

Santa Clara University Housing Office University Graduate Housing Contract

NAME:	Last	First	Middle	CAMPUS ID #:	
PERMANENT ADDRESS:	Street		City	State	
	Zip	Country	Phone	Preferred E-mail	

SEX: Female Male **BIRTHDATE:** _____ Month _____ Day _____ Year

ACADEMIC PROGRAM: Law Engineering Business Other (please specify) _____

ACADEMIC TERM OCCUPANCY IS TO BEGIN: _____ / _____ (Term/Year)

CONTRACT LENGTH: 10 Month Balance of academic year (If begins after academic year starts, specify start date _____)

CLASS STANDING WHEN OCCUPANCY IS TO BEGIN: 1st Year 2nd Year 3rd Year

HAVE YOU LIVED IN SCU RESIDENCE HALLS/APARTMENTS BEFORE? Yes No If yes, most recent academic term/year _____ / _____

The UNIVERSITY GRADUATE HOUSING CONTRACT (UGHC) is a legally binding agreement between the student and Santa Clara University, covering living accommodations in university housing. Both parties assume the rights and responsibilities outlined in the Terms and Conditions of Occupancy and all supporting documents upon acceptance of the student's request for housing by Santa Clara University. The UGHC is nontransferable.

The contracted period of occupancy is for ten months, or balance of academic year as specified above. A contract begins on August 9th for a Law student and on September 1st for a student of another graduate program. A 10 month contract ends on May 31st for a law student and on June 30th for a student of another graduate program. Students authorized to check in prior to the contracted period of occupancy may be assessed additional daily room charges. Any student who leaves university housing during the contract period without an official, written, approved release from the Housing Business Services Director or designee continues to be liable for charges during the contract period.

TERMS AND CONDITIONS OF OCCUPANCY

A. DEPOSIT INFORMATION A two hundred and fifty dollar (\$250) housing deposit must accompany the University Graduate Housing Contract. The deposit will be credited to the student's first room charge under the contract, except as stated in the "Contract Cancellation" section.

B. CONTRACT CANCELLATION Prior to the beginning of the contract period, the student may cancel the UGHC by submitting written notification to the Housing Office. The housing deposit is refundable less an administrative fee of \$100 until the June 30th preceding occupancy. The deposit is non-refundable for cancellations received after June 30th. A student requesting campus housing after the fall term begins will be subject to a \$100 forfeit fee if the student cancels the University Graduate Housing Contract after a housing assignment has been confirmed. Once a student has taken possession of the room, the contract remains in effect for the remainder of the contract period, unless a contract termination is granted by the Housing Office. Request for termination must be in writing (see Contract Termination section).

C. ROOM RATES Room rates are published prior to the beginning of Fall Term and are available from the Housing Office. Room charges are assessed by the quarter/semester and are due as billed by the Bursar's Office. Students who contract for university housing for less than a full quarter/semester will be assessed room charges according to the following schedule:

1. The minimum charge for students who take possession of (receive keys and check in) university housing is 20% of the term charges.
2. Students who move in within the first seven (7) days of a term will be charged from the first day of the term. Students who officially check out during the last twelve days of the term will be assessed the charges of the full term.
3. Students who maintain possession of a university residence for more than 20% of the term but less than 80% of the term will be assessed room charges on a prorated scale based on the number of weeks of occupancy.

Students who are administratively removed from university housing due to disciplinary action or administrative decision or withdraw from university housing during an academic year and who are not released from their contracts will continue to be assessed room charges for the remaining portion of the contract period.

(Please review additional Terms and Conditions on back of contract)

D. HOUSING AND OTHER CHARGES The student authorizes the University to post housing charges directly to his or her Bursar Account. The student understands that the charges may include, but are not limited to, room costs, fines for misconduct, reimbursement of damage costs, and lockout fees. The student should contact the Housing Office directly for a description of charges. The student is obligated to pay any balance in full by the invoice due date. If the student fails to comply with these terms, he/she will not be allowed to register for further classes or receive transcripts or diplomas and may be denied other university services. If the student fails to make timely payment of all or any part of assessed charges, the student will be liable to the University for all costs (including reasonable attorneys' and/or collection fees) the University incurs in pursuing collection against the student. The student understands and agrees to these terms and accepts any debt arising in connection with this Contract as the student's personal responsibility.

E. CONTRACT TERMINATION Any student who requests to vacate university housing shall give at least thirty (30) days written notice of intention to vacate and the reason therefore. This request may be made only under one of the following conditions: the student ceases to be a full-time registered student by reason of graduation, transfer, leave of absence, or termination of student status with the University; the student marries after the execution of the contract; the student wishes to withdraw from university housing for verified medical reasons; the student wishes to withdraw from university housing and the University is able to assign the room within two (2) business days. University housing space cannot be sublet. Student must provide appropriate written documentation to verify reason for request for contract termination. In the event the above conditions apply, student will be subject to a three hundred dollar (\$300) cancellation fee. The UGHC is terminated if the student withdraws from the University during the contract period. Cancellation by the University: A student removed from university housing or the University as a result of academic dismissal or disciplinary action must leave university housing within 24 hours of such notification. The student shall pay one hundred percent (100%) of the University Graduate Housing Contract room considerations. The University may also terminate or suspend the contract if the student breaches any of the terms and conditions of this agreement, including violations of the University's Student Conduct Code or administrative policies.

The undersigned also agrees to comply with all policies and procedures contained in the Santa Clara University Student Handbook. These handbooks are distributed at move-in or accessed at the Santa Clara University website at <http://www.scu.edu/studentlife/osl/oslpublications/stdhandbook/studenthbkm.cfm>.

I have received, read, understand, and agree to the terms of this University Graduate Housing Contract. In signing this contract, I agree to abide by the terms of this Contract, and agree that all information submitted on this form is accurate. Falsification of any information may result in revocation of this Contract and/or disciplinary action.

Full Legal Name (Print)

Student Signature

Date