



ARCADIA UNIVERSITY STUDENT HOUSING AGREEMENT

FOR 2026-2027 Academic Year

This Agreement between Arcadia University and the undersigned student (“resident” or “student”) sets forth the terms and conditions for a student to occupy University Housing. 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 and the student understand and agree that it is not the parties’ intention to create a landlord-tenant relationship, and this agreement is not subject to Pennsylvania landlord-tenant laws. Updates and corrections may be made by the University as they become necessary, and the University will provide advanced notice of any material changes. Occupancy in University Housing, and any University-sponsored housing, shall be contingent upon agreeing to the following terms and conditions:

1. General Terms and Conditions

The University will provide students who register for University Housing with University Housing and a meal plan (if applicable – see “Meal Plan” below) in the University dining venues 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 understand the University Housing closing and opening dates. See section j below for the important dates.

a. 2026-2027 University Housing Rates

- a. Traditional Triple/Quad/Quint Rate (Castle, Dilworth, Heinz, Kistler & Thomas Halls): \$3740 per resident, per semester
- b. Traditional Double Rate (Castle, Dilworth, Heinz, Kistler & Thomas Halls): \$4460 per resident, per semester
- c. Traditional Single Rate (Castle, Dilworth, Heinz, Kistler & Thomas Halls): \$5180 per resident, per semester
- d. Suite Triple Rate (Knight Hall): \$3790 per resident, per semester
- e. Suite Double Rate (Knight Hall): \$4510 per resident, per semester
- f. Suite Single Rate (Knight Hall): \$5230 per resident, per semester
- g. Apartment Triple Rate (Oak Summit Apartments): \$3950 per resident, per semester
- h. Apartment Double Rate (Oak Summit Apartments): \$4660 per resident, per semester
- i. Apartment Single Rate (Oak Summit Apartments): \$5380 per resident, per semester

b. Dates Payable

Upon receipt of a statement of charges from the University, all payments must be paid in accordance with University procedures and as outlined by the Office of Student Accounts. Please see the Arcadia Website for the Office of Student Accounts’ information on how to pay all residence hall fees and meal plans.

c. Room Fee

Room rate fees (see above) are subject to change during the term of this Agreement upon approval of the Board of Trustees.

The resident will not be allowed to move in until all applicable financial obligations have been paid in full or are otherwise approved and in good standing, as determined by the Director of Student Accounts in consideration of financial aid, approved payment plans, or other factors as determined by the Director of Student Accounts. Failure to pay obligations on the date indicated on the statement of charges may result in loss of residence hall space. In addition, all residents who reside in Castle, Dilworth, Heinz, Kistler, Knight, or Thomas Halls are required to have a meal plan. Please see section 1, paragraph 15 for information on meal plans.

d. 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 the fall or spring semester, they may be removed from University Housing. The University may also 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. And, 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 in this agreement, or of any University policies and regulations, or external laws or regulations. University policies and regulations include but are not limited to, those listed in the Student Handbook (<https://www.arcadia.edu/life-arcadia/campus-life-resources/student-handbook/>) or in the University Policy Library (<https://www.arcadia.edu/university/university-policies/policy-library>), and external laws or regulations includes any federal, state, or local laws or regulations. Students are also expected to abide by the University's Interim Felony Conviction Policy (<https://www.arcadia.edu/life-arcadia/campus-life-resources/student-handbook/residence-and-commuter-life-policies-and-procedures/>), which, among other provisions, requires students to notify Residence Life in writing if convicted of a felony. Students may appeal to the Director of Residence Life to remain in University Housing if extenuating circumstances arise, but the University may remove a student from University Housing pending any such appeal, and the decision whether to remove a student on an interim or permanent basis is within the sole discretion of the University.

e. Residency Requirements

Full-time undergraduate students are required to live in a university-operated residence hall for their first four (4) semesters following matriculation (not including summer terms). The residency requirement may be waived for students who are veterans, married, living with parents or legal guardians with a zip code within a 25-mile radius of Glenside, officially withdraw from the University, take an official leave of absence, or studying abroad. Transfer students may be exempt from the residency requirement if they meet one of the following qualifications: (1) have earned at least 48 academic credits; (2) have completed four full semesters at another post-secondary institution; or (3) have their Associate Degree. Students seeking an exception to the residency requirement should contact Housing and Residence Life at housing@arcadia.edu to inquire about the exception process.

f. Occupancy

The University requires that all rooms, suites, and apartments maintain a minimum number of residents, as determined by the University throughout 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. Housing-related disability accommodations are exempt from minimum occupancy requirements.

The University reserves the right to increase room occupancy provided that the adjustment adheres to prevailing occupancy and health standards. If the University increases room occupancy and the residents of increased occupancy areas do not have all the standard furniture typically provided, a room fee discount will be applied. The discount will begin from the date occupancy is increased and will continue until the room returns to its standard occupancy.

g. Room Assignments

Although the University will attempt to honor a student's preferences, it 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 consolidating students in partially filled rooms/suites/apartments, at any time.

In the event of a roommate conflict, roommates should first discuss concerns directly with the other resident(s). If direct communication fails, the RA should be contacted for assistance. If that is unsuccessful, the Residence Life Coordinator should be notified. After these steps, changes in room assignments requested by residents may be made with the permission of the Director of Residence Life and Housing (or their designee) and with the recommendation of the appropriate Residence Life Coordinator. Procedures will maintain confidentiality and be conducted without bias. All conflict resolution procedures will be conducted without discrimination, respecting the diversity of all students involved. Residence Life reserves the right to reassign roommates without consent in severe conflict situations.

h. Health Services

All residents are required to have documentation on file with the Student Health Services that includes health forms documenting an up-to-date physical examination, medical history, and all required health-related immunizations/ records. All

records must be up to date before moving into the residence halls and receiving a key.

Students are required to adhere to all current health and safety protocols established by the University. These protocols are subject to change based on current public health guidance and may include, but are not limited to: (1) adherence to isolation or quarantine procedures if necessary; (2) following proper hygiene and sanitation practices; (3) participating in health screening or testing programs as required; (4) abiding by occupancy limits and social distancing measures in common areas; and (5) wearing appropriate personal protective equipment when mandated. The University reserves the right to modify these protocols at any time to ensure the health and safety of the campus community. Students will be notified of any changes through official University communication channels.

In the event of a health emergency or outbreak, additional measures may be implemented, including (1) temporary relocation of students; (2) restrictions on guests and visitors; (3) modified dining services, and (4) adjustments to housing assignments or occupancy.

Students with health-related concerns or who require accommodations should contact Disability Support Services for assistance.

The University may update this section as needed to address emerging health concerns or to align with current public health guidelines.

i. Break Period Housing

Students are not permitted to remain in University Housing during the following break periods: Thanksgiving Break within the traditional halls, 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. Students may apply for a break housing exception if they meet one of the following criteria: their address on record is more than 100 miles (Thanksgiving and Spring Break) or 300 miles (Winter Break) to campus; or the students are participating in University-related business such as work-study, in-season athletic program, internships, or thesis work, and the student is enrolled full-time for the following term. All exceptions to break periods must be approved by Residence Life and all decisions are final. Residents who fall under these exceptions must complete a break housing request form, which will be emailed to all residents a month prior to a break period.

j. Term

The term of this University Housing Agreement is for the entire academic year and includes both fall and spring semesters. This Agreement terminates on the day of the resident's last regularly scheduled final examination in the spring semester. This Agreement is strictly non-transferable and cannot be assigned to another party. Residency during Winter and Spring Break periods is not included in this Agreement unless otherwise specified. The calendar below lists the vacation dates when the University Housing will be closed. Each resident will be held responsible for the full payment of room and food service plan charges for both the fall and spring semesters or a pro-rated charge based on the date of move-in if the student is accepted as a resident after the semester starts unless otherwise provided in this Agreement or University policy.

Below are important dates related to hall openings, breaks, and closings.

- Housing opens for Fall 2026 semester: August 29, 2026
- Residence Halls close for Winter Break: 12:00 PM December 22, 2026. *Students must vacate within 24 hours of their last final if their last final occurs before December 22, 2026.*
- Residence Halls open for Spring 2026 semester: January 17, 2027
- Spring Break: Residence halls close at 4:00 PM on March 12, 2027
- Spring Break ends and halls reopen: 12:00 PM on March 21, 2027
- Residence Halls close for the 25-26 Academic Year: 12:00 PM on May 11, 2027. *Students must vacate within 24 hours of their last final if their last final occurs before May 11, 2027. Seniors who reside in housing may apply to remain in housing through Commencement.*

Thanksgiving Break: During the November Thanksgiving Break the dining hall will be closed for the break. Oak Summit Apartments and Knight Hall will remain open, as they feature kitchens in the halls. All other residence halls will close, with an option for residents in these halls to request to stay for the break. The request form will be sent out to all residents in these halls a month in advance. Please note that during this break, residents approved to stay will not have access to kitchens in other halls or the dining hall and must make their meal arrangements.

k. 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 5:00 p.m. on Commencement Day.

In the event a student withdraws or is dismissed from Arcadia University, or the University cancels this agreement, the student will vacate their assigned housing within forty-eight (48) hours of notification, unless otherwise specified in writing from Residence Life. 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 Residence Life staff member before leaving the University. Improper checkout may result in additional charges to the student. The student agrees that if this University Housing Agreement is terminated at any time, the student will promptly leave University Housing and will cooperate with all reasonable requests by Residence Life or other relevant University personnel in coordinating the student's terminated housing. Any personal items left in residence halls and Oak Summit Apartments after a checkout will be discarded by the university and the resident will be charged for item removal. The university is unable to store personal items at the university, in the time between spring and fall semesters.

l. Refund on Room and Meal Plan Charges

Residents who voluntarily withdraw from Arcadia University will have room and board charges adjusted based on the following refund schedule:

Fall 2025 Term Room and Meal Plan Charge Refund Percentage Schedule:

- i. Through September 5, 2026 - 80%
- ii. September 6-12, 2026 - 80%
- iii. September 13-19, 2026 - 60%
- iv. After September 19, 2026 - 0%

Spring Term 2026 Room and Meal Plan Charge Refund Percentage Schedule:

- i. Through January 17, 2027 - 100%
- ii. January 17- 26, 2027 - 80%
- iii. January 27-February 2, 2027 - 60%
- iv. After February 2, 2027 - 0%

Residents who wish to terminate their housing but remain an enrolled student, please see section 1, part m. below. Residents who are required to leave residency due to: (1) disciplinary sanctions related to an Arcadia University student conduct decision; involuntary withdrawal; (2) failure to maintain eligibility; or (3) termination of this Agreement for behavioral reasons, are not eligible for a refund of room or meal plan charges.

m. Termination of Housing Agreement

i. Agreement Termination by Arcadia

Arcadia, in its sole discretion, can terminate this Agreement at any time if the resident violates the Agreement. Should this Agreement be terminated, the resident will be required to vacate the university housing immediately unless special permission, in writing, has been obtained from the Director of Housing and Residence Life or designee. If a resident does not vacate within the allowed period, the lock will be replaced at the resident's expense, and any property remaining in the university housing may be treated as discarded property and disposed of or stored and held under limited access. All charges for removal, disposal and storage will be assessed to the resident. Termination for violation of the Agreement will result in the resident being liable for all charges assessed during the term of this Agreement and financial responsibility for any damages.

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. In the event of factors beyond its control, Arcadia reserves the right to alter or terminate this Agreement. A pro rata adjustment will be made in the event of such a termination.

ii. Contract Termination by the Resident

The resident may request to terminate this Agreement by submitting a written email notification to the Office of Housing & Residence Life. If the resident has occupied an assigned space, the resident must vacate the space and follow proper check-out procedures before the Agreement will be terminated. Occupancy is defined by issuance of a key to the student for university housing and does not require actual physical presence by student and/or student's possessions. Failure to check-out properly will result in an improper check out fee for resulting administrative costs. Residents who withdraw from the Residence Hall License Agreement remain liable for room and board charges for the term of the Agreement, except as provided for in paragraph 9 of Terms and Conditions of this University Housing Agreement.

Circumstances which result in a termination 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. Residents who wish to terminate the Agreement and do not fall under these stated circumstances must submit an appeal to be released from the agreement. The director of residence life will review the appeal. Appeals may be granted for the following circumstances: a medical emergency that requires a resident to be released from the agreement, supported by documentation or a financial life event, which has been reviewed by an Arcadia Financial Aid counselor. All residents are responsible for the financial obligation for the fall and spring semester until they are approved to be released from the Agreement.

iii. Housing Cancellation Fee Policy (Prior to Occupancy)

By submitting a housing application and entering into this Housing Agreement, the student acknowledges and agrees to the following cancellation fee structure, which applies to requests to cancel housing prior to taking occupancy of an assigned residential space for the fall semester. The housing cancellation fees are intended to represent a reasonable estimate of the administrative and operational costs incurred by the University in reserving housing space and managing assignments. The University reserves the right, in its sole discretion, to waive or reduce the housing cancellation fee based on documented extenuating circumstances. This cancellation fee policy applies only to students who accept and acknowledge the Housing Agreement.

Cancellation Deadlines and Fees

1) **On or before June 30**

Students who submit a written request to cancel their housing assignment on or before June 30 will incur no cancellation fee.

2) **July 1 through July 31**

Students who submit a written request to cancel their housing assignment between July 1 and July 31 will incur a \$250 housing cancellation fee.

3) **August 1 through Occupancy**

Students who submit a written request to cancel their housing assignment on or after August 1 and prior to occupying the assigned space will incur a \$500 housing cancellation fee.

n. 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 or 19 meals/week) in their first semester. Students residing in apartment style housing are recommended but 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/living-commuting/dining/meal-plans/>

o. Entering a Student's Room

The University reserves the right to enter students' residences without permission or consent, in the resident's 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. Residence Life 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. If in the course of any entry made pursuant to this paragraph, if restricted materials are found in plain view, they will be removed and the affected resident(s) will be notified of the confiscation and face possible student conduct action

2. Health, Safety, and Security

a. 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.

b. Guests

A guest is any individual who is not a current resident of the specific room, suite, or apartment being visited. 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. Residential students are permitted to host three (3) guests per resident of the room, suite, or apartment. Guests are permitted, with approval from all other roommate(s), to stay overnight for up to two (2) nights and three (30 days within a seven (7) day period. It is expected that hosting of guests is discussed with all roommates prior to the guest(s) arrival and that all residents within a space approve of the guest(s).

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 Residence Life 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), Residence Life 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 who 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>

c. Fire Safety

When a fire alarm is activated, all students within the building are required to vacate immediately. Students who do not vacate buildings promptly may face consequences via the student conduct process. Fire exit information is posted on the back of all rooms, suites, 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.

d. 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.

3. 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 / Campus Life.

a. 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: 11:00 PM - 8:00 AM Sunday through Thursday, and 1:00 AM - 9:00 AM Friday and Saturday. Individual or group activities that unreasonably disturb others will not be tolerated. Students who reside in the "Quiet Wing" in the Oak Summit Apartments must adhere to the extended quiet hours that are advertised in the wing. 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.

b. Smoking

Smoking tobacco and use of any electronic smoking device is prohibited in all common and residential areas of University Housing in accordance with University Policy.

c. Prohibited Items

The following are prohibited in or around University Housing:

- i. The use or possession of weapons, including but not limited to firearms (e.g., 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>)
- ii. The use or possession of explosives, including but not limited to gunpowder, fireworks, or other materials, 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>).
- iii. 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 (e.g., beer funnels, beer pong tables, etc.) regardless of age. This is per the Alcohol and Other Drug Policy.
<https://www.arcadia.edu/life-arcadia/campus-life-resources/student-handbook/university-regulations-and-policies/>
- iv. The illegal use, possession, or sale of narcotics, dangerous drugs or other illegal substances. The use or possession of paraphernalia that may be used to administer illegal drugs (e.g., vapes, pipes, bongs, hookahs, syringes, etc.). This is in accordance with the Alcohol and Other Drug Policy.
- v. 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>).
- vi. 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 accommodation by DSS is available through DSS.
- vii. Water beds or water mattresses.

d. Prohibited Actions

The following are prohibited in or around University Housing:

- i. Tampering with, disabling of, destruction of, or abuse of fire and/or safety equipment.
- ii. Removing a screen from a window and/or throwing or otherwise disposing of any item from a window or balcony.
- iii. Hanging any wall or ceiling covering that could potentially be a fire hazard.
- iv. 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/life-arcadia/campus-life-resources/student-government-organization-and-student-organizations/>
- v. Possession of alcohol in a common area, including, but not limited to, balconies, patios, hallways, stairwells, and lounges.
- vi. Use of a window, patio, or balcony for access or egress in a non-emergency situation.
- vii. Sitting, standing, or kneeling on the outside of any window ledge or balcony rails in Grey Towers Castle and Oak Summit.

e. 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.

f. 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 are billed to the student.

4. Maintenance and Damage

a. Room Condition Reports and Vacating University Housing

To vacate the room at the end of the term, the student should return their key to the dropbox or as otherwise instructed. The student is required to vacate the room in the same good order and condition as it was before they occupied it. 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 Residence Life 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 the removal of items.

b. Facilities Requests

Should a non-emergency issue arise that requires the attention of maintenance, the resident should use the Brightly-Asset Essentials tile on the student’s Arcadia Portalgaurd portal to submit a work request. Directions for Brightly-Asset Essentials are available on the back of every residential door. Loss of heat from more than 4 hours, electrical concerns, or leaks should be communicated to the Resident Assistant on Duty or to Public Safety immediately. A Brightly-Asset Essentials request is not necessary in these instances.

c. Pests

As with any residential facility, pest concerns may arise, especially in the cooler months. Should a resident have a concern about pests, a maintenance request should be made via the School Dude portal. Residents are encouraged to clean up after themselves and store all food in plastic containers. Residents should avoid leaving piles of clothing or wet towels in baskets or on the floor, and trash should be disposed of regularly. Health and Safety Inspections are conducted by Residence Life four (5) times a year (October, Thanksgiving Break, Winter Break Closing, February, and Spring Break) to ensure that residents are maintaining a clean living environment.

d. Furniture

The University will bunk beds in a double occupancy room in Kistler, Dilworth, and Heinz Halls upon request. The University will loft one bed in triple occupancy rooms in Kistler, Dilworth, and Heinz Halls upon request. Students are not authorized to bunk or loft beds themselves. Residents can not use cement blocks to loft beds. 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 furniture or furnishings such as artwork, printers, printer paper, or televisions from public areas is considered theft.

e. 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 Forman grills, electric skillets, hot plates, and 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.

f. Recycling, Sustainability, and 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. Residents are expected to support the following initiatives:

- i. Recycling Program:
 - Use designated recycling bins for paper, plastic, glass, and metal items.
 - Familiarize yourself with local recycling guidelines posted in common areas.
 - Properly dispose of electronic waste through University-sponsored e-waste collection events.
- ii. Energy Conservation:
 - Turn off lights, electronics, and appliances when not in use.
 - Use natural light when possible and keep thermostats at recommended settings.
 - Report any malfunctioning equipment or leaks to Facilities Management promptly.
- iii. Water Conservation:
 - Take shorter showers and turn off taps when not in active use.
 - Report dripping faucets or running toilets to Facilities Management.
- iv. Waste Reduction:
 - Use reusable water bottles, shopping bags, and food containers.
 - Print double-sided when necessary and utilize digital resources when possible.
- v. Green Purchasing:
 - Choose environmentally friendly products when making purchases for your living space.
 - Donate or exchange usable items at the end of each semester instead of discarding them.

g. Utilities and Amenities

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

h. 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 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.

