1. Contract Length: Submitting a housing agreement legally commits the student to living in on-campus housing through the end of the academic year. This contract does not provide for housing during scheduled semester, fall, or spring breaks or summer vacation; alternate housing must be acquired by residents for these periods.  Students must vacate their living area by the date and time the residential areas close, as notified by the Office of Housing and Residential Life (hereafter referred to as "OHRL"). Any exceptions to the terms of this contract must be approved by the OHRL.
2. Rates: Room and board rates for the next academic year are available in the Accounting Office. By reference, these are made part of the contract. The College reserves the right to change rates to any renewal of the contract. Room and Board rates are subject to change by the direction of the Board of Trustees.
3. Contract Termination and Cancellation: If a student wishes to cancel the contract, that request must be in writing, signed by the resident applicant and is subject to the approval from the OHRL. Refunds are calculated based on the date of the postmark of the cancellation letter or the date of receipt of a fax or email correspondence. The contract is automatically terminated if a resident’s enrollment at Kenyon College is officially terminated. The College may terminate this contract and take possession of any room or college property at any time due to violation of any provisions herein, as a consequence of a violation of guidelines in the Student Handbook or the failure to satisfy specified financial obligations. Eviction of the room is within 24 hours of notification.
4. Refund Policy: The Board of Trustees has adopted the following policy with regard to the refund of tuition, room, and board. Refunds for room are made only in case of withdrawal from the College because of serious illness or accident and provided the student’s physical condition is certified by a licensed physician. During the first five weeks of actual attendance at Kenyon, from the date of enrollment, refunds for tuition, board and qualifying room are made in accordance with the following schedule:

Two weeks or less 80%

Between two and three weeks 60%

Between three and four weeks 40%

Between four and five weeks 20%

More than five weeks 0

1. Housing Damage Charges: Room Condition Report is completed at the time of check-in and check-out to note the condition of College property. The student’s account will be charged if the OHRL staff determines, during an inspection throughout the year or upon check-out, that College property has been damaged, furniture or keys are missing, or excessive cleaning is necessary. The cost of the repair, replacement or clean-up will be charged to the student(s) account(s). Housing damage charges may be appealed, in writing, within 30 days of the date of the charge explanation letter unless there is an improper or express check-out wherein the right to appeal is lost.
2. Room Occupancy: Room reservations must be claimed within 24 hours after the start of the official first day of classes. Failure to claim the space or to officially cancel this contract (see #4) will result in cancellation of the contract and the OHRL will reclaim the space.
3. Liability: The College shall not be liable for any failure, delay or interruption in performing its obligations and duties herein stated due to causes or conditions beyond its control or which could not have been prevented or remedied by reasonable effort at reasonable expense. Neither the College nor its officials, agents and employees are liable for the loss, theft, disappearance, damage or destruction at any time or in any place of any property belonging to, used by, or in custody of any resident no matter where such property may be normally used, kept, or stored. Students are encouraged to extend their family's homeowner’s insurance or purchase specific renter’s insurance to cover personal belongings.
4. Housing Assignments: The OHRL retains the exclusive right to make housing assignments. Students who assume residency in accommodations other than those assigned will be subject to fines and/or disciplinary action. The OHRL reserves the right to use vacant housing space at its discretion. Students agree to accept roommates as assigned or to move to another room upon approval from the OHRL. Students with documented disabilities may request special accommodations by writing to the OHRL, which in consultation with the Health and Counseling Center and/or the Office of Student Accessibility and Support Services will make every effort to accommodate reasonable requests as provided by the Americans with Disabilities Act.
5. Residency Requirements: All students are required to live on campus until space is exhausted. Students who reside off campus without expressed written permission from the OHRL will be subjected to on-campus housing fees, a fine and/or disciplinary action.
6. Community Standards: Residents agree to observe all local, state, and federal laws. In addition, residents agree to abide by Kenyon College policies and procedures as outlined in the Student Handbook, including those Community Standards that govern residential living. Each resident is financially responsible for any college property that is missing from his/her room or damage beyond normal wear and tear. Residents may also collectively share in the financial responsibility for damages that occur in common areas or in hallways. Charges for such damages will be billed to the resident(s) student account(s).
7. Information Disclosure: Residents must inform the Dean of Students Office as well as the OHRL in writing if they do not want housing assignment disclosed.
8. A complete list of Policies, Rules, and Regulations may be found in the Student Handbook, which is available on the Kenyon College website at www.kenyon.edu/studenthandbook.

*(****Please Print Legibly)****:*

Name (Last, First, Middle Initial)

Cell Phone Number

In signing this contract, I will abide by the terms of this contract and the Student Handbook. The terms are a legal and binding agreement between you and the College for the entire academic year or the remainder thereof. By my signature, I also affirm that I have received the key(s) to my housing assignment for the 2015-2016 academic year.

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Student Signature

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Date