Information Sessions
These sessions will explain the housing signup process and also answer any questions. Each session will present the same information.

Session #1
When: January 23, 2020 at 5:00 PM-6:00 PM
Where: Camp Hall - Meiggs Auditorium

Session #2
When: January 29, 2020 at 11:00 AM-12:00 PM
Where: Camp Hall - Meiggs Auditorium

Session #3
When: January 29, 2020 at 5:00 PM-6:00 PM
Where: Camp Hall - Meiggs Auditorium

Session #4
When: February 12, 2020 at 5:00 PM-6:00 PM
Where: Camp Hall - Meiggs Auditorium

Sign Up Process
1- Attend one of the Information Sessions.
2- Determine where you would like to live for the fall of 2020.
   (Come up with an alternative in case that space is not available)
3- Determine your eligibility for your desired space by using the Housing Options page.
4- Complete the Returning Student Housing Application.
5- Pay the necessary advance tuition deposit to the Business Office.
   (See Housing Options for required deposit.)
6- Sign up!! Go to the Hawks Nest Synago Room at prescribed time noted in the Sign Up Schedule.
   (One representative from the group may submit everyone’s completed paperwork.)
   (All housing spaces are on a first come, first served basis!)
WHITES CROSSING HOUSING SIGN UP DATES

<table>
<thead>
<tr>
<th>Day 1</th>
<th>2/17/2020 9AM-4PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>For What:</td>
<td>Whites Crossing Apartment Spaces Only (private bedrooms).</td>
</tr>
<tr>
<td>Where:</td>
<td>Hawks Nest Synago Room</td>
</tr>
<tr>
<td>Requirements:</td>
<td>*Must meet private room eligibility requirements for Whites Crossing.</td>
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<thead>
<tr>
<th>Day 2</th>
<th>2/18/2020 9AM-4PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>For What:</td>
<td>Whites Crossing Apartment Spaces Only (private bedrooms).</td>
</tr>
<tr>
<td>Who:</td>
<td>Any current resident of Whites Crossing.</td>
</tr>
<tr>
<td>Where:</td>
<td>Hawks Nest Synago Room</td>
</tr>
<tr>
<td>Requirements:</td>
<td>*Must meet private room eligibility requirements for Whites Crossing.</td>
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<thead>
<tr>
<th>Day 3</th>
<th>2/19/2020 9AM-4PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>For What:</td>
<td>Whites Crossing Apartment Spaces Only (private bedrooms).</td>
</tr>
<tr>
<td>Who:</td>
<td>Any current residential student.</td>
</tr>
<tr>
<td>Where:</td>
<td>Hawks Nest Synago Room</td>
</tr>
<tr>
<td>Requirements:</td>
<td>*Must meet private room eligibility requirements for Whites Crossing.</td>
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<thead>
<tr>
<th>Day 4</th>
<th>2/20/2020 9AM-4PM</th>
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</thead>
<tbody>
<tr>
<td>For What:</td>
<td>Whites Crossing Suite Spaces Only (double occupancy).</td>
</tr>
<tr>
<td>Who:</td>
<td>Any current resident of Whites Crossing.</td>
</tr>
<tr>
<td>Where:</td>
<td>Hawks Nest Synago Room</td>
</tr>
<tr>
<td>Requirements:</td>
<td>**Must meet double occupancy eligibility requirements for Whites Crossing.</td>
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<tr>
<th>Day 5</th>
<th>2/21/2020 9AM-4PM</th>
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<tbody>
<tr>
<td>For What:</td>
<td>Whites Crossing Suite Spaces Only (double occupancy).</td>
</tr>
<tr>
<td>Who:</td>
<td>Any current residential student.</td>
</tr>
<tr>
<td>Where:</td>
<td>Hawks Nest Synago Room</td>
</tr>
<tr>
<td>Requirements:</td>
<td>**Must meet double occupancy eligibility requirements for Whites Crossing.</td>
</tr>
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HOUSING SIGN UPS CONTINUED....

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<thead>
<tr>
<th>3/2/2020-3/6/2020 9AM-4PM</th>
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<tbody>
<tr>
<td>For What:</td>
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<td>Who:</td>
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<td>Where:</td>
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<td>Requirements:</td>
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* See Housing Options in packet for information regarding eligibility for Whites Crossing Private Rooms.
** See Housing Options in packet for information regarding eligibility for Whites Crossing Double Occupancy Rooms.
*** Traditional halls are Belk, Simons, Mixon, Dunn and Parker.
## Chowan University Housing Options

### Whites Crossing - Apartments
- **Room Type:** Private Room

### Whites Crossing - Suites
- **Room Type:** Double Occupancy Room

### Traditional Halls
- **Room Type:** Private Room

### Traditional Halls
- **Room Type:** Double Occupancy Room

#### Eligibility:
- Satisfactory Academic Progress
- Current with Business Office
- No Medical Holds
- No Judicial Holds

#### Deposit Required:
- $250 Advance Tuition Deposit* (non-refundable)
- $100 Advance Tuition Deposit* (non-refundable)
- $250 Advance Tuition Deposit* (non-refundable)
- $100 Advance Tuition Deposit* (non-refundable)

#### Laundry Plan:
- Private/Unlimited laundry in Whites Crossing apartment spaces.
- $45 LaundryBucks in community laundry room.
- $80 LaundryBucks in community laundry room.
- $45 LaundryBucks in community laundry room.

#### Residential Options:
- **Option: PVT-19**
  - Private Room
  - 19 Meal Plan
  - $25 Dining $’s
  - $5,655 per semester**
- **Option: DO-19**
  - Double Occupancy Room
  - 19 Meal Plan
  - $25 Dining $’s
  - $4,800 per semester**

- **Option: PVT-14**
  - Private Room
  - 14 Meal Plan
  - $75 Dining $’s
  - $5,490 per semester**
- **Option: DO-14**
  - Double Occupancy Room
  - 14 Meal Plan
  - $75 Dining $’s
  - $4,635 per semester**

#### Notes:
- Deposits are not refundable as they go towards the balance of your student account for the next semester.
- Pricing is subject to final approval by Board of Trustees.
- All residential plans include North Carolina meal sales tax.
- Students that do not meet eligibility are able to appeal to Whites Crossing Appeals Committee. Submit appeals to reslife@chowan.edu.

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*Rev.1/16/2020* housing app 2020-2021
Q: May I choose whom my apartment mates will be?
A: You may choose who your apartment mates will be assuming there is space at time of sign up. Additionally, all apartment mates will need to complete all requirements and must attend signup together (or appoint one person that delivers housing packets for all apartment mates) to Penny Hall at the designated time.

Q: May I sign up without apartment mate preferences?
A: Yes. In returning Student Housing Application, select Choose Apartment mates for me.

Q: What is satisfactory academic progress?
A: After year 1 = 1.5 GPA After Year 2= 2.0

Q: When do I sign up for a private room in Whites Crossing?
A: View the sign up schedule. If you live in Parker Hall, February 19th is the earliest you may sign up for a private room space. You must pay your deposit and meet all the requirements.

Q: I want to live in Whites Crossing, but I had a visitation violation in February of 2018.
A: You do not meet the requirements for Whites Crossing, but you may appeal that offense to the Whites Crossing Committee via an email submission to reslife@chowan.edu. If you win the appeal you will be approved to live in Whites Crossing.

Q: All the private spaces are full when I arrived to sign up?
A: You may be placed on the waiting list and will be notified when a space opens. You will then need to attend another signup time to pick another space that isn't private. In order to be placed on the list you must pay the private room deposit.

Q: May I choose whom my suitemates will be?
A: You may choose who your suitemates will be assuming there is space at time of sign up. Additionally, all suitemates will need to complete all requirements and must attend signup together (or appoint one person that delivers for all suitemates) to the Hawks Nest Synago Room at the designated time.

Q: Is my deposit refundable?
A: Deposits are not refundable as they go towards the balance of your student account for the next semester. If you are not returning to Chowan for the Fall 2019 semester you may request a refund on your deposit until May 30, 2019. If you deposited for a private room and a private room is not available, the deposit is not refundable as it goes towards your balance for the fall semester.

Q: I am signing up with a group, may one person from the group submit everyone's paperwork?
A: Yes. Everyone in the group must have completed their information and be in the group paperwork to ensure a problem free sign up!

Q: May I submit my paperwork early?
A: There will be few exceptions, but only those related to travel with regards to academic or athletic travel.

Q: I am not sure if I meet the requirements for Whites Crossing?
A: Visit Residence Life and speak to a staff person or email reslife@chowan.edu

Q: Where do I go to sign up for housing?
A: During the prescribed times during the signup schedule you will go to the Synago Room in the Hawks Nest. Times outside the sign up schedule would be to Residence Life located on the first floor of Penny Hall.

Q: May I change my meal plan after I sign up?
A: You will be able to make changes to your meal plan by contacting the Business Office at 252.398.6478. Students that do not enter a meal plan will be placed on the plan they were on during the previous semester.

Q: May I change my room assignment after I sign up?
A: Room changes will be limited to the constraints of spaces available.

Q: I am a female and I want to live in Simons Hall for the fall 2019 semester.
A: Simons is reserved for new students, you will only be able to live in Whites Crossing Suites. If they are full, you will be placed in Mixon Hall.

Q: How soon will I know my assignment?
A: You should know your assignment immediately and will be available for view on MyCU shortly after you have submitted your paperwork.

Q: Can a male and a female sign up for the same suite or apartment?
A: No.

Q: What do I do if I have a disability?
A: Students that require special housing accommodations, for disabilities, should make such request to Disability Services at (252) 398-6570 or disabilityservices@chowan.edu. To be considered for such accommodations, request must be submitted by May 1 for the Fall Semester and November 1 for the Spring Semester. All request are subject to approval and availability.

Q: How do I see if I am clear with the Business Office?
A: To check your Business Office status, log in to MyCU.
Whites Crossing Apartments:

Living Room:
Love Seat, 2 Lounge Chairs, coffee table, multi-shelf entertainment center & one high-top round table with four stools. This space also contains a closet with shelves for extra storage. (Whites Crossing B will have a larger counter with four stools instead of a round table).

Full Kitchen:
Refrigerator/Freezer with ice maker, garbage disposal, microwave, electric range, spacious cabinets.

Laundry Room:
Equipped with stack washer and dryer. You may also use this space a place to stow a vacuum and broom.

Bathroom:
Separate shower and sink area. Two sinks with storage, large mirror, and lighting. Shower with foot ledge. University provides shower curtain.

Bedroom:
Spacious private bedroom. Includes a full size bed that gives plenty of space for storage and even the ability to slide the included two drawer storage chests underneath. There is a large closet for hanging items and storage above. A standard table desk is provided with a Trey Chair™. At first glance Trey’s stance is purely a task chair. Yet its sophistication (and fun!) is revealed in three quick steps transforming it from task chair to floor rocker and table/stool, enhancing the unique and alternative study positions of today’s student. With Trey, studying at a desk becomes the exception and not the rule with flexibility to read, work on a computer, converse, even watch TV in the comfortable floor rocker and have a table to support a laptop, beverage, or even a friend!

Whites Crossing Suites:

Living Room:
Love Seat, 2 Lounge Chairs, coffee table, multi-shelf entertainment center & one high-top round table with four stools. This space also contains a closet with shelves for extra storage.

Partial Kitchen:
Refrigerator/Freezer with ice maker, garbage disposal, microwave, spacious cabinets and countertops.

Bathroom:
Separate shower and sink area. Two sinks with storage, large mirror and lighting. Shower with foot ledge. University provides shower curtain.

Bedroom:
Traditional occupancy bedroom. Includes two twin size beds that allow the residents to bunk their beds or set them up separately. Each resident will have two-two drawer storage chests that can be stacked or placed underneath their adjustable height beds. There are two closets for hanging items and storage above. Each resident is equipped with a standard table desk provided with a Trey Chair™ that is exclusively for Whites Crossing residents. At first glance Trey’s stance is purely a task chair. Yet its sophistication (and fun!) is revealed in three quick steps transforming it from task chair to floor rocker and table/stool, enhancing the unique and alternative study positions of today’s student. With Trey, studying at a desk becomes the exception and not the rule with flexibility to read, work on a computer, converse, even watch TV in the comfortable floor rocker and have a table to support a laptop, beverage, or even a friend!

Laundry:
A community laundry space is provided on the first level of each suite. Each resident can use their HawksCard to access laundry with the included $45 of LaundryBucks each semester. Laundry is made easy at Chowan with quick access to Laundry View which allows students to view when washers and dryer are available and complete. Users may even setup text alerts to be notified when their laundry has completed its cycle.

Whites Crossing Recreation Room and Volleyball Court:

Each Whites Crossing resident is afforded access to these spaces just by virtue of being a resident of the Whites Crossing community.

The recreation room is located on the first floor of Building E. The room boasts of a mini-workout facility which includes; a stationary bike, a treadmill and an elliptical machine. If you just want to blow off some steam with some friends, come play a round of pool on our 8ft. Chowan blue pool table. This space also includes a study area, two 50” inch TVs, restroom, and water fountain.

You may choose to play a volleyball game with your suitemates in the sand volleyball court located on the west side of Building E.

There is also a Multi-Purpose room with kitchen for community programs or if you just want to have a Birthday Party for your friend (noise and occupancy limits are enforced).

Housekeeping:
Whites Crossing residents are required to maintain their living spaces, including restrooms. Large trashcans are available on the first floor for bagged trash. Room inspections will occur on a monthly basis. Housekeeping is only provided in breezeways and common laundry and kitchens areas on the first floor of suite buildings. Students should provide all necessary paper products as well as trash cans for their bedrooms, bathrooms, and kitchens.
Returning Student Housing Application

All housing spaces are on a first come first served basis.

1: Student Information

ID#:________________________________

Last Name:___________________________________
First Name:___________________________________
Middle Initial:________

Current Hall and Room # ______________________

Mobile #:____________________________
Alternative Phone:  ____________________________

Email Address:___________________________________________________________

Current Classification:  _____ Freshmen  ______ Sophomore ______ Junior ______ Senior______

2: Housing Options (select an option)

**Students that require special housing accommodations, for disabilities, should make such request to Disability Services at (252) 398-6570 or disabilityservices@chowan.edu. To be considered, for such accommodations, request must be submitted by May 1 for the Fall Semester and November 1 for the Spring Semester.

Whites Crossing- Apartments

Choose Residential Option:

_____ PVT-19  _____ PVT-14  _____ PVT-10

See Housing Options in Packet!

Choose apartment mates for me.

Please place me with the following individuals.

Bed A  Share Restroom
Bed B  Share Restroom
Bed C  Share Restroom
Bed D

**All paperwork for desired apartment mates must be submitted together in order to be honored.

One representative from the group may submit everyone’s completed paperwork.

Whites Crossing- Suites

Choose Residential Option:

_____ DO-19  _____ DO-14

See Housing Options in Packet!

List desired roommate*.

Choose roommate for me.
Choose suitemates for me.

Please place me with the following individuals.

Bed A  Share Restroom
Bed B  Share Restroom
Bed C  Share Restroom
Bed D

**All paperwork for desired suitemates must be submitted together in order to be honored.

One representative from the group may submit everyone’s completed paperwork.

Traditional Halls

Room Type:
Private Room

These spaces, if available, will become available after the fall semester begins. These will be offered to those on the private room waiting list first.

Check here if you would like to be considered for one of these spaces.

Traditional Halls

Choose Residential Option:

_____ DO-19  _____ DO-14

See Housing Options in Packet!

These spaces are going to be primarily available in Dunn Hall for males. If necessary, additional female space will be made available in Mixon for females.

List desired roommate*.

Choose roommate for me.

* Roommates must submit paperwork together in order to be honored.

One representative from the group may submit everyone’s completed paperwork.

3: Terms and Conditions (initial)

ALL STUDENTS MUST INITIAL AND SIGN!

I understand that my room assignment, roommate or building can change at anytime, without notice.

I understand failure to pay or make satisfactory arrangements with the Business Office, by August 1, 2020, for the fall 2020 semester balance may result in losing my room reservation if other students are waiting for a room.

I understand that I will be subject to, at least, monthly health and safety inspections by my RA, Residence Life Staff and/or Maintenance Staff.

Signature____________________________ Date_______/_______/_______

Returning students who signup after May 8, 2020, will be placed on the “Returning Student Waiting List” until a room is available and the student is cleared by the Business Office.

WHITES CROSSING RESIDENTS MUST INITIAL AND SIGN!

I understand that I am responsible for the cleanliness of my space and Chowan University is not responsible for providing housekeeping services/cleaning supplies or paper products for my apartment or suite.

I understand that if I fall below the eligibility requirements I am subject to being dismissed from Whites Crossing.
Authorization to Release Information (FERPA RELEASE)

Students Name (Print Name)
First ____________________________ Middle ____________________________ Last ____________________________

In accordance with the Family Educational and Privacy Act of 1974 (FERPA), I, the undersigned, hereby authorize Chowan University to release the following information from my educational record:
1. Student Conduct Information
2. Grades
3. Academic Standing

If you wish for information to be released, please list those name(s) below.

| Name: ____________________________ | Name: ____________________________ |
| Address: __________________________ | Address: __________________________ |
| Relationship to Student: ___________ | Relationship to Student: ___________ |

| Name: ____________________________ | Name: ____________________________ |
| Address: __________________________ | Address: __________________________ |
| Relationship to Student: ___________ | Relationship to Student: ___________ |

I understand that (1) I have the right not to consent to the release of my educational records; (2) I have the right to receive a copy of such records upon request; (3) and that this consent shall remain in effect until I revoked by me in writing, and delivered to the Department of Student Affairs at Chowan University.

Signed this _______ day of ______________________, 201____.
Date ____________ Month ____________ Year ____________

Signature of Student

Emergency Contact Information:

Student Contact Information:
Name: ____________________________ Mobile Number: ____________________________ Provider: ____________________________
  First ____________ Last ____________ MI ____________ Verizon, Sprint, etc

Permanent Address: ____________________________

Father/Guardian Information
Name: ____________________________ Preferred Phone Number: ____________________________
  First ____________ Last ____________ MI ____________

Home Phone Number: ____________________________ Work Phone Number: ____________________________

Mother/Guardian Information
Name: ____________________________ Preferred Phone Number: ____________________________
  First ____________ Last ____________ MI ____________

Home Phone Number: ____________________________ Work Phone Number: ____________________________
I. Contract Period
This Contract provides you, the student, with space in campus housing for the entire academic year. This Contract binds a student to pay room and board charges for the academic term specified above. The opening and closing of all campus housing will follow the University academic calendar in accordance with a schedule published by the Registrar. The student is expected to occupy the room on the date and times scheduled for residence halls opening and leave on the date the residence halls are closed. Exceptions must be arranged and approved in advance with the Director of Residence Life or his/her designee. Unless the Director of Residence Life or his/her designee gives written approval, students are expected to check into their assigned rooms by the beginning of the FIRST DAY OF CLASSES. Failure to do so may be considered in violation of this Contract and the loss of the assigned room. Residence Halls are closed during the Christmas Break. Closing of residence halls requires that all residents vacate their rooms within twenty-four (24) hours of their last exam or by noon of the day following the end of semester exams, whichever comes first; seniors must vacate their rooms by 3:00 pm on the day of Graduation. Residents may not occupy or leave personal belongings in any room before the halls are officially opened or after they have officially closed at the end of the academic year. University Policies: Students living in residence halls are expected to be familiar with and abide by all rules and regulations specified in the University Catalog and Student Handbook.

II. Resident Meal Plan Requirement
All resident students are required to select and purchase a meal plan as part of their Housing Contract.

III. Eligibility Requirements
Full time students are required to live on campus unless they are:
A. Married
B. 23 years of age or older prior to the beginning of the academic year
C. Veteran of the United States military
D. Living in the community with parents or guardian (within 40 miles of the campus)

Students must be enrolled in full-time (12 semester hours) to qualify to live on campus. Students who are living in a residence hall and reduce their semester hours, for any reason, at any time, will not be permitted to remain in the residence halls. No room refund will be given to a student who is required to move out for enrolling in less than twelve (12) semester hours. The Chowan University Board of Trustees and the Administrative Council, under the advisement of the Division of Student Affairs, have developed a policy which allows ten (10) percent of the Junior class and twenty-five (25) percent of the Senior class to live off campus based on a complete application meeting all requirements. If more than this percentage is interested in living off campus, decisions will be based on descending grade point averages and this application.

The requirements to live off campus are:
A. Must be a Junior or Senior rank
B. Must have a 2.75 grade point average or better
C. Must have a good campus judicial record
D. Must be pre-approved by the University before contacting the landlord.

IV. Contract Cancellations Prior to the Opening of Academic Year
Prior to the beginning of the Contract period, the student may cancel the Housing Contract by submitting written notification to the Residence Life Office. Failure to make required deposits or payment of account balance (or satisfactory business arrangements) by August 1, 2020 will result in losing the room reservation for the Fall 2020 semester.

V. Contract Cancellations After the Start of Academic Year
The Contract may be terminated after the start of each semester only for the following reasons: withdrawal, marriage, or circumstances that are determined by the University to be beyond the student’s control. Documentary evidence will be required to show cause for cancellation. It should be noted that the University has a limited refund (charge reduction) policy when a student officially withdraws from school. A student leaving the residence hall after registration or leaving for disciplinary reasons is not eligible for a refund and is liable for the entire semester’s charges.

VI. Contract Cancellations at the End of the First Semester
The Contract may be terminated at the end of the first semester without penalty for the following reasons: graduation, withdrawal, ineligibility to continue enrollment due to a failure to meet academic requirements or failure to enroll a second semester. The student is responsible for room and board charges until written notice is received and approval given by the Director of Residence Life or his/her designee.
VII. Contract Termination by the University
The University reserves the right to terminate this Contract at any time for good cause. Examples of good cause include, but are not limited to: 1) Failure to make payment of required charges by announced deadlines; 2) A change in student status including academic and disciplinary suspension; 3) Failure to comply with state or federal laws, campus housing policies and regulations, and/or rules and regulations adopted by Chowan University; 4) Failure to occupy the assigned space before the established deadlines of each semester, or abandonment of the space by the resident who is enrolled at the University, may result in the termination of this Contract by the University with the student being held responsible for room and board charges for the entire academic year. A resident whose Housing Contract is terminated by the University due to judicial reasons may forfeit the housing payment for the academic year. A student removed from University housing as a result of academic dismissal or disciplinary action must leave University housing within twenty-four (24) hours of such notification.

VIII. Room Reservation Policy and Procedures
All returning resident students must submit a properly completed Housing Contract, Returning Student Room Sign-up Application, present receipt from payment of required deposit, Authorization to Release Form and Emergency Contact Information Form before a room will be reserved. New students enrolling for the fall semester should submit the Housing Contract, Housing Preference Form, the Medical History and Evaluation Form, Authorization to Release Form and Emergency Contact Information form. The room is rented to the student for actual use and occupancy of the assigned student and shall not be used for anything other than its intended educational purpose. Most rooms are designed for double occupancy with a few designated as single rooms. Private rooms are assigned on a space-available basis with priority given to continuing students.

Failure to Occupy: If a student fails to occupy the assigned room by the first day following registration without giving the Residence Life Office proper written notice of late arrival, the student’s room assignment may be canceled.

IX. Assignment Rights
The University reserves the right to assign rooms to make effective use of available space, to consolidate students, and to use unoccupied space in any facility. This agreement does not guarantee specific assignments or roommates. The University reserves the right to reassign any student at any time. Possible reasons for reassignment include, but are not limited to when, in the opinion of the Director of Residence Life or his/her designee, a student is considered (a) disruptive to his or her residential community, (b) incompatible with his or her roommate, or (c) unwilling to abide by University rules and policies. Other reasons include, but are not limited to “Acts of God”.

Assignments will normally be made on the basis of two students per room. However demand for housing may require that the University assign three students per room, and, thus the University reserves the right to assign students in this manner. Students may also be assigned to a temporary space. Students so assigned will be reassigned to double occupancy spaces as they become available. Students who have not contracted for single occupancy, do not have a roommate, and have been requested to consolidate but have not, must either change rooms or pay the single room rate. Failure to maintain one’s space in a manner welcoming a new roommate may result in judicial action. Residents do not have the authority to refuse potential roommates. When possible, the Residence Life Office will notify you in advance of a new assignment to your room. Residents may be charged for loss of use of a vacant space if conditions or situations in a room make it difficult for someone to move in. This includes not maintaining a clean and safe environment, being rude to prospective residents, not leaving enough space within the room for someone else’s belongings, or driving current roommates out of the living environment by being uncooperative or intolerable. WHERE THERE IS A VACANT SPACE, THE ROOM MUST BE MAINTAINED IN A MANNER BY THE OCCUPANT(S) THAT WILL ALLOW ANOTHER STUDENT TO MOVE IN IMMEDIATELY.

X. Room Change
A student may not change rooms during the first two weeks of the semester except under extenuating circumstances. All room changes must be approved of in writing by the Director of Residence Life or his/her designee prior to a student’s moving. A $25 fee will be charged for processing a room change request except during the open room change period. Unauthorized room changes may result in termination of the student’s Housing Contract and/or assessment of a disciplinary fine. Students who make an unauthorized room change may be required to return to the original assignment, denied the opportunity to participate in any other room change, and assessed a $100 fee for an unauthorized room change, in addition to the $25 room change fee.

XI. Check-In Deadline
The University may cancel the reservation of a student who fails to officially check in to his/her assigned space officially before 9:00am on the first day of classes or, if during the semester, twenty-four (24) hours after this Contract is signed, unless prior written notice of late arrival is received by the Residence Life Office. Official check-in means (a) acceptance of access to the building and assigned room (key/card access) by the student and (b) receipt of the Room Inventory Form. If the Room Inventory Form is not completed within three (3) business days of the time of check-in, the University will assume the assigned room was in good, safe and clean condition at the time of possession.

Students who arrive before or stay after the official opening and closing periods will be charged $100 per day, if they are housed. HOUSING IS NOT GUARANTEED PRIOR TO OPENING OR AFTER CLOSING.

XII. Check-Out Procedure
At the conclusion of the occupancy period, residents are expected to follow established check-out procedures which include, but are not limited to: removal of all personal belongings; return of all issued keys to the Residence Life Office; clean room and completion of the check-out portion of the Room Inventory Form. Failure to follow checkout procedures (i.e. moving out late or not returning keys in a timely manner) will result in an improper checkout charge of $100.00 and a lock rekey charge of $75. Any charges incurred from Housekeeping will be passed on to the student.

XIII. Departing Campus Housing
Should this Contract be terminated, the student will be required to vacate within twenty-four (24) hours unless special permission, in writing, has been obtained from the Director of Residence Life or his/her designee. In the event the student does not vacate within the allowed time period, any property of the student remaining in the room or building may be treated as abandoned property. All charges for removal and disposal will be assessed to the student.

XIV. Room Entry and Inspection Policy
Room entry and inspection may occur periodically. The University balances the right to privacy of the students with the responsibility to maintain a safe environment for all students and staff. The University will take reasonable steps to ensure the residents of a room receive notice prior to entry for the purpose of verifying occupancy and/or inspections. The University also reserves the right to enter a resident’s room without notice to: (a) respond to real or reasonably perceived health, safety and welfare emergencies, (b) ensure evacuation during fire alarms, (c) during vacation periods (d) respond to situations where there is reasonable cause that a violation of law, University guideline, policy, or rule is taking place, (e) where there is reasonable cause to believe that activities are taking place which are detrimental to the University community, (f) inspect, maintain, and repair University property (g) verify occupancy, (h) health and safety inspections, (i) check for cleanliness. Under such circumstances, it is not necessary that the room’s resident(s) be present; nor will a resident’s refusal, either verbal or physical, prevent an entry or inspection. By entering into this Housing Contract the student consents to the room entry and inspection under those circumstances indicated.

XV. Damages
The student is responsible for all damages to their room and its furnishings and understands that the cost of repairs and replacements, beyond normal wear and tear, will be charged to all residents of the room. Residents are expected to take every precaution to assure that communal property is not abused. IN HALLS OR SECTIONS WHERE THE UNIVERSITY HAS DETERMINED THAT THERE IS UNDUE ABUSE OF UNIVERSITY PROPERTY AND THE RESPONSIBLE INDIVIDUAL(S) CANNOT BE IDENTIFIED, ALL RESIDENTS WILL BE HELD RESPONSIBLE FOR PAYING A PRORATED SHARE OF THE COST OF REPAIRING /REPLACEMENT OF SUCH DAMAGES.
Students are expected to report damages and/or room issues, within their living space, immediately to Residence Life and/or the Maintenance department.

XVI. Campus Housing Facilities and Policies

All residence hall rooms are furnished with single beds, institutional mattresses, desks, chairs, closets/wardrobes, dressers and blinds. Students may not place their mattress on the floor for sleeping or bring water filled furniture into campus housing. Students may not stack furniture, remove University-provided furnishings from his or her room, remove furnishings from common areas, disassemble furniture, or detach fixed furnishings without written consent from the Residence Life Office. Students are responsible for the condition of rooms, furnishings, and fixtures furnished by the University, less normal wear and tear. The student agrees to submit a Room Inventory Form at the time of check-in. Upon check-out, the student will pay for missing furniture, repair of and damages beyond normal wear and tear to restore the room and/or furnishings to the condition noted on the Room Inventory Form. Students who wish to bring additional furniture into their room must adhere to all North Carolina State Fire Codes. STUDENTS MUST USE UNIVERSITY PROVIDED MATTRESSES!! All furniture must be flame retardant. Residents are encouraged to decorate their rooms. Pornographic materials, drug-related paraphernalia, and identifiable alcoholic beverage containers are not approved decorations. Nails, screws, bolts, etc. are not to be put into walls, ceilings, floors, or furniture.

Appliances/Equipment - Campus housing has varying design and construction. The University reserves the right to impose reasonable requirements with respect to the use of appliances or equipment in campus housing. Some examples of items not permitted in campus housing are listed below. However, this list is not all inclusive. If students have questions about specific items not listed, they are directed to the Residence Life Office for clarification. Those items not allowed are: halogen lamps, toaster ovens, hot plates, deep fat fryers, gas or charcoal grills, power tools, air conditioners, mopeds, motorbikes, or motorcycles. All electrical appliances must be UL (Underwriters Laboratory) approved.

Pets - Pets are not permitted in University housing except for fish in tanks not larger than a 10-gallon capacity and trained guide dogs for the visually/hearing impaired.

XVII. Community Policies

Students who attend Chowan University should be prepared to live in a way that reflects consistency with the purpose of the University and in a manner that demonstrates respect for the rights of others and the University. Successful residence hall living requires all individuals to be mindful of their rights and responsibilities. Residents have a right to study, rest, and relax in a pleasant, safe, and clean environment. The University, with the assistance of all residence hall students, is responsible for maintaining conditions that contribute to wholesome residential living. Harassment or the use of grossly abusive language with insults, taunts, or challenges directed at another person is prohibited. Students are expected to recognize and respect the authority of University staff and to comply with requests they make in the performance of their duties.

Rights of Others: In order to maintain the academic atmosphere of the residence halls, students are expected to conduct themselves in a considerate manner with regard to the rights, safety, and needs of others. Accordingly, students are obligated to live in a cooperative manner with roommates and other residents.

Fire Safety: Fire safety is everyone’s responsibility. Remember to only use heavy duty UL approved extension cords. Also, live Christmas trees, candles, halogen lamps, non-electric fuel lamps and lanterns, simmer pots, and incense may not be used or kept in campus housing.

Safety and Security: The University has adopted policies that are designed for the safety and security of those living in campus housing. Students are required to carry their University ID card at all times and to present it to University officials upon request. Residents who enter or leave by locked security doors are responsible for leaving the door in a secured and locked position. Propping open of doors is not allowed. Students are expected to exercise care and respect for University property. Theft, vandalism, and unauthorized entry into a restricted, locked, or closed campus housing space not specifically assigned to the student is prohibited. The University provides a certain level of security for the residence halls. However, the University makes notice to the students that the effectiveness of these security precautions is dependent on the student making appropriate use of security measures and/or devices.

Quiet Hours and Visitation: Residents are expected to be quiet and orderly at all times, but especially quiet and considerate of others from 10:00pm until 10:00am. During finals week, quiet hours will be in effect twenty-four (24) hours per day. Visitation hours are for members of the opposite sex to visit in each other’s residence hall rooms. Residents are responsible for upholding all University and campus housing policies and for informing their invited guests of said policies. Residents are held responsible for the behavior of their guest(s). Both visitation and quiet hours are posted in the Chowan University Student Handbook. The University reserves the right to change the visitation policy, as it deems necessary.

XVIII. Housekeeping

The student shall maintain assigned space in an orderly, safe and sanitary condition. University personnel provide housekeeping services in common areas, such as lounges, hallways, and community bathrooms. In the event that rooms are not maintained in a sanitary condition, a health and safety inspection will occur.

XIX. Keys

Keys are the property of the University and must be returned when the student moves from a room. Room keys may not be duplicated or lent to anyone else. Possession of another student’s room key is prohibited. Failure to return room keys at the end of the Contract period will result in a $57 fee to rekey the lock on the door. Residents may not install their own locking devices on room doors. Those violating this policy or possessing keys other than the one assigned are in violation of this Contract and subject to judicial action.

XX. Construction and Renovation

Construction is expected to occur during normal daylight hours and may result in increased noise and dust in the area with both planned and unplanned utility shutdowns. By signing this Contract, the student agrees that he or she has been advised of said scheduled construction and has acknowledged that there will be disturbances and disruptions resulting from such construction and has agreed to such.

XXI. Lofts

In regards to loft/bunk bed safety, the student assumes full financial and personal responsibility for any risks arising from the use of lofted or bunked beds and hereby holds Chowan University, its officers, trustees, and employees harmless from any and all damages, injuries, including death, regardless of negligence, arising from the students use of such beds.

XXII. Personal Property

The student is responsible for the custody and security of personal belongings at all times. The University assumes no responsibility for loss or damage to personal property due to fire, theft, flood, storm, water leaks, interruption of utility service, or other causes. Students are encouraged to consider purchasing personal property insurance to cover loss or damage to personal property or facilities. The University assumes no responsibility for property left after termination of occupancy.

XXIII. Liability

The University shall assume no responsibility, and the student or other party to this Contract shall indemnify and hold harmless Chowan University and its agents and employees, for any and all claims arising from personal injury or for the loss, damage, or theft of personal property belonging to, or in the custody of the
student(s) for any cause whatsoever, whether such losses occur in student rooms, public areas, or elsewhere in or around the residence halls. The student is encouraged to carry insurance for protection against such losses. Students are encouraged to review family homeowner’s insurance policy or to carry personal renter’s insurance.

XXIV. Photo Release
Photographs or recordings may be taken by the university or its designees in public areas of the Chowan University campus and regional centers and at university events. The university may use such photographs or recordings to document, promote, or provide information about the university and its programs without prior consent by individuals depicted or recorded in them. Public areas include but are not limited to outdoor areas, classrooms, laboratories, library, athletic facilities, residence hall common areas, dining and gathering facilities, meeting rooms, and performance spaces. A student has the right to refuse to permit the release of any or all directory information, and/or the use of her/his image or voice (if clearly identifiable in photograph or recording), without the student’s prior written consent. Any refusal must be received in writing by the registrar prior to the end of the second week of the academic year, and designate the information not to be released.

XXV. Disability Accommodations
Students that require special housing accommodations, for disabilities, should make such request to Disability Services at (252) 398-6570 or disabilityservices@chowan.edu. To be considered for such accommodations, request must be submitted by May 1 for the Fall Semester and November 1 for the Spring Semester. All request are subject to approval and availability.

XXV. Right to Modify.
The University reserves the right to make and promulgate such modifications or additional rules and regulations, or both, which may be reasonably necessary or appropriate for the safety, care, and general welfare of the student, and to adjust charges or costs for accommodations, facilities, and dining services.

XXVI. Entire Contract
This Contract and all University rules, regulations, policies and procedures incorporated herein or by reference, form this Contract. Any violation of this Contract may result in termination of this Contract and/or judicial action. No modification of this Contract will be enforceable unless reduced to writing and signed by both the student and the Director of Residence Life or his/her designee. Violations of any of the requirements in this Contract, those promulgated by the Residence Life Office, or those outlined in the Chowan University Student Handbook, which are incorporated herein by reference, will be considered a violation of this Contract and ground(s) for termination of this Contract and removal from University housing. Violations are referred to appropriate University personnel for judicial action.

XXVII. Book Program Notice
Students who receive books/course materials through the Hawk Flight Program MUST return their books/course materials before final departure from campus each semester. We anticipate that students will turn in their respective Hawk Flight Books/Course Materials at their final exams/projects for each course. Students who leave the University before the end of the semester should return their Hawk Flight Books and Course Materials to the Business Office, Financial Aid, Student Success Center, or the University Bookstore before final departure from campus. Failure to return your Hawk Flights Books/Course Materials WILL result in the replacement of each book/course material being charged to your student account at new book/course material prices. Please return your Hawk Flight Books and Course Materials to avoid these expensive penalties!

ALCOHOLIC BEVERAGES, ILLEGAL DRUGS, FIREWORKS, FIREARMS, AND WEAPONS ARE NOT ALLOWED ON THE CHOWAN UNIVERSITY CAMPUS!

I hereby certify to have read this document, titled Chowan University Housing Contract, in full and understand and accept the terms thereof. I acknowledge that the University will not agree to this Contract unless personal guarantee of payment of all charges or obligations is made. I understand that this Contract obligates me to abide by all housing policies in this Contract and The Student Handbook. I verify that the information I am providing is accurate. I also understand that housing assignments are made on a first come, first served basis.

Resident Student Signature (Required) Date

Print Resident Student Name (please print)

If student is under 18 years of age, a parent or guardian must sign in addition to the student.

Parent/Guardian Signature Date

Parent/Guardian Name (please print)

Updated: 1/03/2020

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