



On-Campus Housing Contract
2019-2020 ACADEMIC YEAR

This is the housing contract for Montserrat College of Art (MCA). The student agrees to comply with all policies and procedures outlined within when accepting a room assignment in college housing. MCA reserves the right to alter these policies when change is necessary and appropriate. A student’s failure to comply with the policies outlined below, in the Student Handbook and in any other official College publications, may result in the student’s removal from housing.

Full Legal Name of student (Print): _____

Chosen Name of student (Print): _____

Permanent Home Address: _____
 street **city** **state** **zip**

AGREEMENT PERIOD:

This contract between the above named student and Montserrat College of Art is for the full academic year and is effective starting on move in day and ending 24 hours after the student’s last official business with the College. November, winter and spring breaks are all official breaks for the College. Students who wish to remain in housing during any break must *apply* to remain on campus and be approved to do so through the Campus Life Office. Break housing may be limited and is not guaranteed.

OCCUPANCY:

1. **This agreement is binding for the entire academic year** except in cases of complete withdrawal from the College. In all other cases, students are responsible for all charges for the academic year.
2. This contract is automatically canceled if the student’s enrollment is officially terminated by the College for cause or because of academic performance.
3. In the event of a complete withdrawal from the College, the College’s official refund policy will govern refunds of housing charges. The refund policy can be found on the College’s webpage and in the Student Handbook.
4. MCA reserves the right to terminate this contract for breach of this agreement by the student and/or for violation of the College’s rules, policies, and regulations and/or non-payment of tuition and/or fees. In this instance, no refund for housing will be issued.
5. MCA is the final authority on all room assignments. The College will do its best to place students according to their wishes.
6. MCA will furnish the following utilities: water, heat, hot water, gas and/or electricity and internet, as applicable. MCA is not responsible for any inconvenience, loss or damage caused by irregularity in the supply of water, heat or electrical current, but does do everything possible to prevent such situations from arising. MCA will not be responsible for failure to furnish utilities for reason of any cause beyond its control.

LIABILITY:

The student is responsible for the loss of, theft of, or damage to both college property and/or personal property caused by the student or by their guests. MCA assumes no liability for loss of or damage to the student’s personal property. Each student is encouraged to take appropriate steps to safeguard and insure personal property.

POLICIES AND PROCEDURES:

1. The student is, at all times, required to comply with all policies and procedures outlined in the Student Handbook and any other official publication/communication from the College.
2. The student agrees to maintain the assigned room and public areas of the residence halls in good condition, to make no alterations or repairs, and to surrender the premises at the termination of this contract in as good condition as when taken. MCA reserves the right to inspect all rooms, in the presence of the resident whenever possible, for purposes of inventory, fire protection, sanitation, safety, maintenance, and rule enforcement.
3. The student may not paint or alter any part of the residence hall property, nor may they nail or screw into the woodwork or build non-removable structures. At the end of this agreement period, any changes made to the residences not covered by the rules and regulations published by MCA will be repaired by the College or selected vendor and the cost will be charged to the student.
4. In the event that the student is reassigned to a new space, the resident is responsible for moving their belongings in a timely fashion. A timeframe may be set by the Director of Campus Life or their designee to promote an effective transition for all. Students who choose not to move their belongings by the established timeframe may have their belongings removed by college employees under the direction of the Director of Campus Life, **at the expense of the student**. In the event of a college-initiated removal of possessions, the College and its officers are not responsible for any damaged, stolen or missing items.
5. MCA reserves the right to assign and to reassign rooms when in its sole discretion such action is deemed necessary. For reasons of health, safety or general welfare of the College community, the College may, in its sole discretion, reassign rooms or dismiss, suspend, or expel students from College Housing. In cases involving violation of Housing Contract and/or College policies and procedures, MCA reserves the right to take appropriate administrative and/or Student Conduct action which may result in the termination of residency in College Housing. If a student is dismissed from housing for violations of rules and/or regulations, no refund of housing charges will be granted.
6. The College Rules and Regulations, which can be found on the College’s Campus Life webpage, are based on the principles of self and mutual respect whereby the rights and responsibilities of the students and the College are defined. Disregard of any of the Rules and Regulations may be viewed as a deliberate disregard for the rights of the community at large and may result in the unilateral termination of the “Housing Contract” by the College. The student is responsible for reading and knowing the College Rules and Regulations outlined in the Student Handbook. MCA reserves the right to make amendments to the College Rules and Regulations as deemed necessary.
7. Sleeping in public common spaces is not permitted.
8. Students are not permitted to relocate within residence halls without authorization from Campus Life.
9. No pets are permitted in any college residence hall.
10. No smoking or vaping is permitted in any college building, including the residence halls.
11. No possession or use of alcohol or illegal drugs or paraphernalia is permitted in residence halls.
12. All policies are outlined in the Student Handbook.

FEES: All new and returning students are required to submit a non-refundable deposit along with the housing questionnaire and/or contract.

AGREEMENT:

I will abide by and be legally bound to, the terms and conditions outlined in this Housing Contract, the Student Handbook and any other official publication and/or communication. I hereby acknowledge that I have read and agree to the contract terms and conditions and do hereby agree that if assigned, I will abide by and am legally bound to the terms and conditions for the entire academic year.

Signature of student: _____ Date: _____

(ONLY if student is under 18)

Name of parent/guardian: _____ Date: _____

Signature of parent/guardian: _____ Date: _____

FOR OFFICE USE ONLY: _____

Assignment

Date

Staff Initials