

# St. Olaf College

## Housing Occupancy Agreement

2024-2025

### Introduction

The purpose of this document is to establish the terms and conditions of the Housing Occupancy Agreement for Residence Life at St. Olaf College. This document constitutes an agreement between the College and the student towards their residential requirement unless a written exemption is provided. The college will provide the necessities as outlined in this agreement to provide reasonable housing accommodations and support.

Completing and signing the Housing Occupancy Agreement online establishes an understanding between the Student and College of their expectations of living in the residence halls. It is the Resident's responsibility to read all terms, conditions and policies described herein and to abide by them.

This document will be referred to as the Agreement from hereafter.

### Non-Discrimination Policy

Roommates are assigned without regard to race, color, sexual orientation, gender identity/expression, disability, national origin, veteran status, age, political affiliation, or religion. Discriminatory practices and/or behavior that violates this policy within any program, service or program, service or property of St. Olaf College is prohibited.

### Residency Requirement

St. Olaf College is a residential college. All enrolled students live on campus. The residence hall staff, building inventory, and event programming is structured to support students throughout the students' academic career.

Enrolled students at the college are financially obligated to the room fee for the academic year:

- Student may apply for residential exemption through the Housing Residential Exemption Request process. The exemption must be provided in writing.
- Student is responsible for the fee on the first day of class.
- Student enrolled mid-year are responsible for the January/Spring Semester. 2024-2025

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Occupancy is defined by issuance of a key/card access to the student for a specified room and does not require actual physical presence by the student and or their possessions.

### Meal Plan Requirement

All Residents must select a meal plan. Only students with an approved accommodation are exempt from the meal plan requirement. Students may select from a variety of meal plan options. Students sign up for a meal plan through their Student Information Systems (SIS) profile.

### Eligibility

The Resident must be an enrolled student at the College taking a minimum of 3 credits or be determined as eligible by the associate dean for Residence Life. Residence Life reserves the right to terminate this agreement at any point. Students can not terminate the agreement unless they are no longer enrolled for the academic year/semester.

While living in the residence halls, all Residents are responsible for their own self-care including appropriate personal hygiene, physical and mental health, management of medical conditions or illnesses, and other personal needs. Residents are expected to utilize various resources available to them to provide this care for themselves. Residents with an inability or perceived inability to meet these self-care expectations and/or who cause disruption to themselves or others may be asked to adhere to an action plan and/or leave the residence halls.

### St. Olaf College Agrees

The College with this grants the student a limited license to occupy College housing facilities under the terms and conditions stated herein. The College and Resident agree that this agreement creates no lease or landlord-tenant relationship.

## Resident Agrees

The Resident agrees to:

1. Make complete payments of all housing charges according to the College's 2024-2025 billing schedule.
2. Abide by all rules, regulations and policies posted by the College and Residence Life office which are incorporated by reference and made a part of this Agreement.
3. Honor the terms and conditions of this Agreement.
4. Read and act upon all electronic communications sent by the Residence Life office.

## Agreement Term

This Agreement is for the entire 2024-2025 academic year, which consists of fall, interim, and spring semesters, or if entered after the beginning of the academic year, for the remainder of the academic year.

This Agreement cannot be terminated or canceled except under the conditions cited in the cancellation and termination sections of this agreement.

## Agreement Changes

Changes may not be made in the terms and conditions of the Agreement without the agreement and written permission of the Residence Life office.

Changes in the rules and regulations may be made by the College during the term of the Agreement. Such changes will be published through St. Olaf email notifications prior to the changes becoming effective, unless the health and safety of people using the facilities may be adversely affected by the delay; then implementation will be immediate.

This Agreement cannot be reassigned by the Resident to another party.

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### Students with Disability or Housing Accommodation Needs

Students with documented disabilities who require reasonable accommodations in their residence hall room should start the accommodation request process by contacting the Disability and Access office ([dac@stolaf.edu](mailto:dac@stolaf.edu)) regarding their request. The Disability and Access staff will respond to the request and begin the accommodations process with the student. Residence Life will make every effort to provide reasonable accommodation assignments based on the accommodation required.

To initiate a request for accommodation, students should follow the instructions found at <https://wp.stolaf.edu/academic-success/dac/registration/>.

### Rates and Payments

The housing and meal plan rates are determined annually and approved by the Board of Regents. The Resident agrees to pay the rates as established and announced by the Student Accounts office. For more information about billing and payments, please visit the [Student Accounts Office webpage](#). Failure to satisfy the financial obligation accrued under this agreement may result in the denial of issuance/transfer of grade transcripts and/or enrollment and/or eviction, pursuant to College rules and regulations governing the imposition of these sanctions.

The College does not guarantee an uninterrupted supply of utilities or other important services, especially in the case of unanticipated disasters or catastrophes. If such should occur, the College reserves the right to adjust rates or allow them to remain in full effect.

### Agreement Cancellations

The Resident may terminate this agreement by giving written notification to the Residence Life Office under certain circumstances (see "Termination of Housing by Resident" below). If the student has occupied the assigned space, they must follow proper move-out instructions. Failure to checkout may result in improper checkout and/or damage fees being applied to the student's account.

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Occupancy is defined by enrollment for the academic term or issuance/access to a specified room and does not require actual physical presence by the student or their possessions.

### Termination of Agreement by St. Olaf College

The College may terminate or temporarily suspend performance of any part of this Agreement without notice in the event of an emergency which would make continued operation of the residence halls unfeasible. There shall not be any liability on the part of the College for the refund of any payments in the event the Agreement is terminated for this reason.

The College may cancel or terminate any part of this Agreement if the Resident fails to meet the full terms and conditions stated herein or for violation of University and Residence Life policies.

Examples of good cause include, but are not limited to:

- A change in student status, including academic or disciplinary sanctions
- Failure to attend classes
- Failure to remain a degree seeking student
- Failure to make payment of required charges by announced deadlines
- Failure to comply with state or federal laws, College, or Residence Life policies and regulations

Should this agreement be terminated, the student will be required to vacate the residence hall immediately unless an extension, in writing, is granted, which will not exceed 72-hours from the Dean of Residence Life/designee of the department.

### Termination of Housing by Resident

- Residential Housing Exemption
- Must have housing assignment if a St. Olaf Student
- Any student departure from St. Olaf are still financially held responsible for total room rate cost.

St. Olaf College takes pride in its status as a residential college. Combining residence hall staff, building inventories, and event programming, St. Olaf residence halls are structured to support student development. During a time when many students are transitioning to the management of their own living space, the on-campus residential experience assists in the development of heightened responsibility and preparedness for life after college through assigned living spaces and programming.

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The College does permit students to request an exemption to the residential requirement. Each academic year the eligible exemptions are reviewed. Students eligible for exemption must apply each academic year to be exempt from the residential housing requirement.

Any student departure from St. Olaf college are still financially responsible for the total room cost.

### Meal Plans

Residents are required to select a meal plan. Residents who do not select a meal plan, or select a meal plan that they do not qualify for, will be placed on the default meal plan which currently is the STS1 21-Meal Plan option.

For more information regarding meal plans, please visit <https://wp.stolaf.edu/stuacct/boardoptions/>.

### Room Assignments

The Agreement is valid only if housing space is available in either permanent or extended temporary rooms. Failure to honor assignment preferences will not void this Agreement.

Residence Life reserves the right to alter room assignments by administratively reassigning Residents within and between Residence Halls, assigning roommates, and consolidating vacancies by requiring Residents to move from single occupancy of double rooms to double occupancy within and between Residence Halls.

There is no guarantee of retaining the same room beyond the current academic year.

### Damage Charges

Students are responsible for loss or damage to furnishings or equipment in the Residence Hall room to which they are assigned. When damage occurs to any part of the public area of your community (i.e., hallway, lounges, bathrooms, etc.), all residents of the living community will be notified and held responsible for the cost of the repair. Students will be billed for the replacement or repair of any university property they damage or lose.

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At the time a student occupies a room, a Room Condition Report must be completed by the deadline given.

This form establishes student responsibility for the room condition, furnishings, and room key/Ole Card. Students vacating rooms are expected to remove all trash and personal belongings from rooms.

Any damages beyond normal wear and tear, upon check-out, will be charged to the student. Final billing will be assessed by the Residence Life Department once rooms are vacated.

### Occupancy

A room may only be occupied by the person(s) properly assigned to the room. Neither room assignments, nor the occupancy agreement, are transferable and occupancy by a student or other person without authorization is not permitted. Occupation of a different space that you are not assigned to may result in administrative fees being placed on your account.

### Keys

Students are issued a key at the time of occupancy at no charge. If this key is lost, the student will be charged to replace the core and cut the new key. When a room is vacated, it is the responsibility of each student to turn in any room key(s), where applicable, to the Residence Hall staff. If a key is not returned by the Resident, it is considered an improper checkout and the lock will be automatically change out of the student's expense.

It is the responsibility of the Resident to keep their key with them at all times.

### Ole Cards

Students are issued an Ole Card at no cost once affiliated with the College. Ole Cards are not transferable and may not be loaned. Residents must report any lost or stolen Ole Cards online and will be charged a \$25.00 administrative fee to replace the ID card.

It is the responsibility of the Resident to keep their key with them at all times. 2024-2025

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### Consolidation

Students who are in a double, triple, or quad occupancy room and do not meet full occupancy of that space for whatever reason, may be required to consolidate. Consolidation involves either:

- Moving to another room
- Moving to another building
- Finding someone else to move in with you or vice versa

### Expanded Housing (Placement)

The agreement of housing supervised by the College remain during any Expanded Housing period. Expanded Housing may include building(s) and/or spaces within a building that may not be part of the general housing inventory. Expanded Housing may occur during various periods including but not excluded to: placement while on a wait list, break periods, and addressing a facility/maintenance issue.

### Housing Options During Break Periods

Residence Halls remain open during the following break periods:

- Fall Break
- Thanksgiving Break
- Winter Break
- Spring Break

Residents desiring to remain on campus during break periods may be asked to sign up for break housing. When sign-up is required, card access will be limited to those who register by the deadline.

Summer break housing is available for enrolled students during the Summer Terms at an additional cost to the Resident. Enrollment is defined as:

- Students who are actively taking a summer course
- Students who are enrolled during the Fall Semester that follows the summer stay.

## Residence Life Policies and Procedures

Policies and procedures have been established to provide an appropriate living-learning environment. Residence Life policies and procedures are outlined in The Book

(<https://wp.stolaf.edu/thebook/reslife/>). All Residents are responsible for reviewing, understanding, and adhering to the policies and procedures listed.

Residents are held responsible for the behavior of their guests and all activities originating from their assigned rooms.

Students shall have equal rights to use lounge areas, hallways, baths, and other common spaces and agree to respect the rights of other students in such areas. These facilities include, but are not limited to, study lounges, main lounges, recreation rooms, laundry rooms, bathrooms, etc.

## Room Entry

Entry may take place by a college staff member without prior notification for repair, maintenance or its assessment, or when there is imminent danger to the health and welfare of the students.

Persons explicitly authorized by the Dean of Students may enter a room when there is suspicion to think a college policy is being violated. Such persons shall knock and, if requested, identify themselves before entering.

The Dean of Students has given authority to the area coordinators, public safety and associate deans to inspect refrigerators when policy violation is suspected. Residents will be asked to voluntarily open suspect refrigerators first, but if such requests are not followed, the units may be searched by designated staff.

Persons authorized by the dean of students may also enter a room to check lofts, refrigerators, and/or recovery of stolen college property. If an occupant is not present during a room check, authorized persons will be accompanied by another individual.

Whenever entry is obtained by use of a pass key except for repair, maintenance or its assessment, or for health and welfare reasons, a written report shall be submitted to the dean of students

# Liability

St. Olaf College, its officers, employees, and agents have no legal obligation, nor any ability to provide reimbursement for the Resident's individual property resulting from loss, theft, damage, vandalism, or any other perils, unless damage results from the negligence of a specific College employee.

Accordingly, the Resident agrees to hold harmless and indemnify St. Olaf College, Residence Life and its Officers, employees, and agents, for damage sustained by the Resident or others, because of the Resident's acts or omissions, relating to any changes or modifications made by the Resident to their room or furnishings, such as the configuration of loft beds, bookshelves, partitions, or other structures. This means the Resident is financially responsible for injury to another party, or damage to their property, because of any equipment or items the Resident has constructed, created, purchased, or used improperly, and that the Resident will pay any resulting claim on behalf of the College.