

ANGELO STATE UNIVERSITY HOUSING DEPOSIT AND APPLICATION FEE

To activate your submitted application please fill out, print, and send this form in along with the \$50.00 non-refundable application fee and appropriate housing deposit. (Academic year deposit = \$150.00. Summer housing = \$50.00 deposit) Housing applications without the application fee and housing deposit will not be processed.

Please Print Clearly.

I am new to living on campus.

I currently live on campus at ASU.

Campus ID (CID) #: _____

Last Name: _____ First Name: _____ MI: _____

Semester(s) and Year for which you are applying:

Academic Year (Fall & Spring) _____ Spring Only _____ Summer _____

Maymester (May 12 – 27) _____

FOR OFFICE USE ONLY

Receipt Date: _____ **Receipt Number:** _____ **Amount:** _____ **TSADETL:** _____

Student Status: _____ **App Fee:** _____

If you wish to charge your application fee and deposit to MasterCard or Visa, please include the following information: fax to (325) 942-2239 or mail to the address above.

MASTERCARD _____ VISA _____

Card Number: _____ - _____
3 Digit Security Code

Expiration Date: _____

Amount to be charged: \$ _____

Signature: _____

Please mail check or money order payable to Angelo State University.

Residential Programs Office
Angelo State University
ASU Station #11016
San Angelo, TX 76909-1016

The information you have supplied on this form is maintained by the University. You have the right to review and correct this information by contacting the Residential Programs Office. ASU is a member of the Texas Tech University System.

**PRINT AND SAVE THIS
CONFIRMATION**

Included are important dates and procedures for you to remember

Welcome to living on campus at ASU! Now that you have submitted your housing application, you are probably wondering what to do next. This information will help guide you through the process of choosing your meal plan, roommate, and room through our on-line system. This document also includes important information about cancellation and deposit refund should your plans to attend ASU change. As always, if you have questions that are not answered here, or on our web page, please feel free to contact our office directly for more assistance.

MyHousing:

MyHousing is your on-line source for up-to-date information related to your housing arrangements. Through MyHousing, you will be able to edit your personal preferences, make room and roommate requests, select your meal plan and after the semester starts, MyHousing is where you will go to submit room change requests (during open room change processes), submit maintenance requests for your room, change your meal plan, and check your housing charges. With all the important information available to you, it is important that you check your MyHousing page, as well as the Residential Programs web page, frequently for changes and updates affecting your housing arrangements.

How do I access MyHousing?

You have already taken the first step by submitting your housing application. Once we receive your application, application fee and housing deposit, you will be given access to the MyHousing site. You will find the link to MyHousing on the Residential Programs main web page (near Apply On-Line). You will need your CID and PIN to log in to MyHousing. You will use the same PIN to log in to MyHousing that you use to log in to RAMs.

How will I know when I have access to MyHousing?

Notification that you can now access MyHousing will be included in the letter that you will receive acknowledging receipt of your application fee and deposit. Of course, you can also just check the site. When you have access, you will be able to log in. If you can't log in, and you think you should be able to, please contact us for assistance.

CHANGES TO YOUR PERSONAL PREFERENCES:

You may make changes to your Room and Personal Preferences by accessing the MyHousing link off the Residential Programs web page. Any changes you submit will be considered in your room/roommate assignment process UNTIL YOU HAVE BEEN ASSIGNED TO A ROOM. You will know that you have a room assignment by logging into MyHousing where you will see "My Assignments" with a room assignment indicated. Changes to your room or personal preferences made AFTER this point, will be considered only in the event that it becomes necessary to fill vacant beds through a future auto-assignment process.

CHOOSING A MEAL PLAN:

You are **required** to choose a meal plan if you meet one of the following criteria:

You choose or are assigned to live in one of the following buildings and have less than 60 semester credit hours:

- Carr Hall
- Centennial Village
- Mary Massie Hall
- Robert Massie Hall
- Texan Hall

Meal plans are **optional** for students who choose or are assigned to:

- Harvard House Apartments
- Vanderventer Apartments
- Student in any residence hall who has 60 or more credit hours.
- Summer housing residents

There are three meal plans for you to choose from. More information about meal plans is available on the Residential Programs web site at: www.angelo.edu/dept/residence_life

To choose a meal plan:

Log into MyHousing and select “Dining Plans” from the navigation menu on the left hand side of the screen. Click on “Select a New Dining Plan” then click “Continue.” Under “Edit My Dining Plan” choose your meal plan from the drop down menu. If you are eligible for “No meal plan” it will be an option in the drop down menu. If you are required to have a meal plan, “no meal plan” will not be an option for you. After you have selected your meal plan, click “Submit my Dining Plan Selection.” Your selected meal plan has now been added and will show on your MyHousing main page.

IMPORTANT NOTE: If you do not select a meal plan, and are required to do so, the “A” meal plan will be automatically assigned to you.

You may change your meal plan at any time by logging back into MyHousing and following the same steps that you used to make your initial selection. Please note that changing your meal plan will affect your bill. Please check your Student Account through RamPort often in order to avoid registration problems or dropped schedule for payment owed.

ASSIGNMENT PROCESS:

There are two primary methods by which room and roommate assignments are made. Both processes are described below.

1. Self-service / Lottery
2. Auto assignment

Self-Service / Lottery:

After you have submitted your on-line application and submitted your \$50.00 application fee and \$150.00 deposit to the Residential Programs office in Hardeman 200, you will be eligible to participate in what the new on-line system, MyHousing, calls a “lottery.” The system assigns each eligible student a randomly generated lottery number. Lottery numbers determine the order in which participants can begin to log in to MyHousing and make their selections. You will need your CID to log in. Lower lottery numbers start earlier in the process. (The time set between lottery numbers for log in is only 1 minute.) Once your assigned lottery time arrives, you can log in and start your selections. You can log in at any time between when your lottery time starts and the end of the lottery— so you don’t have to log in at the exact moment that you are assigned. You will find your lottery number and lottery time at the bottom of your MyHousing main page.

When your lottery time arrives, you log into MyHousing to make your assignment choices.

Step One: Roommate(s).

If you DON’T have a specific person(s) in mind to be your roommate/suitemate, you can skip this section and go directly to “Choosing a Room/Suite.”

If you DO have specific person(s) in mind to be your roommate(s) they MUST have already submitted their

application, fee and deposit, AND they MUST be in the same lottery as you. Check with them to confirm this BEFORE your lottery starts! You will need their CID numbers to request them. The student with the earliest lottery time can instigate the process. You don't have to wait for all of your friend's lottery times to arrive as long as you are all in the same lottery.

If you are ready to proceed, log in to MyHousing during your lottery time and begin by selecting your roommate/suitemates by clicking on the Roommate/Suitemate link on the navigation bar on the left hand side of the screen. Enter the appropriate CID numbers where indicated and click the "Request Student as Roommate" button. The assignment system will immediately send an email to the student(s) you have requested, letting them know that you have requested them as a roommate/suitemate. Since only MUTUAL requests can be honored, the student(s) you requested MUST log into MyHousing and accept or decline your offer to be roommates. You will know if they have accepted by checking your MyHousing. Under roommate/suitemate, it will show "mutual." If the request(s) are mutual, you can proceed to room selection. If they have not responded or declined; it will NOT show "mutual" and you won't be able to "pull them in" as your roommate. If this happens, you should contact your requested roommate to confirm rooming plans.

Step two: Choosing a room/suite:

In MyHousing, from the navigation bar on the left hand side of the screen, click Room Selection. You will then click "Find Available Rooms." This will bring up a listing of all available rooms for which you are eligible. The rooms are listed in alphabetical order by building. This screen will also display the semester cost for each room. Please make sure that you are choosing a room that fits within your expected budget, as you will be assuming financial responsibility for payment. In the second column, you will see that the screen also tells you how many spaces are available in each room. When you are ready to make your choice, click "Select Room." This will take you to the Room Booking screen.

Next to the building and room number, you will see a drop down menu that by default says "leave empty." If you have mutual roommate requests, the student's names will be listed in this drop down menu. In order to be matched in the room you selected, with the your mutually requested roommates, you MUST select them from the drop down menu. **Make sure you include yourself!** When you have confirmed that the information displayed is correct, click on "Submit Room Selection." At this point, congratulations! You are assigned!

IMPORTANT NOTE: After you have submitted your room selection, you CANNOT go back to make changes at this time. Since you now have an assignment, you have been removed from the lottery process. Your room and roommate information will now display on your MyHousing main page. It is important that you regularly log into MyHousing to confirm your status and to see there have been any changes to your room or roommate assignments that may occur as a result of cancellations, facilities issues, etc.

The Auto-Assignment Process:

The auto-assignment process starts out the same for the self-service process. After you submitted your application, fee and deposit, you are automatically included in the lottery process described above. Whether or not to self-select or opt for system matching based on the personal preferences you entered during application is really up to you. Auto-assignment works best for students who don't have a specific person in mind to be their roommate, but who would like a match based on some level of compatibility based on your personal preferences. It is designed primarily for first-year students, although returning students who did not participate in the renewal process may be included. In order to be included in the auto-assignment process, you just DON'T participate in the lottery process. Even though you will show an assigned lottery time in your MyHousing—just disregard it. At the conclusion of the lottery process and *prior* to each summer orientation

session, we will have the system “auto-assign” students who have active housing applications, but who do not yet have a room assignment. If you choose auto-assignment, there are a couple of key points for you to keep in mind:

1. Keep your Personal Preferences updated in MyHousing. This is the information that will be used to match you to a roommate.
2. Check the Residential Programs web site for information about when auto-assignment processes will be done. Auto-assignment processes are planned for a few days in advance of each summer orientation session.
3. Just as in self-service, once you have been assigned to a room, you are done. You CANNOT go back to make changes to your assignment. Any changes you make to your personal preferences after you have been assigned; will be used only in future auto-assignment processes.

WHAT IF I CHANGE MY MIND AND I AM NOT COMING TO ASU. WHAT DO I NEED TO DO?

There are a couple of things to keep in mind.

1. Remember that applying for housing is a separate process from applying for admission, registering for classes etc. Notifying Admissions or not registering for classes, does NOT automatically cancel your housing request. **You need to notify our office, in WRITING, (email is fine) if you are cancelling your housing application/contract.** In order to receive a refund of your \$150.00 housing deposit, we must have your written cancellation on or before July 15th. Cancellation requests received after July 15th will result in forfeiture of your housing deposit. Please take the time to send us written cancellation, even if it is past the July 15th deadline for deposit refund, so that we can unassign your room and remove housing charges from your student bill.

2. Please check the university’s Housing Policy. If you are requesting cancellation of your housing application/contract, but are still planning to enroll at ASU, you need to check to see if you are required to live on campus. You may need to submit an exemption request and be approved to live off campus *before* your housing application/contract can be cancelled. You can find more information about the Housing Policy, exemption process, exemption criteria, deadlines etc. on the Residential Programs web page at: http://www.angelo.edu/dept/residence_life/requirements.html.

- The deadline to submit exemption requests for the academic year is August 1st.
- The deadline to submit exemption requests for students entering for spring semester is December 15th.

WHAT IF I STILL HAVE QUESTIONS?

Be sure to visit our web page for answers to frequently asked questions concerning our facilities, check-in dates, what to bring, rules and policies and for general information about living on campus at ASU:

To contact our office:

Residential Programs on the web: www.angelo.edu/dept/residence_life

For housing related questions, please call the Residential Programs Office at:

325-942-2035 or e-mail housing@angelo.edu. Our fax number is: 325-942-2239

Thank you for choosing living on campus at ASU!

STUDENT HOUSING CONTRACTUAL AGREEMENT

This HOUSING CONTRACT is between Angelo State University, San Angelo, Texas, hereinafter referred to as "UNIVERSITY," and the undersigned, hereinafter referred to as "STUDENT."

I. DEFINITION OF TERMS

- A. Cancellation - Before occupancy (see definition below) and prior to the date that the residence halls officially open for occupancy; STUDENT may cancel his/her application for housing by notifying the UNIVERSITY Residential Programs Office in writing. Refunds are subject to the refund policy found elsewhere herein.
- B. Occupancy - Occupancy is defined by the availability/issuance of a key to STUDENT for a specified room/apartment and does not require actual physical presence of STUDENT and/or his/her possessions.
- C. Termination - Termination occurs at the end of occupancy or when the contractual relation between STUDENT and UNIVERSITY is discontinued. Termination is possible after occupancy when initiated by UNIVERSITY for disciplinary reasons or for failure of STUDENT to maintain eligibility.
- D. Eviction - Upon administrative/disciplinary termination of the contract, STUDENT is required to vacate the assigned room/apartment within twenty-four (24) hours of receipt of notice from UNIVERSITY. If STUDENT does not vacate the assigned room/apartment, UNIVERSITY may take any action it deems appropriate including applying to the appropriate court for eviction or restitution of the property. Eviction carries a financial penalty and may result in the denial of future applications for campus housing.
- E. Improper Check-Out - STUDENT fails to follow established procedures for checking out of his/her room/apartment. Improper check-outs carry a financial penalty plus the charge for the lock changes if the keys are not returned on time and any other applicable cleaning and damage charges.
- F. Policies/Regulations - For the purpose of this contract, Policies/Regulations include but are not limited to: policies of the Board of Regents, Texas Tech University System as they are adopted from time to time; the UNIVERSITY Student Handbook; the UNIVERSITY Parking Policies; the UNIVERSITY Sales and Solicitations Policies; the UNIVERSITY Residential Programs Handbook/Planner; and the policies and regulations of the Residential Programs Department. The policies and regulations may be amended from time to time during the occupancy period. STUDENT shall comply completely and fully and be bound by these Policies/Regulations. STUDENT has the obligation to be fully aware of Policies/Regulations that affect this contractual relationship. Policies/Regulations found in UNIVERSITY Publications that are available for distribution may be obtained annually, one per student.
- G. Standard Academic Year - For the purposes of this Contract, Standard Academic Year shall be defined as the period of time beginning at 9:00m on the Friday immediately preceding the start of fall semester classes, as published in the most current University Bulletin, and ending 24 hours after completion of STUDENT'S last final of the Spring semester. For STUDENTS officially participating in spring graduation exercises, the Standard Academic Year ends at noon on the Sunday immediately following spring graduation exercises.
- H. Student Housing - For the purpose of this Contract, the following areas are defined as Student Housing: Carr Residence Hall, Centennial Village, Concho Hall (overflow/temporary housing only), Robert Massie Hall, Mary P. Massie Hall, Texan Hall, Harvard House and Vanderverter Apartments. Student housing is not an open, public forum. As such, no distribution of materials nor any sales, solicitation, or advertising shall occur without prior written authorization of the Director of Residential Programs.
- I. Releases - A STUDENT who becomes eligible for exemption to the UNIVERSITY Housing Policy during the fall semester of the academic year may petition the Office of Residential Programs for a release from the Student Housing Contractual Agreement for the spring semester. Release from contractual agreement may have financial implications. Requests for release will not be accepted after December 15.
- J. Service Animals - A Service Animal, as defined by the Americans with Disabilities Act, is any guide dog, signal dog, or other animal individually trained to provide assistance to an individual with a disability. Service Animals are not pets.

II. APPLICATIONS AND ASSIGNMENTS

- A. UNIVERSITY will assign accommodations subject to the space available.
- B. UNIVERSITY will make every effort to honor STUDENT'S request with regard to preference of room, roommate, and residence hall but does not guarantee assignments to particular buildings, types of accommodations, specific rooms or apartments, roommates, or single rooms.
- C. UNIVERSITY reserves the right to change or cancel assignments in the interest of order, health, safety, or discipline with appropriate written notice.

D. Assignment to housing space is contingent upon receipt by the Residential Programs office of a completed Student Housing Application, \$50.00 non-refundable application fee, and the \$150.00 housing deposit, and provided STUDENT has fulfilled all requirements for admission to UNIVERSITY.

E. UNIVERSITY reserves the right to assign or reassign STUDENT to a particular housing facility, as UNIVERSITY deems necessary. Such assignments/reassignments may occur prior to or after STUDENT assumes occupancy of the residential unit in accordance with the Consolidation Policy published in the Residential Programs Handbook/Planner.

F. UNIVERSITY reserves the right to assign another student to the room without prior notice.

G. Private rooms will be granted on the basis of availability and are subject to charges specified in the UNIVERSITY Residence Hall Room and Board Rate Sheet.

III. ELIGIBILITY FOR STUDENT HOUSING

A. STUDENT agrees to enroll as a full-time student at UNIVERSITY in each long (fall and spring) semester covered by this contract.

B. Eligibility for residency under this Contract is not lost when STUDENT drops to part-time status during the contract period; however, if STUDENT drops to below nine (9) semester credit hours, continued residency is subject to written approval by the Director of Residential Programs. STUDENT involvement in any disciplinary incidents may be taken into consideration in determining authorization to continue to reside on campus.

C. Special eligibility requirements for designated Honors Housing floors in Texan Hall exists related to their designation as an academic Honors living area. Honors area requirements can be found in the Residential Programs Application/Contract booklet, the Residence Hall Handbook, on-line at www.angelo.edu/dept/residence_life or by contacting the Residential Programs Office.

D. STUDENTS enrolled during the regular academic year are not required to enroll during summer terms in order to continue occupancy providing they have otherwise maintained a viable relationship with UNIVERSITY (i.e., pre-registered for fall classes, submitted a fall housing application, or other similar condition).

E. STUDENT is expected to take the initiative in notifying the Director of Residential Programs, or his/her designee, of any irregularities in enrollment status or other special circumstances that may affect eligibility for occupancy.

IV. PERMIT FOR USE/RESTRICTIONS

A. STUDENT is provided a room under this Contract for his/her use only. Use of the room by another party except as authorized by UNIVERSITY in writing is in violation of UNIVERSITY policy and will subject STUDENT to disciplinary action and/or may result in termination of the Contract by UNIVERSITY.

B. Room assignments are not transferable; subletting is not permitted.

C. STUDENT agrees that under no circumstances shall he/she:

1. Allow overnight visitors or guests in University housing (except as in accordance with the published policy in the Residence Hall Handbook).

2. Allow pets of any kind in the housing facility. Service animals are not pets and in accordance with ADA regulations are permitted in the residential facilities. Specific information regarding UNIVERSITY'S Policy regarding service animals may be obtained from the Student Life Office.

3. Use the housing facility for any form of business activities or promotional ventures.

V. TEMPORARY ACCOMMODATIONS

When demand for housing accommodations exceeds the available space, UNIVERSITY reserves the right to assign an additional student to a room or make other temporary arrangements, including the use of off-campus facilities.

VI. CONSOLIDATION POLICIES

When deemed necessary by UNIVERSITY, STUDENT may be required to move to other accommodations as detailed below. When such circumstances occur, STUDENT agrees to complete the move within the time specified by the Residential Programs Office - usually not more than 48 hours.

A. To vacate a floor, wing, room, apartment, building, complex;

B. To consolidate students as set forth in the Consolidation Policy as listed in the Residential Programs Handbook/Planner;

C. To control the use of rooms/apartments with medical direction, in the event of a severe health problem or epidemic;

D. To provide necessary space to accommodate staffing needs;

E. To reassign to areas to accommodate the current gender mix;

F. To vacate an area for the purpose of major repairs or facility failures;

G. To temporarily close facilities during extended UNIVERSITY break periods;

- H. When unusual conditions occur affecting the health or safety of STUDENT or others.
- I. To maximize space use efficiency and/or to meet building occupancy requirements.
- J. As part of the Student Conduct/Judicial process and/or as needed to maintain order and an appropriate living-learning environment.

VII. CONTRACT PERIOD AND PAYMENT PROVISIONS

- A. This Contract is for UNIVERSITY housing and board during the standard academic year unless otherwise noted in this contract. The term of occupancy shall be for the entire academic year (fall and spring semesters) or if entered into after the start of the fall semester, for the remainder of the fall and spring semesters.
- B. The term of occupancy includes UNIVERSITY holidays (days during the standard academic year when classes are not held) that fall between the residence hall opening date and residence hall closing date, as specified elsewhere herein. Occupancy ends at the conclusion of the contracting period or when STUDENT has received written authorization from the Director of Residential Programs; or his/her designee, to terminate this contract.
- C. Occupancy at times other than those specified above may be allowed on a space available basis and for an additional fee, in cases where the STUDENT has received prior authorization from the Director of Residential Programs or his/her designee, and has made payment in advance of occupancy, in accordance with the break housing policy.

VIII. BREAK HOUSING I SERVICE PERIOD

- A. Breaks are defined as the following periods during which classes are not offered:
 - 1. Fall break: Period of days between the end of summer session two classes and the date the residence halls open for Academic year check-in.
 - 2. Summer break: Period of days between the end of the standard academic year and prior to the date the residence halls open for summer session one check-in.
- B. Residents desiring housing during break periods may request to stay in designated UNIVERSITY residence hall(s) for an additional fee. Residents may be required to move to a different housing facility for the break.
- C. Meal service for residents is provided during any break and holiday periods including: Thanksgiving, Christmas, and Spring Break.

IX. FINANCIAL OBLIGATIONS

- A. STUDENT agrees to pay the established rate for room and board as specified in the UNIVERSITY's Residence Hall Room and Board Rate Sheet. A copy of the current Room and Board Rate may be obtained from the Residential Programs Office by calling (325) 942-2035. A copy may also be found on the university web page at www.angelo.edu/dept/residence_life.
- B. Charges for room and board are due and payable at the UNIVERSITY Cashier's (Student Accounts) Office in conjunction with other charges (i.e. tuition, fees, etc.).
- C. Room and board charges shall be assessed on an academic year's basis with 60% of the academic year cost due and payable in the fall semester and 40% of the academic year cost due and payable in the spring semester.
- D. Room and board charges are subject to all applicable policies and procedures as established by UNIVERSITY and are subject to change by the Board of Regents, Texas Tech University System.
- E. If STUDENT does not meet financial obligations to UNIVERSITY, STUDENT is subject to removal from UNIVERSITY housing and dismissal from UNIVERSITY. Other actions for failure to meet financial obligations to UNIVERSITY, as published in the Texas Tech University System/Rules and Regulations, include the withholding of future registration privileges, the withholding of the issuance of an official certified transcript, the withholding of the conferring of a degree, and a bar against readmission to UNIVERSITY. Expenses incurred by UNIVERSITY in collecting the total amounts due under this contract, including collection fees, attorney fees, and other costs, including court costs, will be the responsibility of STUDENT.
- F. STUDENT must maintain a full \$150.00 housing deposit with UNIVERSITY during the period covered by this Contract.
- G. STUDENT agrees to pay UNIVERSITY for any damages incurred to the premises during this occupancy (including group damage billing) and for all expenses incurred by UNIVERSITY in restoring the room/apartment and its contents to clean and good condition, save reasonable wear and tear and acts of nature.
- H. STUDENT agrees to pay UNIVERSITY other fees that may be requested or assessed from time to time (such as administrative fees or fees related to UNIVERSITY'S discipline process).

X. CONTRACT CANCELLATION OR TERMINATION

- A. This Contract may be canceled by STUDENT prior to occupancy without penalty provided written notification of cancellation, signed and dated by STUDENT, is received in the Office of Residential Programs on or before JULY 15 for

the Fall semester and on or before DECEMBER 15 for students entering into this contract for the Spring semester. Failure to notify the Office of Residential Programs in writing of the request to cancel the contract on or before the appropriate date will result in the forfeiture of the \$150.00 housing deposit.

B. If STUDENT does not claim the assigned housing accommodation by noon on the first day of class each semester, or if STUDENT has not officially initiated procedures for enrollment in UNIVERSITY by that time, this Contract may be voided by UNIVERSITY and the \$150.00 housing deposit will be forfeited by STUDENT.

C. If STUDENT does not claim the assigned housing accommodation by noon on the first day of class each semester, and if STUDENT is officially enrolled in classes in UNIVERSITY, STUDENT is liable for all applicable room and board charges.

D. If STUDENT violates UNIVERSITY policies, rules, and regulations specified in section XIX, the UNIVERSITY may terminate this contract and require that the STUDENT vacate the room within 24 hours after receipt of notice to vacate. Under these circumstances: (1) the STUDENT'S \$150 deposit will be forfeited unless the STUDENT is assigned to another housing facility; and (2) the STUDENT will be liable for fifty percent (50%) of remaining academic year room charges under this contract.

XI. REFUNDS

A. All refunds for room and board payments authorized under this Contract will be made in accordance with the refund provisions specified in this Student Contractual Agreement.

B. No refunds of room and board payments for UNIVERSITY housing will be made for any reason after the deadline to officially withdraw from the UNIVERSITY as published in the current UNIVERSITY'S academic calendar.

C. Any refunds, including the \$150.00 housing deposit, will be processed only after all terms of this Contract have been satisfied.

D. Withdrawal from the residence halls during the semester for reasons other than illness will be grounds for loss of room deposit.

XII. CONTRACT RELEASES

A. STUDENT may request release from this contract for the spring semester by submitting a written request to the Office of Residential Programs before December 15. The Office of Residential Programs will approve the request only if one or more of the following circumstances exist:

1. STUDENT will graduate or terminate enrollment at the close of the fall semester.

2. STUDENT will be married prior to the beginning of the spring semester.

3. STUDENT will have earned 60 hours of college level work prior to the beginning of the spring semester.

4. STUDENT will turn 21 years of age prior to the beginning of the spring semester.

5. STUDENT will have completed his/her fourth consecutive long semester in University housing.

6. STUDENT is seeking approval for release by the Office of Residential Programs for a hardship that occurred after the start of the fall semester. (NOTE: STUDENT is obligated to the full terms of this Contract until released by the Office of Residential Programs.)

7. STUDENT has a student teaching or intern assignment that requires residence in another city.

B. STUDENT who qualifies for release from this Contract under provisions XIIA.1, XII A.2. and XII A. 7., may be released without penalty upon receiving written approval by the Office of Residential Programs.

C. If STUDENT receives a release from this contract under a provision other than those set forth in Section XII. B., STUDENT will pay UNIVERSITY 50 percent of the applicable spring semester housing charge as liquidated damages, and not as a penalty. This charge will cover UNIVERSITY'S administrative and re-rental expenses, and the parties agree that this charge is reasonable. Liquidated Damage Charges must be paid in full by no later than December 20. Failure to complete payment of Liquidated Damage Charges by the Dec. 20 deadline may result in rescindment of approval of the contract release request.

XIII. BOARD OPTIONS

A. Meal Service, as provided by UNIVERSITY, is included in this Contract for STUDENT in Mary P. Massie Hall, Robert Massie Hall, Centennial Village, Concho Hall (when in use as student housing), Texan Hall, Carr Hall, and those STUDENTS in XIII (B) who choose a meal plan option. Prior to the beginning of each academic year, STUDENT must choose from one of the meal plan options offered by UNIVERSITY.

B. Meal Service is optional for STUDENTS in Harvard House Apartments, Vanderventer Apartments, summer school residents, and for any STUDENT in any campus residential housing facility who has earned 60 or more hours of college level work.

- C. Meal service provided by UNIVERSITY under this Contract is for use of STUDENT only. STUDENT'S authorization for use of meal service by another party will subject STUDENT to disciplinary action.
- D. The first meal of the fall semester will be breakfast on the Friday before the start of classes, and the last meal of the fall semester will be dinner on the last class day of the semester. The first meal of the spring semester will be breakfast on the Saturday before classes start, and the last meal of the spring semester will be dinner on the last class day of the semester.

XIV. LIABILITY

- A. STUDENT is liable for payment of any damages to UNIVERSITY property in his/her room in accordance with the published University list of maintenance /cleaning charges.
- B. STUDENT is liable for payment of a pro rata share, along with other occupants, for any damages which occur in the housing facility, or for any loss of furnishings which cannot be attributed to the action or negligence of a particular occupant or to another party.
- C. STUDENT will not be liable for damages caused by acts of nature or for normal wear and tear.
- D. STUDENT will receive an itemized statement for the full amount of such damages, and the said amount shall be due immediately in order that the full \$150.00 deposit will be maintained.
- E. UNIVERSITY will not be liable for theft, or for loss, damage, or destruction of personal property belonging to or in the custody of STUDENT, including loss from fire, windstorm, or other causes.

XV. CONDITION OF ROOM

- A. STUDENT agrees to properly clean his/her room and keep it clean and in reasonable order. Failure to do so may be cause for termination of CONTRACT and/or applicable cleaning charges being applied.
- B. Painting of the room or any portion thereof is prohibited, and the hanging of articles in the room may be done only in accordance with UNIVERSITY policy. (See residence hall staff for more information.)
- C. STUDENT shall not make any modification or physical changes in room, or attach fixtures, pictures, plaques, etc., to walls, doors, or ceilings, except as authorized by UNIVERSITY. (See residence hall staff for more information.)
- D. UNIVERSITY and STUDENT shall cooperate in the care of the dwelling and grounds. STUDENT is responsible for exercising reasonable care in keeping UNIVERSITY property in an orderly, safe, and sanitary condition.
- E. STUDENT shall notify Residential Programs Staff of damage or needed repairs in a timely manner via the established work order procedure.

XVI. SERVICES BY UNIVERSITY

- A. UNIVERSITY will not provide maid service for STUDENT'S living unit, but will keep community areas and halls clean and in good order. STUDENT, however, is responsible for his/her misuse of community areas.
- B. UNIVERSITY agrees to provide garbage collection, hot and cold water in reasonable quantity, and electricity in sufficient quantity to heat/cool the facility according to the heating/cooling system of each individual residence hall. UNIVERSITY shall not be responsible for disruptions in service that are beyond UNIVERSITY control.

XVII. PRIVACY OF STUDENT OCCUPIED ROOMS

- A. The privacy of student rooms in UNIVERSITY housing will be respected by UNIVERSITY personnel. No room shall be entered without knocking, except in emergencies. STUDENT agrees and acknowledges that in the absence of occupants, authorized UNIVERSITY personnel for routine inventory; maintenance or repair, and health or safety inspections may enter rooms.
- B. STUDENT agrees and acknowledges that authorized UNIVERSITY personnel may conduct a search of STUDENT'S room to determine compliance with UNIVERSITY regulations and policies or federal, state, and local criminal laws where there is a reasonable cause to believe that a violation has occurred or is taking place.

XVIII. NONDISCRIMINATION

UNIVERSITY does not illegally discriminate when making assignments and will reject requests for reassignment based upon reasons of race, color, religion, age, gender, disabilities, or national origin.

XIX. UNIVERSITY POLICIES, RULES, AND REGULATIONS

STUDENT agrees to abide by all UNIVERSITY policies, rules, and regulations published in the Undergraduate/Graduate Bulletin, Student Handbook, and Residence Hall Handbook and other official UNIVERSITY and Texas Tech system publications.

XX. CORRESPONDENCE WITH THE ASU OFFICE OF Residential Programs

You may contact the Office of Residential Programs through the U.S. mail at the following address:

ASU Office of Residential Programs
ASU Station # 11016
San Angelo, TX 76909-1016.

Our e-mail address is housing@angelo.edu.

Our web address is: www.angelo.edu/dept/residence_life.

Our FAX number is (325) 942-2239.

Our phone number is: 325-942-2035.

Please include your name and Campus ID Number (CID) on all correspondence.

The Parties herein construe this Student Housing Contractual Agreement under the laws of the State of Texas and perform obligations in Tom Green County, Texas.

THIS IS A BINDING LEGAL DOCUMENT - PLEASE READ IT CAREFULLY.

IMPORTANT NOTICE: Submission and acceptance of a Student Housing Application form executes this Contract and implies acceptance on the part of STUDENT of all terms and conditions stated herein.

Revised January 2008.