

- A. Roger Williams University (“University”) regards education as more than a means to an end and more than merely a classroom experience. We inspire and educate students to lead fulfilled lives by ensuring they acquire the knowledge, skills and habits of mind necessary to become reflective, responsible individuals who interact with society in mutually rewarding ways. The Department of Residence Life and Housing program contributes significantly to the achievement of these educational goals by fostering a safe and inclusive residential community for students to enhance their interpersonal skills. Through our holistic approach to student development, we engage, support and challenge students to be contributing scholars in the world. We strive to support students in becoming their true selves while creating a meaningful and memorable residential experience.
- B. The University does not discriminate against any person on the basis of race, color, religion, national or ethnic origin, age, sex, sexual orientation, gender expression or identity, disability, veteran status, or any other legally protected basis in admission to, access to, employment in, and treatment in its programs and activities.
- C. This Housing Contract has been prepared to provide you with information regarding the policies and regulations that have been adopted in order to carry out these educational objectives. All residents are responsible for complying with the content, procedures and policies of this Contract.
- D. All decisions regarding University housing policy will be presented in writing. No oral representations about University housing by University employees or representatives are binding. Students will be held responsible for having knowledge of and adhering to information presented in Residence Life and Housing newsletters, voice mail and/or email messages and any notices sent to rooms/apartments and/or posted in living areas.

- B. REASONS FOR CANCELLATION. The following are reasons for which the Contract may be cancelled, subject to the submission of proper documentation and the approval of the Department of Residence Life and Housing and will be determined on an individual basis:
- i. The existence of a documented injury, illness, or medical condition that occurs after the Housing Contract was signed which cannot be accommodated within the residence hall system or that necessitates withdrawal from the University.
 - ii. Induction into the military service or military absences that necessitate a change in residence.
 - iii. Voluntary withdrawal from the University during the Fall or Spring semester[s] or at the end of the Fall Semester due to graduation, enrollment at another university, or leave of absence.
 - iv. Internships or practicum requirements that necessitate residence away from campus, if the Student will not return to housing during the remainder of the Contract Period.
 - v. The existence of an extenuating circumstance or demonstrated need other than voluntary withdrawal from the University, including drastic reduction in financial resources following execution of the Housing Contract, unusual health problems, and other exceptional changes in the Student's status.

Any occurrence that prevents the University temporarily from rendering full performance under this Contract, such as war, fire, flood, or other disasters, or strike or work stoppage, whether by University or other employees, shall not constitute grounds for cancellation of this Contract by the Student.

- C. REFUND POLICY / FEE ADJUSTMENT POLICY. The amount of the housing refund/adjustment resulting from an approved Contract Cancellation Request is in alignment the Roger Williams University Refund Policy
- i. Prior to the first day of classes –

Board Fees already paid for the remainder of the Contract Period will be applied to the Student's account.

- E. The University reserves the right to make needed repairs and renovations of Student

- A. A resident who expects to be away from their residence hall for four or more consecutive days while classes are in session is urged to inform their resident assistant (RA) and provide information about whereabouts and contact information in case of an emergency. Students are responsible for informing their parents/guardians of such an absence to avoid alarming them if they are unable to contact their student.
 - B. Roger Williams University has established a Missing Student Notification Policy and Procedure for Students Living in On-Campus Residence Halls that allows students to designate an individual(s) to be contacted by the University if the student is determined to be missing by the Department of Public Safety or local law enforcement. The policy is available at the following URL: https://www.rwu.edu/sites/default/files/downloads/RWU_Missing_Student_Notification_Policy_and_Procedure.docx
 - C. It is important that all students maintain current emergency contact information on file with the University, regardless of whether they live in an on-campus residence hall or off-campus. Students should designate and update, as necessary, their emergency contact information in the Emergency and Missing Student Contact Information Section of Roger Central.
 - D. To designate or update missing student contact information and emergency contact information, complete the following steps:
 - i. Log into rogercentral.rwu.edu
 - ii. Select "User Options" on the left side menu
 - iii. Select "Emergency Information"
 - iv. Make appropriate updates
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- A. The Department of Residence Life and Housing is responsible for developing and implementing a process in assigning University Housing to students. While efforts will be made to honor residence hall and roommate requests,
 - . Each student agrees to meet the terms of the room assignment procedure as publicized by the Department of Residence Life and Housing. Failure to meet these terms may forfeit the student's right to a housing assignment.
 - B. In order to accommodate a maximum number of students and to effectively use existing facilities, it may be necessary to assign some students to temporary accommodations. Withdrawals and cancellations will usually permit these students to be transferred to permanent rooms or apartments assignments. The University will determine the number of students to be assigned to each room or apartment. No more than this number of residents will be permitted in each area.
 - C. Each August, the University will inform students whether or not the use of possession of alcoholic beverages will be permitted in the various residence areas. The University reserves the right to change the status of a residence hall or area during the year. Students who are unsure about the specific alcohol policy for the living area they reside in should contact their RA, Community Director, or the Department of Residence Life and Housing
 - D. The University reserves the right to change room or hall assignments or to consolidate vacancies by requiring students to move when necessary.
 - . If the student already assigned to the room/apartment is resistant to the new occupant moving in, the current resident may be reassigned. This open space should be readily available with no inconvenience to the newly assigned student. It is the responsibility of the student already assigned to the room to insure the readiness of that space. This means that the current occupant must maintain the following conditions: beds/mattresses be separated and dressers/drawers/closets (or any other furniture provided by the university) must be kept empty, unused and clean. Failure to prepare the space for a new occupant may result in a fine and/or conduct review.
 - E. The University reserves the right to make housing assignments, to move a student to another housing facility, consolidate open spaces and to remove a student from University Housing, when, in the University's opinion, general living conditions for any resident or the well-being

or all residents of that room/apartment to any vacant spaces. Students will be responsible for any financial differences. The University reserves the right not to allow a student to sign into a certain area based on academic performance or conduct history. The University reserves the right to change room occupancy at the conclusion of an academic year.

- A. Room changes are generally permitted throughout the academic year except for designated periods during the semester as stipulated by the Department of Residence Life and Housing. Students must follow the policy and procedures in room changes as announced by the Department of Residence Life and Housing. _____

_____. Room changes will also not occur while students are in temporary housing. Students that request a room change are responsible for any financial difference from one living area to another.

- B. No student will vacate, exchange, or transfer rooms/apartments without prior written authorization from the Department of Residence Life and Housing. _____

_____. Students who withdraw from University Housing without properly notifying the Department of Residence Life Housing and completing the appropriate paperwork will be assessed a \$50.00 improper checkout fee and an additional \$65 if their key is not returned. Students are not permitted to lease/sublease/rent any portion of the room/space/apartment.

- A. CHECK-IN/CHECK-OUT REQUIREMENTS. Students are responsible to check-in and check-out of assigned rooms as stipulated by the Department of Residence Life Housing. All students, for their own protection, are required to complete a

created in a room or apartment must be repaired by the appropriate University Department.

D. WORK ORDER REQUESTS. To submit a work order through SchoolDude (RWU's work order system), follow these steps:

- I. Log into the Facilities Work Order System (first time users, follow set-up prompts)
<http://www.myschoolbuilding.com/myschoolbuilding/mygateway.asp?acctnum=845191594>
- II. Complete the Maintenance Request Form: Select location, indicate area/room number, and provide a description of the problem or request
- III. Click Submit (The password is "password")

For questions or updates related to submitted work orders, please contact the Department of Residence Life and Housing.

E. ROOM/APARTMENT/PROPERTY AND BAG INSPECTION. The University reserves the right to

- ii. Personal belongings/furniture left in room/apartment
- iii. Room left dirty – Excessive cleaning of floors, carpets, walls etc.
- iv. Room painted
- v. Ceiling tiles damaged or

have received the pamphlet