

**2016-2017**  
**FERRIS STATE UNIVERSITY**  
**HOUSING AND DINING CONTRACT**

Ferris State University (“University”) does not discriminate against any person based on age, race, color, religion, sex, sexual orientation, national origin, disability, familial status, or veteran status. Inquiries or complaints may be addressed to the Director of Equal Opportunity at Ferris State University, 120 East Cedar Street—McKessy House, Big Rapids, Michigan 49307 or call (231) 591-2152. If you have a disability and need assistance, contact the Office of Housing and Residence Life at (231) 591-3745.

**This is your Contract for residency in the Ferris State University (“University”) Residence Halls during the entire 2016-17 academic year** (Fall 2016 and Spring 2017 semesters). This is not a contract for University Apartments or the East Campus Suites. Please read it thoroughly and familiarize yourself with its contents. Please do not sign the Contract until you are fully familiar with all terms and conditions and are prepared to meet the financial obligations. Knowledge of and compliance with the information in this Contract is each Resident’s responsibility.

Ferris State University policy requires all single students to live in University residence halls for two full academic semesters, unless they have reached the age of 19 prior to September 1, 2016, or plan to continue living in the permanent home with parents, and the home is within 50 road miles of the University.

This Contract outlines the terms and conditions to which you (“Resident”) agree. Residents cannot alter terms of the Contract by written request or otherwise. Your agreement to abide by these terms is demonstrated by both your electronic signature as well as by your choice to attend Ferris State University. Your electronic signature is equally as binding as a manual signature on paper. This Contract is binding for the entire 2016-2017 academic year (both fall and spring semesters). Residents must be enrolled at the University with a minimum of six credit hours and making academic progress to reside in the residence halls. Requests for exceptions should be directed to the Office of Housing and Residence Life.

### **CONTRACT GUARANTEE**

#### **\$200 contract guarantee**

The \$200 is a contract guarantee and must be submitted at the time of electronically signing this Housing and Dining Contract. The University retains the contract guarantee of \$200 as long as the Resident remains in University housing. It is not used as a payment for room and meals.

#### **\$200 contract guarantee refund**

The \$200 contract guarantee is refunded (applied to the Resident’s account) when the Resident fulfills all the terms of the Housing and Dining Contract, if the Resident has not signed a new contract for the following academic year, or upon graduation.

#### **\$200 contract guarantee forfeiture**

The \$200 contract guarantee is forfeited whenever a Resident fails to fulfill the terms and conditions of the Housing and Dining Contract, including, but not limited to when the Resident: A) is a no show, B) withdraws from the University, and/or C) leaves their assigned room due to disciplinary action. New students who cancel their admission, and thus Housing, with Ferris State University after June 1, 2016 will forfeit the \$200 contract guarantee. Returning students who cancel at any time, automatically forfeit the \$200 contract guarantee.

### **ASSIGNMENTS**

Residents generally self-select residence hall room (“room”) assignments based on room availability at the given time of their housing room selection. Room selection assignments are generally based on longevity with the University or special circumstances as determined by the Office of Housing and Residence Life. Rooms are available for selection only after the Housing and Dining Contract is electronically signed and \$200 contract guarantee received. Room assignments are generally maintained through the first day of classes. In all cases, final determination of room assignments, including changes to room assignments, rest with the University. It is not possible to honor all assignment requests; however, every attempt is made to do so. Residents have the opportunity to request themed living environments as well as those with whom they would like to share living accommodations. Ferris State University makes every effort to accommodate such requests whenever possible. It may be necessary for the University to make a temporary assignment in certain circumstances until a permanent assignment can be made including assigning a temporary or permanent roommate to previously designated single rooms. Room assignments can be found by logging into your MyFSU MyHousing account.

Room and board charges are based on normal room occupancy (2 residents per room, 4 residents per suite in Cramer); therefore, the University reserves the right to reassign residents who are without roommates. Residents periodically find themselves in an under-assigned room with one or more empty bed(s). To be fair to all residents, such residents must choose

between:

1. paying for a single room, an additional \$1,068.00 per semester/prorated,
2. finding a new roommate,
3. consolidating with someone in similar circumstances, or
4. if offered by the Office of Housing and Residence Life as an option, remaining in the room under the agreement and understanding of leaving half the room readily available to accept a new roommate, with or without advance notice, at the discretion of the University. Failure to accommodate an immediate roommate may result in the assessment of single room charges. Please see the Office of Housing and Residence Life consolidation policy for more information: [www.ferris.edu/htmls/administration/StudentAffairs/Studenthandbook](http://www.ferris.edu/htmls/administration/StudentAffairs/Studenthandbook).

Please be advised that residents assigned to a single room may be assigned a roommate in instances where most rooms in the residence halls are full and there are residents needing placement. Additional single room charges shall be waived during periods of double occupancy except when single room charges were not originally charged or were waived as part of an incentive program.

Students that have signed a contract, yet have not selected a room through MyHousing, will be automatically assigned a room by housing staff. These assignments may not account for student requests, therefore students are encouraged to select their room as soon as they are eligible after signing their contract.

## **PAYMENTS**

By electronically signing this Contract, the Resident agrees to make payment(s) according to the University's payment schedule. Residents who owe past due balances to the University may not be able to register for classes and may not be eligible to receive a hall/room assignment. Please direct any questions regarding credit balance, refunds or your University statements to the Ferris State University Timme Center for Student Services.

## **HOUSING AND DINING RATES**

The Ferris State University room and board rates are subject to change without notice at the discretion of the Board of Trustees. The University strives to keep costs as low as possible while providing the best housing for Ferris State University students.

### **2016-2017 Residence Hall Rates:**

#### **Double Room** (2 Residents per room, 4 Residents in Cramer)

Per semester rate per person \$2,622.00

#### **Single Room** (1 Resident per room, 2 Residents in Cramer Suites)

(Single room availability is dependent on availability at the time of room selection.)

Per semester rate per person \$3,690.00

### **2016-2017 Meal Plan Rates:**

Bulldog Anytime Bronze Plan

Per semester rate \$2,204.00

Bulldog Anytime Silver Plan

Per semester rate \$2,204.00

Bulldog Anytime Gold Plan

Per semester rate \$2,354.00

Bulldog Anytime Platinum Plan

Per semester rate \$2,529.00

Please note Residential Anytime Dining Plans are mandatory for residents born on or after September 1, 1997, or for residents who have not lived in University residence halls for two full academic semesters. Residents that are required to have a meal plan, but do not select a meal plan via their MyHousing, will automatically be assigned a 'Bulldog Anytime Gold Plan'. Residents born prior to September 1, 1997, or residents who have lived in University residence halls for two full academic semesters, may choose from any of the meal plans offered by Dining Services or opt out of a dining plan altogether. View dining plan descriptions at [www.ferris.edu/dining](http://www.ferris.edu/dining).

### **Stay On Incentives:**

Residents who are or will be age 19 prior to September 1, 2016, or have lived in University residence halls for two full academic semesters, are eligible for the "Stay On Incentives".

#### **Single Room:**

Residents qualifying for the Stay On Incentive may contract for a single room (based on availability) with no additional single room fee charged above the normal double room rate. The Stay On Incentive rate for a single room per semester is \$2,622.00, and for a Cramer 2 Person per semester is \$2,722.00.

**Double Room:**

Residents qualifying for the Stay On Incentive may contract for a double room and receive \$534.00 off the normal double room rate per semester. The Stay On Incentive rate for a double room per semester is \$2,088.00, and for a Cramer 4 Person per semester is \$1,888.00.

These incentives are not available in Residence Hall Apartments, Campus Apartments, or East Campus Suites or in conjunction with the Residence Life Scholarship. Incentives will be applied to Resident's accounts after verification of eligibility: Residents not meeting eligibility requirements will maintain regular additional single room charges. Residents may contact the Office of Housing and Residence Life for further information.

**Other rates:**

There will be a limited number of rooms in Cramer Hall in which 2 persons are able to occupy a suite at a reduced occupancy (normal occupancy is 4 persons per suite). The rate of these 2-person reduced occupancy rooms is the same as a single room, which incur an additional \$1,044 per semester charge added to the normal double room rate. Availability is dependent on availability at the time of room selection.

A very limited number of residence halls contain a 2-person 1-bedroom "apartment" available for residents who are or will be age 19 (and over) prior to September 1, 2017. These units contain a kitchen, living room, bedroom, and bathroom; are furnished; and are treated as a residence hall "room" for the purposes of this Contract including move in/out dates and vacating the unit during the breaks when residence halls close. Residents of the residence hall "apartments" may choose from any of the meal plans offered by Dining Services or opt out of a dining plan altogether. This unit's "room only" per semester rate is \$2,671.00 per resident. Residents may contact the Office of Housing and Residence Life for availability and further information.

Residents permitted early arrival and/or late checkout during the academic year will be charged an additional prorated daily room charge and, if applicable, an additional board charge.

**ASSUMPTION OF RISK, CONSENT AND RELEASE**

All Residents acknowledge opportunities throughout the school year to participate in a variety of extracurricular activities and events not required as part of the student academic curriculum, including, but not limited to the following: using fitness facilities, housing facilities, equipment, attending and/or participating in athletic events; educational, recreational, and social activities and programs that occur in housing units, and on or off-campus property; consumption and/or participation in the distribution or selling of food and/or beverages by students, student organizations, and/or non-University individuals; and travel to and from participation in events, conferences, and other activities on and off campus. As a Resident and student, you recognize that your participation in such extracurricular activities may involve physical exertion and/or actions or omissions which could cause or result in injuries and/or health problems; contact with a variety of individuals, including non-University persons; risk of loss or damage to property; inconvenience and discomfort; exposure to circumstances and presence in locations with no supervision or protection; and other risks inherent in the particular activity or event in which you may be participating. In consideration of being permitted to utilize these facilities and equipment, and to participate in the activities and events available to our students, signing this Contract means that; 1.) You understand the above risks may occur and you assume all risks inherent in and which arise from your participation in travel, activity, and connected activities and other consequences or events that occur in conjunction with such extracurricular activities or events. 2.) To the fullest extent permitted on behalf of you and your heirs, assigns and all others, by law, you knowingly and intentionally release and waive any and all claims of whatsoever kind or nature against Ferris State University, its Board of Trustees, president, officers, employees, advisors, agents, and representatives which may arise out of your participation in these activities and events, including, but not limited to acts, omissions, or negligence of other students, advisors, and other individuals or organizations except for the University's gross or willful and wanton misconduct. 3.) You further agree to be responsible for your own safety, well-being, and conduct, and that neither Ferris State University, its board, president, officers, employees, agents, nor representatives will be liable or responsible if you suffer bodily injury, property damage, personal injury, death, and/or other damages or losses, except if caused by their gross negligence or willful misconduct. 4.) You also understand and agree you are solely responsible and assume all risk for damage, loss or theft of personal belongings (equipment, cameras, keys, jewelry, clothes, etc) brought with you when participating in and traveling to and from such activities or events. Ferris State University is not responsible for these personal items and they are not covered by Ferris State University's insurance coverage. 5.) You also authorize being appropriately transported to a medical facility for treatment in the event of an emergency, and consent to emergency medical treatment being administered to you in the event that you are unable (or your parent or guardian, if applicable, cannot be reached) to authorize treatment. Housing & Residence Life personnel are not authorized to provide transportation services as part of their prescribed responsibilities in a medical situation. 6.) You recognize that you may appear in photographs, video tapes, recordings, motion pictures and other records of the extracurricular activities or events in which you participate, and you consent to Ferris State University using, at its discretion, such photographs, video tapes, motion pictures, recordings, and other recordings in which you may appear unless you inform the photographer that you do not wish to be filmed. You also understand that Ferris State University cannot control filming between students.

## EMERGENCY CONTACT INFORMATION

Resident must identify to the University via their MyFSU account under “Personal Information” a person or persons to be contacted in case of an emergency. By signing this Contract, you are acknowledging that, notwithstanding the confidential relationship existing between you and the University, you understand and agree that the University may contact the person(s) you have identified, and/or your parents or legal guardian(s), in the event that the University determines that your health, safety and/or welfare may be at risk. Please note that the University does not monitor individual student behavior.

## OTHER TERMS OF THE CONTRACT

### Insurance and Liability

The University encourages residents to contact an insurance carrier to obtain coverage for personal property (i.e. renter’s insurance) including, but not limited to theft, water damage and power outage. Ferris State University is not liable in any circumstance for lost or stolen personal property, services or use of personal information including loss of money, “Bulldog ID Cards” (Resident ID Cards), laundry cards, valuables, for the loss of, or damage to, any resident’s property, or personal injury sustained on premises. Pipes may freeze and break if the window is left open and/or the heat is turned off during cold weather. Residents will be held responsible for any damages which will result from this or any other such negligence.

### Severability

Invalidation of any of the provisions contained herein by judgment or court order shall in no way affect any of the other provisions, which shall remain in full force and effect.

### Residents with Disabilities

Residents with visual, hearing, physical or other challenges should contract the Office of Housing and Residence Life at 231-591-3745 to discuss their needs and request an accommodation including utilization of a service dog, special equipment, etc. The University takes great strides to accommodate all reasonable requests. The reasonability of requests is determined by the University.

## CONTRACT CANCELLATION

**When a Resident is no longer enrolled** at the University the following applies to the cancellation process:

1. Academic denial: If a Resident is academically denied to return for the spring semester, he/she needs to properly check out of the residence hall room on the day the halls open for the spring semester. Any Resident checking out after that date will be charged room and meals (including fees) for each day he/she remains checked into the residence hall room. If a Resident has been denied to return spring semester, his/her room assignment and Housing and Dining Contract are cancelled and the \$200 contract guarantee is forfeited. Upon re-acceptance to the University the Resident must submit a new Housing and Dining Contract and \$200 contract guarantee. The Resident will then be eligible to receive a new room assignment.
2. Withdrawal from classes during a semester. A Resident is not considered formally withdrawn until completing a “Withdrawal Clearance Form” initiated in the Office of Admissions and Records at the Timme Center for Student Services. The date of Resident notification on the withdrawal form will be the official withdrawal date. Residents must move out and properly check out of the residence hall within 48 hours of the withdrawal. The refund of pre-paid room and meals will be calculated according to the University Refund Policy. The \$200 contract guarantee will be forfeited.
  - a. A Resident who withdraws from the University must vacate the residence halls and cease accessing Dining Services through a resident meal plan within 48 hours of withdrawal. Failure to do so will result in the Resident being held personally liable for all continuing housing and dining charges beyond the Resident’s withdrawal date. Residents who fail to properly check out and move out within the 48-hour period may be subject to removal through legal/administrative action. (See Residence Hall Checkouts)
3. Medical Withdrawals: The refund of pre-paid room and meals will be calculated according to the University Refund Policy. The \$200 contract guarantee will be refunded.
4. Withdrawal from the University at the end of fall semester: If a Resident checks out of the residence hall room at the end of the fall semester following the procedure for a proper check out, he/she will not be charged for the spring semester. The \$200 contract guarantee will be forfeited.
5. Administrative Withdrawal: Residents who are required to separate from the University as a result of inappropriate conduct will not be eligible for a refund of tuition, fees, room or meals. The \$200 contract guarantee will be forfeited.

**When a Resident is enrolled** at the University the following applies to the cancellation process:

1. Residents who have met the criteria to live off campus for the 2016-2017 academic school year, have electronically signed this Contract, and then wish to cancel this Contract will not be permitted to do so.
2. The process to request an exception to contractual obligations may be found online at [www.ferris.edu/housing](http://www.ferris.edu/housing).

## REFUNDS OF PREPAID ROOM AND MEALS

Under certain circumstances, all or a portion of any payment of a residence hall account may be refundable.

1. In the case of academic denial, a charge will exist only for those days that a room is occupied, or keys are issued for a room. Refunds are based on the date that belongings are removed from the room, the keys are returned to the residence hall staff, and a proper check out is completed through residence hall staff. (See Residence Hall Checkouts)
2. When the Contract is officially terminated as a result of withdrawal from classes, the refund will be calculated according to the University Refund Policy. Updated refund schedules are available at the Office of Financial Aid at the Timme Center for Student Services. Residents must follow the proper check out process. (See Hall Checkouts)
3. When the Contract is officially terminated due to reasons other than withdrawal from classes, the refund will also be calculated according to the University Refund Policy. Residents must follow the proper check out process. (See Residence Hall Checkouts)
4. If a Resident is administratively moved out of the residence halls, the refund will be calculated according to the University Refund Policy.
5. A Resident who is absent from the residence hall for a period greater than seven consecutive days because of illness may make an application to the Director of Dining services for a refund of meals. Medical verification is mandatory.
6. All refunds are applied to the Resident account. Money due to the University is deducted before refunds are issued.
7. There are no housing or dining refunds during the final two weeks of a semester.

### **TERMINATION OF THE HOUSING AND DINING CONTRACT**

The University may terminate this Contract and take possession of the room at any time for violation of any regulations or provisions herein, violation of other rules and regulations of the University, for crisis or health reasons, or when the Resident is no longer enrolled as a full time student. The University reserves the right to summarily suspend on-campus living and visitation privileges without refund and take immediate possession of the room of any resident upon determination that the Resident's continued presence in or access to the residence hall(s) may pose a threat to the safety and/or well-being of the Resident and/or other members of the University community. The University may take possession of the room within 48 hours after the Resident's withdrawal from school or termination of this Contract by the University. In the event a room must be repaired requiring a Resident to vacate, the University will supply alternative, comparable housing or the Resident may be entitled to a pro-rated adjustment of charge for the period during which the room is not occupied, at the discretion of the University. A prorated adjustment in charges will not occur in the event the damage was caused by the Resident. If the damage cannot be repaired within 60 days, and the Resident is not assigned to another room, this Contract will be terminated.

### **RESIDENCE HALL CHECKOUTS**

A proper checkout occurs when the Resident makes an appointment to check out of the room at a specific, agreed upon time with a Resident Assistant at least 24 hours in advance of the preferred checkout time. Residents must remove all personal belongings, the room and bathroom must be cleaned, and the room must be fully restored to University order. The condition of the room will be checked against the room inventory completed at the time of original occupancy. The Resident returns his/her key, original laundry card, and signs appropriate paperwork at this time. An improper checkout occurs upon failure to meet these terms, which include an improper checkout fee of at least \$50. Additional charges will be assessed for missing key(s) requiring a lock change, missing originally assigned laundry card, any room damages, missing/damaged room furniture, required cleaning/restoration, etc. In the event of such damage, if individual responsibility cannot be determined, the University will hold each Resident of a room/suite jointly and severally liable for damage charges, and Residents will be billed accordingly. All items must be present at the time of checkout to avoid charges.

### **Abandoned Property**

If the Resident vacates or abandons a room and leaves any personal property in the room, such property shall be deemed abandoned by the Resident. Abandoned property may be removed from the room and immediately disposed of by the University. The University may, space permitting and at its sole discretion, elect to remove and/or store such property at the Resident's expense for up to 7 days. Handling fees will be charged at an hourly labor rate and storage fees will be assessed at a rate of \$15.00 per day. Resident consents to the sale or disposition of such property at the University's discretion without legal liability.

### **VACATION/BREAK PERIODS**

Residents must vacate the residence halls during all published vacation/break closure periods unless they are eligible and have specifically contracted in advance for break housing. Residence halls are not accessible to residents during posted break closings and Residents are responsible for their own housing and meals during break periods. During breaks, residence hall rooms are exclusively the property of the University. Please refer to [www.ferris.edu/housing](http://www.ferris.edu/housing) for important dates of residence hall occupancy and break periods.

The University reserves the right to enter residence hall rooms to conduct safety checks, inspect, maintain, and make repairs in the residence hall rooms and replace furniture or furnishings at any time.

By submitting your signature, you are entering into this binding Contract. Your electronic signature is equally as binding as a manual signature on paper. You may print or save a copy of this Contract from the Office of Housing and Residence Life [website](#).

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_  
(Print)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

MOVE ON, LIVE ON, STAY ON