

2017-2018 Housing & Food Agreement

1. Students living in University residence halls must have a meal contract. Any exceptions (i.e., medical or internship) must be approved by Housing and Food Service officials.
2. **This agreement is for a contracted period, typically the fall and spring trimesters; or, if signed after the beginning of the trimester, for the remainder of the academic year/trimester.**
3. The University wishes to maintain flexible housing policies that are in the best interest of all students. For this reason, students who are not first-time freshmen or those who are at least 21 years of age may live in housing of their own choice. University policy requires that all first-time freshmen must live in the residence halls unless they are 21 years of age, are married or are commuting from their parents' (or legal guardians') primary residence within 60 miles of Maryville (where they resided during high school). Owning or purchasing a secondary property within the 60-mile radius does not satisfy the requirement. Permission is not granted for students to live with older siblings, aunts, uncles or grandparents unless they have legal guardianship. Freshmen commuting from home must complete the commuter form attached to the front cover of this booklet. Providing false information to Northwest Missouri State University violates the Student Code of Conduct and may subject the student to disciplinary sanctions. The Housing and Food Service Agreement is for the entire academic year. Release from this agreement is not automatic and, as such, should not be assumed. If commuter status is not approved, freshman students will be required to live on campus (as stated by university policy) and pay appropriate fees.
4. **Prepayment:** At the time an agreement for housing and food services is submitted, a \$150 prepayment must accompany the application. This payment will be applied to the student's charges once a room assignment is made.
5. You can also pay online by check, debit card or credit card. Credit cards accepted are Visa, MasterCard, Discover and American Express. A 2.75% convenience fee applies to all credit card payments.
6. Students will pay the housing/food service fees that are established by Northwest Missouri State University, including a prepayment. If the installment plan is selected, students must follow the schedule that is established by the Bursar's Office. No student will be allowed to enroll for the next trimester if any fees are outstanding.
7. **Exceptions to Conditions of the Agreement:** Any exception to the conditions of the agreement must be approved by the appropriate Housing/Food Services personnel. These exceptions must be approved before the effective date of the agreement, and the exceptions must be in writing and attached to the agreement.
8. **Agreement Clarifications:** Any questions concerning the Housing and Food Service Agreement should be addressed to the Director of Residential Life, J.W. Jones Student Union, Northwest Missouri State University, 800 University Drive, Maryville, MO 64468-6001, phone: 660.562.1214, email: reslife@nwmissouri.edu.
9. **Termination of the Housing and Food Service Agreement by Northwest Missouri State University:** Dismissal of a student from the University, Residence Halls or Apartments for any reason shall constitute grounds for termination of the Housing and Food Services Agreement. Forfeitures, cancellation fees and pro-rated refunds will be made as established by the University Bursar's Office. Students removed from housing

because of disciplinary action will be charged the cancellation fees. The University reserves the right, at its discretion, to determine that past behavior and/or criminal activity is such that the interests of the University, the student and/or other students would be best served by alteration or cancellation of the housing agreement. If the University becomes aware that a student has a record of criminal conviction(s) or other actions indicating behavior that could pose a risk to person or property and/or could be injurious or disruptive to the residence hall community or the living-learning environment, the University may not accept or may cancel the Housing and Food Services Agreement. Registered sex offenders are not allowed to live on campus due to the Horace Mann Laboratory School and Missouri Academy of Science, Mathematics and Computing at Northwest.

Cancellation/Release from Housing and Food Service Agreement

For students enrolling in the fall trimester, the Housing and Food Services Agreement is for the entire academic year. Release at the end of the fall trimester is not automatic and should not be assumed. Residents with extreme and unusual circumstances may wish to be released from their agreement. In view of its own obligations, the University is limited in its ability to release students from their agreement. Thus, the University considers only those requests where residents have incurred a significant change in their circumstances, beyond their control, since the date their agreement was signed. Weight loss programs and commercial weight loss programs (i.e. Weight Watchers, Jenny Craig, Nutrisystem, etc.) are not reasons for release from meal plans. Residents should not forego the use of services or make any future commitments until they are officially released.

A. Cancellation Policy for Incoming First-Year and Transfer Students Prior to Occupancy

1. **Cancel on or before June 1** (academic year agreement): No penalty, housing prepayment will be refunded.
2. **Cancel after June 1** (academic year agreement): Housing prepayment will be forfeited.
3. **Cancel on or before Nov. 1** (new spring only agreement): No penalty, housing prepayment will be refunded.
4. **Cancel after Nov. 1** (new spring agreement): Housing prepayment will be forfeited.
5. Students signing the agreement after June 1 for fall, Nov. 1 for spring, will forfeit their housing prepayment.

B. Cancellation Fee Schedule for Returning & Continuing Students Prior to Occupancy

1. **Date signed until April 1st** = no cancellation fee
2. **April 2nd – May 1st** = \$50 cancellation fee
3. **May 2nd – August 1st** = \$100 cancellation fee
4. **August 2nd – Thursday, August 24th** = \$200 cancellation fee
 - **New spring agreements only:** November 1, 2017 – January 6, 2018 = \$100 cancellation fee
5. After Thursday, August 24th, 2017 (or Friday, January 6th, 2018 for new spring agreements) you are subject 35% of the remaining room and board balances for the contract period as a cancellation fee.

C. Cancellation Policy after room occupancy

ROOM

1. **Withdraw from University:** The room and board charge will be refunded as follows:
 - o Daily pro-rated amount to the date of check out of residence half room and a \$200 cancellation fee will be charged.
 - o No refund after the 12th week of classes.
2. **Petition approved to move off campus and remain enrolled:** A pro-rated nightly fee is charged for nights occupied. A cancellation fee of 35% of the remaining room agreement for the **academic year**. This includes students who enter legally into marriage and are able to present their marriage certificate as documentation, freshmen students who are approved for commuter status and students enrolled exclusively online.

BOARD

1. **Withdraw or moving off campus fee** for residential dining plans
 - o Week charge
 - o Week 1 \$200
 - o Week 2 \$300
 - o Week 3 \$400
 - o Week 4 \$500
 - o Week 5 \$600
 - o Week 6 \$700
 - o Week 7 \$800
 - o Week 8 \$900
 - o Week 9 \$1000
 - o Week 10 \$1100
 - o Week 11 \$1200
 - o Week 12 \$1300
 - o Not able to get and money back if withdraw is after week 12
2. **Withdraw fee block plans** (cancelling plan)
 - o Patrons are reimbursed for specified dollar amount per unused meals
3. **Residents not returning** to Northwest at the end of the fall trimester will not be charged a cancellation fee if they notify the Residential Life Office. This includes students who graduate, leave Maryville for student teaching, study abroad or withdraw from spring classes.

Exceptions to these policies (students with extenuating circumstances) may be petitioned. Petition forms are available in the Residential Life Office. Petitions must be received no later than the first Monday after Finals Week in December. The University considers only those requests where residents have incurred a significant change in their circumstances, beyond their control, since the date their agreement was signed. Residents should not forego the use of services.

Special Housing Conditions

1. **Vacations:** Rooms may be occupied according to the academic calendar. Rooms may not be occupied by students when residence halls are closed for vacation periods and between trimesters or during vacation periods that are subsequently declared by the University, except in those residence halls and apartments that are designated as being

open during vacation times. If a student registers and is approved to stay in one of the residence halls during vacation time, the student will be charged an additional nightly fee. There is no additional fee for the apartments.

2. **Occupancy:** If the student fails to occupy accommodations on or before the first day of classes of the period covered by this agreement without having notified the Residential Life Office of his or her delayed arrival, accommodations may be assigned to another student; delayed arrival, however, shall not relieve the student of the responsibility for accepting other available University accommodations assigned to him or her.
3. **Northwest reserves and shall have the right to:**
 - Change the room assignment and require the student to move to different accommodations when Northwest deems it necessary;
 - Take over and use the room in the event of public emergency;
 - Enter and inspect the room at any reasonable time for purposes of maintaining health, safety and general welfare, included, but not limited to, repairs, general maintenance, inventory and pest control.
4. **Room Furnishings and Services:** Students are required to furnish their own bed linen, pillows, blankets, bedspreads, wastebasket and curtains and are required to clean their own rooms. Cleaning service is not provided in student rooms. Northwest and the students are expected to maintain safe and sanitary conditions.
5. **Fire, Theft or Damage:** Northwest shall not be responsible for the loss of, or damage to, any of the student's personal property from any cause whatsoever. In the event that the accommodations assigned to the student are destroyed or otherwise made unavailable and Northwest does not furnish other accommodations in the same or another residence hall, the agreement shall terminate and all rights and liabilities of the parties hereto shall cease, and the right of Northwest to any of the payment previously made by the student shall be pro-rated on the basis of the period for which accommodations were made available to the student.
6. **Policies, Rules and Regulations:** The student shall comply with all policies, rules and regulations of the residence hall in which he or she lives.
7. **Use of Room:** The room is to be occupied by the student signing the housing agreement and may not be sublet. It is understood that rooms are for student residence purposes only and that no occupant is to use or permit.

Special Food Service Conditions

1. The first meal to be served in the Northwest facilities under any meal plan will be lunch on the first day of verification/registration for each trimester. Meals will not be served when the University is not in session for classes, during vacations, between trimesters or during vacation periods which may be subsequently declared by the University.
2. **Rules and Regulations:** Food provided under the terms of this agreement will be consumed only by the signer of this agreement upon presentation of the Bearcat Card. Students must abide by health and safety standards in the dining areas. Food cannot be removed from certain dining areas without authorization from the Student Affairs Office. Violations of these rules and regulations may result in disciplinary action.
3. **Lost cards:** Students must report to the ID Office immediately if their cards are lost to ensure that someone else does not use the lost card. Students will be responsible for any money that is used by someone else on their lost cards. Replacement cards are issued at a cost of \$20. Students also will be responsible for alterations, defacing or excessive damage to Bearcat Cards.

4. **Eligibility:** Only enrolled students and authorized employees of the University are eligible to sign a food service agreement.