safety guidance adopted by the College or Residential and Dining Services as it relates to public health concerns, including COVID-19. The requirements guidance will evolve as the public health concern evolves and may include, but is not limited to, social and physical distancing, limitations on gatherings, wearing a face covering, taking required trainings, COVID-19 diagnostic and surveillance testing (including before or upon arrival to campus), contact tracing, disinfection protocols, limitations on guests into Housing, and quarantine/isolation requirements (including before or upon arrival to campus). The health and safety requirements apply to all residents, staff and visitors and extends to all areas of Housing, including Rooms, Apartments, bathrooms, community kitchens, lounges, study rooms, courtyards, Common Areas, dining facilities and other communal spaces.
- E. Residents are required to comply with requests from the College to leave their assigned space due to COVID-19 or other public health concerns, and failure to do so is a violation of this Agreement and may subject a resident to emergency removal from their assigned space. Not all Housing residential Rooms or buildings are appropriate for public health situations requiring self-quarantine or self-isolation. In those situations where a resident is recommended to self-quarantine or self-isolate, residents may not be permitted to continue residing in their residential space, and the College will attempt to provide alternative housing arrangements, as needed. Removal from Housing to isolate or quarantine does not constitute a termination of a Resident's housing agreement.
- F. Residents are required to comply with all immunization and vaccination requirements adopted by the College, including the current Measles Immunity Requirement (www.evergreen.edu/health/measles-immunityrequirement), the current COVID-19 vaccination requirement (<https://www.evergreen.edu/covid19>) and any future immunization and vaccination requirements adopted by the College or Residential and Dining Services as it relates to public health concerns, including vaccination against COVID-19. The College encourages everyone to stay up to date with vaccines and receive a booster for COVID-19 before coming on campus. While the COVID-19 vaccination requirement does not require boosters as of March 2022, the potential for a future mandate is under review and may be imposed as a requirement for living in campus Housing.
- G. Residents are required to comply with any consolidation efforts needed on campus due to COVID-19 or other public health concerns, including, but not limited to, the relocation of all or some residents to alternative housing. Relocation does not constitute a Termination of a resident's housing agreement. In the event The College must relocate residents as part of a consolidation strategy due to public health concerns for an extended period of time and alternative housing is not available, the College will offer impacted residents a new assignment at the same rate as their current room.
- H. Dining service, including where and how it will be offered to residents, is subject to the discretion of the College and is subject to modification to address public health concerns. Due to health and safety

guidance adopted by the College, the College may limit the occupancy of dining areas, limit the amount of time students and other customers may reside within campus dining areas, or make other operational adjustments needed to address health and safety concerns.

- I. The College will continue to implement and modify its cleaning protocols to address COVID-19 or other public health concerns in the interest of minimizing the spread of disease. The College will educate and inform residents on appropriate cleaning protocols within their assigned spaces to reduce the spread of COVID-19 within Evergreen Housing.
- J. If the College announces an alteration in the manner in which classes are delivered after the Agreement is signed and before the Agreement Period starts, the College will provide an extended Cancellation deadline to allow applicants a reasonable amount of time to evaluate their on-campus housing needs. Any Cancellation deadline extension for the Agreement will be announced within a week of such an announcement by the College.
- K. As outlined in the Emergency Closures section of the Agreement, The College reserves the right to Terminate housing agreements due to public health concerns, including COVID-19. In the event the College terminates a housing agreement due to public health concerns, the College will offer fair and reasonable reimbursement for impacted residents as appropriate and based on information available at that time. Termination charges will remain in effect and refunds will not be given as long as the College continues to provide on campus housing and dining, even if the College alters the manner in which classes are delivered during the Agreement Period.

O. SUMMARY OF CHARGES AND FEES

- A. The Following is a list of the charges and fees mentioned throughout this agreement and is meant to serve as a reference tool for the fees set forth above.

Application Fees	
Reason for Charge	Charge
Application Fee	\$50
Facilities and Maintenance Fee	\$300

Agreement Break charges	
Deadline for submitting Agreement Release Form and vacating space (check out time)	Charge
Before 12 noon December 15, 2023	\$700 (in addition to Fall Quarter Rent)

12:01 pm December 15, 2023 to 12 noon March 22, 2024	\$350 (in addition to Winter Quarter Rent)
12:01 pm March 22, 2024 to 12 noon June 14, 2024	\$175 (in addition to Spring Quarter Rent)

Academic Year: Fall-Spring Bookings cancellation deadlines and charges	
Deadline	Charge
On or before July 31, 2023	\$0
August 1 -15, 2023	\$100
August 16-31, 2023	\$200
On or after September 1, 2023 and before assigned move-in date	\$200 + \$15/day for each day in September
On or after assigned move in date	\$600

Winter-Spring Bookings cancellation deadlines and charges	
Deadline	Charge
On or before November 30, 2023	\$0
On or after December 1, 2023, and before assigned move in date	\$15/day for each day in December and January
On or after assigned move in date	\$600

Spring Bookings cancellation deadlines and charges	
Deadline	Charge
On or before February 28, 2024	\$0
On or after March 1, 2024 and before assigned move in date	\$15/day for each day in March and April
On or after assigned move in date	\$600

Key Change and Checkout Fees	
Reason for Charge	Charge
Lock Replacement	\$150 (Per Lock)
Mailbox Lock Replacement	\$50
Improper Check-Out Fee	\$200

P. IMPORTANT DATES CALENDAR

A. The following is a list of the dates mentioned throughout this agreement and is meant to serve as a reference tool for the deadlines set forth above. Move in and Checkout dates are highlighted for convenience.

Date	Event
Monday July 31 st , 2023	Last Day to Cancel Agreement (Prior to Move-In) without Charges
Tuesday August 1 st , 2023 at 8am	Suitemate Profile Changes close in Housing Application
Friday September 1 st , 2023 at 8am	Fall Meal Plan Selection Deadline
Wednesday September 20th, 2023	New Student Move-In
Thursday September 21st, 2023	Returning Resident Move-In & Dining Funds Available for Use
Friday September 29 th , 2023	Fall Housing Charges Due
Wednesday October 4 th , 2023	Fall Housing Charges Late Fee, If Unpaid (\$50)
Tuesday October 24 th , 2023	Fall Housing Charges Additional Late Fee, If Still Unpaid (\$75)
Thursday November 30 th , 2023	Last Day to Cancel Winter Agreement (Prior to Move-In) without Charges
Friday December 1 st , 2023 at 8am	Winter Meal Plan Change Deadline
Friday December 15th, 2023 at 12pm	Fall Quarter Checkout (If not continuing into Winter)
Friday January 5th, 2024	Winter Quarter Move-In
Friday January 12 th , 2024	Winter Housing Charges Due
Wednesday January 17 th , 2024	Winter Housing Charges Late Fee, If Unpaid (\$50)
Tuesday February 2 nd , 2024	Winter Housing Charges Additional Late Fee, If Still Unpaid (\$75)
Wednesday February 28 th , 2024	Last Day to Cancel Spring Agreement (Prior to Move-In) without Charges
Friday March 1 st , 2024 at 8am	Spring Quarter Meal Plan Change Deadline
Friday March 22nd, 2024 at 12pm	Winter Quarter Checkout (If not continuing into Spring)
Friday March 29th, 2024	Spring Quarter Move-In
Friday April 5 th , 2024	Spring Housing Charges Due
Wednesday April 10 th , 2024	Spring Housing Charges Late Fee, If Unpaid (\$50)
Tuesday April 30 th , 2024	Spring Housing Charges Additional Late Fee, If Still Unpaid (\$75)
Friday June 14th, 2024 at 12pm	Spring Quarter Checkout