

Kenyon College

Office of Residential Life Housing Terms & Conditions

General Information *(Please Print Legibly):*

Your Name (First Middle Initial Last)	Student ID Number
Permanent (Home) Address (street, city, state and ZIP code)	
Permanent (Home) Phone Number	Kenyon Email Username
Cell Phone Number	Birth date (mm/dd/yyyy)

Housing Assignment *(Please Print Legibly):*

Building:	Room #:
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In signing this contract, I affirm that I am at least 18 years of age and 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.**

Student signature	Date
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1. **Contract Length:** Submitting a housing agreement and required advanced payment 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 break 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 Residential Life. Any exceptions to the terms of this contract must be approved by the Office of Residential Life.
2. **Eligibility:** Admission to Kenyon College does not imply admission to campus housing. A prospective resident must be accepted as a student at Kenyon College. Admission to campus housing is subject to the completion of this contract. In order to reside in campus housing, students must be enrolled full-time for the term of this contract. Housing contracts are non-transferable.
3. **Rates:** Room and board rates for the next academic year are posted in the Lottery Document and 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.
4. **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 Office of Residential Life. 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.
5. **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
6. **Housing Damage Charges:** A 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 Office of Residential Life staff determines, upon check-out, that College property has been damaged or excessive cleaning is necessary. The cost of the repair, replacement or clean-up will be charged to the student's account. Housing damage charges may be appealed, in writing, within 30 days of the date of the charge letter unless there is an improper check out and the right to appeal is lost.
7. **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 Office of Residential Life will reclaim the space.
8. **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 parent(s) homeowner's insurance or purchase specific renter's insurance to cover personal belongings.
9. **Housing Assignments:** The Office of Residential Life retains the exclusive right to make housing assignments. Assignments selected at Lottery are in effect until October 1, after which a room change may be requested and will be subject to the approval of the Office of Residential Life. Students who assume residency in accommodations other than those assigned will be subject to fines and/or disciplinary action. The Office of Residential Life 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 Office of Residential Life. Students with documented disabilities may request special accommodations by writing to the Office of Residential Life, which in consultation with the Disabilities Services Office will make every effort to accommodate reasonable requests as provided by the Americans with Disabilities Act.
10. **Residency Requirements:** All students are required to live on campus until space is exhausted. A student may apply to live off-campus by completing the Off-Campus Housing Application and meeting the requirements outlined in the application. Students who reside off campus without expressed written permission from the Office of Residential Life will be subjected to on-campus housing fees, a fine, and disciplinary action.
11. **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 the dining halls. Charges for such damages will be billed to the resident.
12. **Information Disclosure:** Residents must inform the Dean of Students as well as the Office of Residential Life in writing if they do not want their room number location and/or phone number disclosed.
13. A complete list of Policies, Rules, and Regulations may be found in the Student Handbook which is available on the College website at www.kenyon.edu.