

STUDENT HOUSING

The University student housing program is based on the concept that there is a relationship between the student's living environment and the achievement of educational goals as well as the development of personal and social maturity. This environment must lead to the student's self-direction and the assumption of personal responsibility.

RESIDENCE HALLS

Until available residence hall space is exhausted, all University students are required to live in University residence halls. An exception to this policy will be granted to students upon proof of any one of the following circumstances.

1. Students who have earned thirty or more semester hours of credit. Students will be permitted to select their place of residence at the end of the semester in which they earn the thirty semester hours. Proof of credit earned will be provided through University records.
2. Students who have lived in University residence halls for two semesters (two summer sessions count as one semester). Proof of prior residency required.
3. Students who are married. Proof of marriage to be provided through a certified copy of the marriage license.
4. Students who are twenty-one years of age or older prior to the beginning of the semester for which enrollment is sought. Proof of age to be provided through University records or certified copy of birth certificate.
5. Students who live at home with their parents within a fifty-mile radius of Charleston. A notarized statement from parents is required.
6. Students who, by reason of medical necessity, require special housing. Signed statement from a University Health Service Physician required.

Accommodations

Rooms in University Residence Halls are primarily for double occupancy although a few single, triple, four-person and five-person rooms are available in addition to the four-person and six-person suites in Stevenson Tower.

Residence halls are officially closed between semesters and during vacations lasting more than one day and during weekends that may precede or follow such closed periods without intervening days of school. Residence halls will close for a vacation or semester end four hours after the end of the last class examination.

Applications and Assignment

An application for University housing shall be submitted to the Student Housing Office. Application for admission to the University does not constitute an application for housing. A \$50 deposit must accompany the application. Twenty-five dollars of the deposit is an application fee and is non-refundable even if the student is not admitted to the University. The balance (\$25.00) of the deposit is held by the University as a damage fee and a guarantee of contract fulfillment. That portion of the deposit will be refunded upon written request and in accordance with the terms of the residence hall contract.

Residence hall accommodations are granted on a priority basis. Space is assigned after the application is completed according to the date the deposit is received in the Cashier's Office.

Charges

All charges for room and board are to be paid in full on the dates specified by the University. A 1% finance charge will be applied on a monthly basis to the outstanding balance. Failure to make the payments according to the terms of the contract could result in cancellation of the contract and forfeiture of the deposit.

The University reserves the right to increase residence hall charges, if necessary, during an academic year, with the understanding that at least forty-five days notice will be given.

Refunds

Room rent is not refundable except as stated below or in the residence hall contract. A student who withdraws from the University during a semester or term will be charged room rent for the semester or term, unless the halls are filled to capacity. Board is refunded from the end of the week in which the student leaves the residence hall and the University.

Refunds may be awarded under the following circumstances:

1. A student (a) withdraws from the University and does not return for the next semester, (b) has an off-campus student teaching assignment, (c) graduates, or (d) is academically dismissed from the University.

If the student withdraws from the University and does not return for the next semester, if cancellation of the contract is received after the stated deadline for the semester or term, and if the residence halls are not filled to normal capacity (100%) on the tenth day of the semester, a late cancellation charge will be assessed.

2. A student is not admitted to the University.
3. A student who cancels the contract and moves from the residence hall but does not withdraw from the University shall be held responsible for the entire year's payment.

4. A student who is expelled from the residence hall for disciplinary reasons under the provisions of the [Student Conduct Code](#) shall be responsible for the full rent charges for the year and for board charges through the week in which the student leaves the hall.

Sanctions for Violations

Housing probation status is imposed for behavior which indicates unwillingness or inability to conform to the standards for living on campus. It requires that the student demonstrate for a specific period of time that he/she is capable of conduct in conformance with University residential standards. Students on Housing Probation may not represent their residence on any executive council, committee, judicial board, or intramural team, or as a member of the Residence Hall Association, nor are they eligible for NRHH or RHA awards. Other reasonable and appropriate restrictions or conditions on residence hall activities and privileges during this probationary status may be imposed, including periodic conferences with a Counselor, or imposed reassignment. Any significant violation of the [Student Conduct Code](#) while on Housing Probation will normally result in suspension from on-campus Housing, or such other appropriate sanction as the adjudicator may recommend.

UNIVERSITY APARTMENTS

The University Apartments are designed to provide inexpensive living facilities for students with families and single graduate students. All occupants are subject to institutional behavioral standards as contained in the [Student Conduct Code](#) and applicable University regulations. Student residents are responsible for the behavior of their non-student spouses, children, and guests.

Accommodations

University Apartments consist of one-bedroom and efficiency apartments. Utilities, including telephone and cable television, are furnished by the University.

Applications and Assignments

Applications must be submitted to the Student Housing Office. A \$50 deposit must accompany the application. Twenty-five dollars of the deposit is a non-refundable application fee. The balance of the deposit (\$25.00) is held by the University as a damage fee and a guarantee of contract fulfillment and will be refunded in accordance with the terms of the contract.

All assignments are made on the basis of date of application according to the following eligibility requirements:

1. Applications from student families and single graduate students are considered first. Student families include married couples where at least one member of the family is a student at the University and single-parent families. Applications from students who are single parents will be considered only if the child or children will be living full-time in the University Apartments.

Proof of eligibility must be provided as follows, prior to housing assignment:

- a. For student families a certified copy of the marriage license is required. A minister's copy or a Xerox copy without the appropriate seal will not be acceptable.
 - b. For a single parent a certified copy of each child's birth certificate is required.
2. When all eligible applicants who are student families or single graduate students have been assigned, consideration will be given to single undergraduate students who have completed 90 semester hour.
 3. All student residents must be enrolled in at least five semester hours at the University. If a resident drops below five semester hours, the resident may be required to move.

Charges

Rental charges are made on a semester basis and are payable in advance in accordance with the housing contract.

Refunds

Rental charges are not refundable.

Approved:
President
July 30, 1997

Monitor: Vice President for Student Affairs