

New Student Reservation and Contract for University Residence Halls Fall and Spring Semesters, Academic Year 2009 – 2010

Please Print

Name: Last First Middle	Texas State ID
Permanent Address: Street / PO Box	Student E-Mail Address (please print carefully!)
City State Zip Code	Student Cellular Telephone
Permanent Telephone Number	Parent / Guardian E-Mail Address
Sex: _____ Date of Birth: _____ Current Age _____	Office Use Only, Please Date: _____ DHRL Staff: _____ Prepayment: _____ Yes _____ No Meningitis Vaccination Verified: _____ Yes _____ No

CHOOSE ONE

- Fall AND Spring 2009-2010
- Spring ONLY 2010

PLEASE NOTE: ONCE SIGNED, THIS BECOMES A LEGALLY BINDING CONTRACT AND YOU ARE REQUIRED TO LIVE ON CAMPUS FOR THE ENTIRE 2009 – 2010 ACADEMIC YEAR!

Read each paragraph carefully. By signing, you indicate your agreement to and acceptance of these terms and conditions in their entirety.

1. **Contract Agreement:** Once signed, this contract is binding for the entire academic year or for the remaining time of the academic year, whichever is longer. Texas State University – San Marcos Department of Housing and Residential Life (hereafter referred as “the University” or “DHRL”) agrees to provide housing to the above-named student (hereafter referred to as the “Student”), and the Student agrees to be enrolled during the contract period and to contract from the University, a space for residential purposes only in a Texas State University residence hall.
 - The residence hall housing contract begins according to the published housing schedule, available on-line, which is incorporated herein by reference, and ends 24 hours after the Student’s last final examination. If the Student is a graduating senior this contract shall end at 6:00 p.m. on the day of graduation. All residence halls close, and may not be occupied, during Thanksgiving, winter, and spring breaks, according to the published break and reopening schedules. The Student who is required to stay during break periods may contract for a space in a designated residence hall on a space available basis; an additional fee will be charged for the break period; the student may be relocated.
 - When checking out of the facility, the Student agrees to follow the checkout procedures provided in the on-line Housing Handbook available on-line. Failure to check out as instructed will result in an improper checkout fee of \$150, in addition to cleaning or damage charges. The Student agrees to vacate the space if no longer enrolled at the University.
2. **Prepayment:** The Student must submit a \$300 deposit with this contract to be held in escrow and converted to a pre-payment upon payment of the minimum amount due. If the entire prepayment amount is not needed for housing fees, the balance will be applied to the Student’s general account.
3. **Once the Student has signed this contract, he or she cannot cancel it unless at least one of these conditions applies:** (1) the Student graduates; (2) the Student fails to enroll in classes; (3) the Student is involved in student teaching or an internship program requiring absence from campus; or (4) the Student becomes legally married (residence halls only). Only DHRL may approve cancellations by written notice. The University will not honor cancellation requests submitted to offices other than the DHRL. The Student who fails to cancel within the prescribed deadlines will forfeit his or her prepayments and may accrue administrative and/or other fees.
4. **Cancellation Procedures:** The Student must submit cancellation requests, including all necessary documentation, in writing to the DHRL. The date that the DHRL receives the complete cancellation request determines compliance with the following cancellation dates and refunds. Requests for cancellation which occur after the published deadlines will result in complete forfeiture of prepayment. Deadlines to cancel and receive a refund of the housing prepayment are:

<u>Fall 09–Spring 10 academic year (contract beginning in fall semester):</u> <ul style="list-style-type: none"> • Through May 20th - \$250 refund • May 21st to June 15th – \$ 200 refund • June 16th to July 15th – \$100 refund • July 16th or later – Entire amount forfeited 	<u>For Spring 10-only contract (contract beginning in spring semester):</u> <ul style="list-style-type: none"> • Through Oct. 20th – \$250 refund • Oct. 21st to Nov. 15th – \$200 refund • Nov. 16th to Dec. 15th – \$100 refund • Dec. 16th or later – Entire amount forfeited
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5. **Payment:** The Student agrees to pay to the University the rate established by the Board of Regents, Texas State University System.
 - Residence hall room and board payments must be made to the Student Business Services Office within the deadlines for full or installment payment schedules established by the Student Business Services Office and published in official publications prior to the beginning of each semester.
 - Failure to meet the payment deadlines will result in a financial hold being placed on the Student’s records and may result in denial of access to residential facilities and late fees. This hold will keep the Student from registering, having grades mailed or posted, and obtaining an official academic transcript. Texas State may employ the services of attorneys or outside collection agencies to assist in the collection of delinquent accounts on all financial obligations incurred and any fees related to these activities will be added to the outstanding balance.
6. **Housing Assignments:** The University reserves the right to make housing assignments and to require assignment changes when considered advisable or necessary by the University, at any time. Assignment to a specific building, type of housing, room/apartment capacity, or specific roommate is not guaranteed. If a roommate does not claim his or her space, the Student may be assigned a new roommate or be given the option to purchase the assigned room as a private room for an additional charge, as determined by the University. Residence Hall students in partially occupied rooms may be consolidated with another student into another room, in the assigned hall or a

