

NOTICE: Each resident is responsible for and agrees to adhere to all health, safety, and security protocols in University Housing. Health, safety, and security protocols are subject to change at any time. Residential students can expect to be notified of specific COVID-19 protocols. It is anticipated that these protocols will evolve as the public health situation evolves and may include, but are not limited to: social distancing, limitations on mass gatherings, wearing a face covering, diagnostic and surveillance testing (including before or upon arrival to campus), contact tracing, disinfection protocols, limitations on guests, and quarantine / isolation requirements (including before or upon arrival to campus). In the event of a conflict between any health, safety, and security protocols and this Housing Agreement, the health, safety, and security protocols will apply.

University Housing is defined as any room, suite, or apartment in which an Arcadia University student resides and for which the student compensates the University. The University Housing Agreement details an agreement between Arcadia University and the undersigned student. The occupancy in University Housing and any University sponsored housing, shall be contingent upon the agreement to the following terms and conditions. Updates and corrections will be made by the University as they become necessary, and notice of material changes will be provided.

General Terms and Conditions

University Housing Costs

Costs for Housing for 2022 - 2023 academic year are listed below:

Single Bedroom: \$4900

Double Bedroom: \$4200

The University will provide students who register for University Housing with said University Housing and a meal plan (if applicable – see “Meal Plans” below) in the University dining hall for the academic year, excluding scheduled vacations and break periods. Student rooms may be occupied on the day before classes begin for the semester or on the day before classes resume after scheduled vacations and break periods. It is the responsibility of the student to become familiar with University Housing closing and opening dates.

Eligibility for University Housing

All students must be enrolled full time and carry at least (12) credits each semester to be eligible to reside in University Housing. If a student falls below twelve (12) credits in either semester, they may be removed from University Housing. Students may appeal to the Executive Director of Campus Life to remain in University Housing if extenuating circumstances arise.

The University reserves the right to cancel the University Housing Agreement, or to reassign to other accommodations, any student whose actions have been determined to be detrimental to the welfare of other students residing in University Housing. This includes but is not limited to violations of any of the terms and conditions contained herein or of any policies and regulations, including, but not limited to, those listed in the Student Handbook (<https://www.arcadia.edu/student-handbook>) or in the University Policy Library (<https://www.arcadia.edu/university/university-policies/policy-library>). Students are also expected to abide by the University's Interim Felony Conviction Policy (<https://www.arcadia.edu/student-handbook/residence-commuter-life-policies-procedures/residence-hall-policies/interim-felony>), which, among other provisions, requires students to notify Campus Life in writing if convicted of a felony. The University may cancel the University Housing Agreement and take possession of any room at any time in the event of a student's failure to pay in a timely fashion, or to have paid on the student's behalf, any amounts owed to the University, regardless of whether or not the delinquent bill is related to University Housing.

Occupancy

A minimum number of residents as determined by the University should be maintained in all rooms, suites, and apartments at all times during the academic year. If the number of residents falls below the minimum, the University reserves the right to assign students to the vacant space(s) and / or relocate residents to meet the minimum requirement. Exempt from this would be housing-related disability accommodations.

Room Assignments

While an effort will be made to honor a student's preferences, the University reserves the exclusive right to assign rooms and alter room assignments with or without notice to the student and without consideration of the room type or room rate. Any assignments will ensure

that housing-related accommodations facilitated by DSS are respected. While an effort will be made to communicate room assignment changes to a student in a timely manner, the University reserves the exclusive right to make such assignments and alterations, including filling any vacant space and to consolidating students in partially filled rooms / suites / apartments, at any time.

Changes in room assignments requested by residents may be made only with the permission of the Associate Director of Campus Life and with the recommendation of the appropriate Campus Life Coordinator.

Break Periods

Students without prior permission are not permitted to remain in University Housing during break periods. Break periods include Thanksgiving Break, Winter Break, Spring Break, and the two weeks preceding Summer Session I and following Summer Session II. Any specific exceptions will be communicated to graduating seniors prior to Commencement. On a limited basis, students may be approved to reside in transitional housing during break periods at an additional cost. Decisions regarding break and transitional housing made by Campus Life: Housing are final.

Vacating University Housing

Students must vacate their space on the beginning date of each scheduled vacation and break period or within twenty-four (24) hours of the student's last final examination each semester, whichever is first. A graduating senior must vacate University Housing by 5:00pm on Commencement Day. In the event a student withdraws or is dismissed from Arcadia University, or the University cancels this agreement, the student will properly vacate their assigned housing within twenty-four (24) hours of notification, unless otherwise specified in writing from Campus Life: Housing. The student must follow proper checkout procedures, including but not limited to the return of key(s) and ID card (if leaving the University) to a Campus Life: Housing staff member before leaving the University. Improper checkout may result in additional charges to the student.

Refunds

Students who withdraw from the University are entitled to a prorated refund of the unused portion of their housing payment until the second week of the semester. No refunds are made for students who withdraw from the University after the second week of the semester.

The University is relieved of its obligations under, and may cancel or suspend, this Housing Agreement in the event of a force majeure condition, including, but not limited to, fire; earthquake; flood; act of God; strikes, work stoppages, or other labor disturbances; riots or civil commotions; war or other act of any foreign nation; epidemic or pandemic; governmental order; or any other cause, like or unlike any cause mentioned above, which is beyond the control or authority of the University and which makes performance in advisable, impracticable, illegal, or impossible.

Release from the University Housing Agreement

Circumstances which result in a release from this Agreement for the second semester include: students who graduate from the University; students who are declared ineligible to return to the University; students who otherwise withdraw from the University; and students who enroll in a study abroad program. All students that seek release from this Agreement for the second semester must cancel housing via the Online Housing Portal and complete any additional steps communicated by Campus Life: Housing no later than one week prior to the beginning of the second semester.

Meal Plan

All students residing within traditional or suite style housing are required to purchase a meal plan. First year students are required to purchase a standard meal plan (14 meals / week) in their first semester. Students residing in apartment style housing are not required to purchase a meal plan. No reductions may be made to the meal plan after the meal plan switch deadline (two weeks into semester); students may add a meal plan or increase their existing plan at any time. Meal plan costs and options for the current academic year may be found here: <https://www.arcadia.edu/life-arcadia/campus-services/dining-services/meal-plans>

Entering a Student's Room

The University reserves the right to enter residents' rooms without permission or consent, in the resident presence or absence, for the following purposes: maintenance inspection; repairs; cases of clear emergency; to ensure compliance with federal, state, and local law and University policies; when there is cause to believe a violation of such law or policy has occurred or is taking place; or to aid in the responsibility of the University to maintain an environment conducive to learning. Campus Life: Housing staff may conduct Health and Safety inspections in University Housing at any time to ensure that residents' rooms are free of health and safety hazards, well maintained, and in good repair. The University recognizes its responsibility to otherwise not unreasonably disturb residents' privacy.

Health, Safety, and Security

General Expectations

Each resident is responsible for and agrees to adhere to all health, safety, and security protocols in University Housing. Health, safety, and security protocols are subject to change at any time. For security reasons, students may not loan room keys or ID cards to others; duplicate room or building keys; or prop open any exterior or interior doors, including Knight Hall suite doors.

Guests

Guests of resident students are welcome on University property provided they conduct themselves in the same manner as required of all Arcadia University students. It is the responsibility of the resident to familiarize their guest(s) with the University's expectations and regulations. Residents are responsible for the conduct of their guests. Guests who violate laws or University policies may be banned from campus and / or face legal action.

Resident hosts must escort their guests at all times. The housing of a guest may not infringe upon the rights of others, including residents of the room, suite, apartment or building.

The University reserves the right to deny access to any guest if it is reasonably determined that the guest has disturbed, or is likely to disturb, other students residing in University Housing.

Minors (those under eighteen (18) years of age) who are not matriculated students, may visit for up to three (3) hours. For visits longer than three (3) hours or overnight visits, the appropriate Area Coordinator must be given advance notice and authorize access for the minor, including identifying the resident who is responsible for the minor and will remain with the minor at all times. In instances where the minor is a registered guest of a campus department or program (e.g. OverKnights or athletic recruits), Campus Life: Housing must be informed by the department, program, or student host of the dates and times for the visit, and the name of the student host that will remain with the minor at all times. For more information about Mandatory Reporting of Suspected Child abuse and Protection of Minors, click here: <https://www.arcadia.edu/mandatory-reporting-suspected-child-abuse-and-protection-minors-policy>

Fire Safety

When a fire alarm is activated, all students and any guests within the building are required to vacate immediately. Students that do not vacate buildings in a timely manner may face consequences via the student conduct process. Fire exit information is posted on the back of all room, suite, or apartment doors.

Tampering with the fire safety equipment or pull stations is a significant violation and may result in penalties including removal from University Housing.

Public Areas

Obstruction of a University Housing corridor or lounge, including while working on academic / personal projects, is prohibited. Students' personal belongings must be kept in their room or apartment at all times. Any item(s) left in corridors may be moved and discarded by the Facilities Management staff.

Grey Towers Castle is often a location for functions with restricted attendance. Residents may only attend activities open to the University community or a restricted function for which they have the proper permission. Like all other students, Castle residents must purchase a ticket or receive an invitation to any restricted event held in the Castle.

University Housing Rules and Regulations

Persons residing in University Housing are subject to the University Code of Conduct as indicated in the Student Handbook. All laws of the United States, the Commonwealth of Pennsylvania, and all applicable local ordinances and fire regulations must be adhered to in University Housing facilities. Adjudication of violations of University Housing policies and the University Housing Agreement is entirely within the jurisdiction of Student Affairs.

Noise

At all times, the resident agrees to show courtesy and consideration for others in the pursuit of academic scholarship and agrees to abide by the established quiet hours in University Housing. Individual or group activities that unreasonably disturb others will not be tolerated. The use of audio equipment, stereos, or musical instruments at levels that may unreasonably disturb other residents in or around University Housing, is prohibited. Drum sets and amplified musical instruments are prohibited.

Smoking

Smoking tobacco and use of any electronic smoking device is prohibited in all common and residential areas of University Housing, with the exception of the balconies or patios at Oak Summit Apartments.

Prohibited Items

The following are prohibited in or around University Housing:

- a) The use or possession of weapons, including but not limited to firearms (BB guns, paintball guns, handguns, rifles, etc.) knives, or other materials, which endanger student health and/or the safety of any person or persons. This is in accordance with the University's [Weapons Free Campus Policy](https://www.arcadia.edu/weapons-free-campus-policy). (<https://www.arcadia.edu/weapons-free-campus-policy>)
- b) The use or possession of explosives, including but not limited to gunpowder, fireworks, or other materials, which may endanger student health and/or the safety of any persons. Again, this is in accordance with the University's [Weapons Free Campus Policy](https://www.arcadia.edu/weapons-free-campus-policy). (<https://www.arcadia.edu/weapons-free-campus-policy>).

- c) The use or possession of alcohol by students under the age of twenty-one (21). The use or possession of paraphernalia that promotes binge drinking (beer funnels, beer pong tables, etc.) regardless of age. This is in accordance with the [Alcohol and Other Drug Policy](#).
- d) The use or possession of illicit drugs. The use or possession of paraphernalia that may be used to administer illicit drugs (pipes, bongs, hookahs, syringes, etc.) Again, this is in accordance with the [Alcohol and Other Drug Policy](#).
- e) Candles, incense, bottled gas, appliances, grills, Hoover boards, drones, and devices that burn unattended. Standard kitchen appliances are allowed in the Oak Summit apartments. This is in accordance with the University's Fire Policies. (<https://www.arcadia.edu/life-arcadia/campus-services/public-safety/fire-policies>).
- f) Pets and/or lab specimens of any kind, including visiting pets, with the exception of aquarium fish in a tank no larger than ten (10) gallons. The occupants of the room will assume all charges for damages related to the use or malfunction of the tank / aquarium. Students who are found with pets / animals in their rooms, other than service animals or emotional support animals for which the student has been granted an accommodation by Disability Support Services (DSS), will be asked to remove the pet(s) / animal(s) immediately. Failure to comply with such a request will result in disciplinary action along with the permanent removal of the pet(s) / animal(s) by University officials. If the pet(s) / animal(s) presents an immediate threat, Public Safety may be involved. Additional guidance for residents accompanied by service animals or emotional support animals for which the student has been granted an accommodation by DSS are available through DSS.
- g) Water beds or water mattresses.

Prohibited Actions

The following are prohibited in or around University Housing:

- a) Tampering with, disabling of, destruction of, or abuse of fire and/or safety equipment.
- b) Removing a screen from a window and / or throwing or otherwise disposing of any item from a window or balcony.
- c) Hanging any wall or ceiling covering that could potentially be a fire hazard.
- d) Solicitation or commercial endeavors in or around University Housing of any kind. See related, the Student Handbook provision on "Solicitation and Fundraising" (<https://www.arcadia.edu/student-handbook/university-regulations/fundraising>).
- e) Possession of alcohol in a common area, including, but not limited to, balconies, patios, hallways, stairwells, and lounges.
- f) Use of a window, patio, or balcony for access or egress in a non-emergency situation.
- g) Sitting, standing, or kneeling on the outside of any window ledge or balcony rails in Grey Towers Castle and Oak Summit.

Restricted Areas

Entrance onto or into restricted areas such as roofs, mechanical equipment rooms, buildings closed for vacation or break period, construction, any unauthorized area, any unauthorized entry into or use of University facilities, or the illegal possession, duplication or unauthorized use of keys to University facilities, is prohibited.

Damage to Property

Residents will be held responsible for any damage done to any other part of University Housing and its amenities. Public area damage that cannot be attributed to specific individuals will be billed on a prorated basis to residents of that section, floor, or building. Destruction of property is cause for disciplinary action and repair costs billed to the student.

Maintenance and Damage

Room Condition Reports

The student is required to vacate the room in the same good order and condition as it was occupied. A student is required to complete a room condition report at the beginning of the academic year, and each time a room change occurs during the year. A Campus Life: Housing staff member will inspect the room when the student vacates University Housing. Damage beyond normal wear and tear will be charged to the student. A student will also be charged for furnishings that are inventoried at the beginning of the semester but are no longer present in the room when the student leaves. Each student must adhere to all policies regarding room alterations and will be charged accordingly if policies are violated. All personal items must be removed at the close of the academic year. Any personal items left behind will be disposed of and the resident(s) will be charged for removal of items.

Furniture

The University will bunk beds in a double occupancy room in Kistler, Thomas, Dilworth and Heinz Halls upon request. Students are not authorized to bunk or loft beds themselves. The moving of University-owned furniture from one room or area in University housing to another without prior written permission is prohibited. University-owned furniture must stay inside apartment style housing at all times and may not be found in hallways, on balconies, or in any other space outside the apartment. Removal or possession of University or apartment complex furniture or accouterments from public areas is considered theft.

Appliances

The following high voltage electric and open coil appliances are prohibited in all University Housing: air conditioners, air purifiers, sunlamps, space heaters, ceiling fans, refrigerators larger than 3.5 cubic feet, lamps with exposed bulbs, halogen lamps without approved covers, coffee makers and irons without automatic shut-off capability. The following items are permitted in the *Oak Summit apartment kitchens only*: George Foreman grills, electric skillets, hot plates, toaster ovens.

Each residence hall room is limited to one (1) microwave and two (2) refrigerators. All microwaves in traditional or suite style housing must be leased through an authorized University vendor.

Microwave ovens are not permitted in Grey Towers Castle. Triple and Quad occupancy rooms in Grey Towers Castle may have a maximum of two (2) refrigerators. Five and Six-person occupancy rooms in Grey Towers Castle may have a maximum of three (3) refrigerators.

Refuse Disposal

Students are responsible for the removal of all personal trash from rooms, suites, and apartments. Trash must be disposed of in appropriate receptacles, located on each floor in all residence halls and apartments.

Utilities and Amenities

Utilities (electric, water, and heat) are included in housing costs. Additional amenities provided to students are wireless internet, and access to free laundry facilities. In Oak Summit Apartments, residents may be responsible for the cost of utilities should the cost exceed \$200 in one month.

Loss and Damage of Student Belongings

The University shall not be liable, either directly or indirectly, for any loss of residents' or guests' personal property by theft, or for any damage or destruction of such property by fire, water, or any other cause. Students are encouraged to secure appropriate property or renter's insurance.

I, _____, acknowledge that I have read this agreement, understand its provisions,
(PRINT NAME)
and will abide by all the rules and regulations contained herein and in other official publications of the University. I understand any violation of the housing agreement may result in loss of housing privileges, additional disciplinary action, and financial consequences.

SIGNATURE OF STUDENT

DATE

CO-SIGNATURE OF PARENT/GUARDIAN
(if student is not 18 years of age)